

# PMO – Scoring Rubric



Our project ranking model is based on weighted responses to project initiation checklist questions which are typical for IT projects. This model is currently implemented in TeamDynamix which will aid the PMO and Project Review Board in assessing priority.

In order to rank incoming projects, we evaluate its importance by assessing the value it will bring as well as ensuring it is aligned with the University’s strategic goals. We also take into account the risk, urgency, and target audience.

The Scorecard criteria questions along with Goals and Risk are calculated to create a composite score percentage. A summary report of scored projects is reviewed by the governance committee in order to determine priorities.

## Score Card



Composite Score = (Goals Score \* Weight) + (Risks Score \* Weight) + Scorecard Score

## Scorecard Criteria – Why are we doing this and how will it be completed?

1. **Value Add / Impact:** Projects that have a positive impact on the largest customer base are ranked highest on this criterion. Projected business benefits can include financial, organizational, student enrollment or retention.

Strategy	Weight	Criteria	Value
Value Add	20%	No Impact	.0
		Single Administrative Division / College	.33
		Multiple Administrative Divisions / Colleges	.66
		Significant Return on Investment	1
		University-wide	1

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2. **Urgency:** In an effort to make sure the project benefits the university as a whole or a specific component of the institution, this criteria ranks both the urgency and the group(s) who will benefit from it.

Strategy	Weight	Criteria	Value
Urgent	20%	Not Urgent or important	.0
		Important to 1 or more departments	.25
		Urgent – time sensitive	1

3. **Required:** Measure the extent to which the project is required for compliance (minimizing any risk to the University) or cost reduction. A patch or upgrade to major university systems based on federal regulations is associated with remaining in compliance (highest value).

Strategy	Weight	Criteria	Value
Required?	20%	Not Required	.0
		Associated with planned initiatives	.33
		Required to sustain operations	.66
		Required to remain in compliance	1

4. **Mission Supported:** Identify how this project supports our organization’s mission.

Strategy	Weight	Criteria	Value
Mission Supported	10%	Administration	0
		Academic	1
		Research	1
		Student Experience	1

5. **Increase Effectiveness:** The project will contribute to ongoing efforts that drive continuous process improvement. Does this improve an existing process or enhance user experience? For example, does this project produce a new service that will reduce administrative cost and create an easy-to-use interface for the student or user?

Strategy	Weight	Criteria	Value
Increase Effectiveness	10%	No Impact on Efficiency	.0
		Improved User Experience	.5
		Increased Administrative Efficiency	.5
		Increased User Experience & Admin Efficiency	1

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6. **Funding:** Costs include both human resource and physical (hardware/licensing) costs. If funding is available and allocated to support the project life-cycle, the score is higher. If funds are not available, we cannot proceed with taking on this project.

Strategy	Weight	Criteria	Value
Funds Allocated	10%	Funds are not available	.0
		Funds are available	.5
		Funds are available and allocated	1

7. **Goals clearly articulated:** A complete set of requirements are required to develop a scope document. A scope document includes description of solution, deliverables, exclusions, constraints and assumptions. Stakeholders and IT must agree to scope before committing to execution.

Strategy	Weight	Criteria	Value
Goals clearly articulated	10%	Solution is unclear; problems expected	.0
		Solution is known: some problems expected	.33
		More than 1 approach is available	.66
		Solution is well defined: no problems expected	1

## Goals

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### *2015-2020 University Strategic Plan goals*

I – Student Experience

II – Student and Alumni Outcomes

III – Institutional Vitality

IV – Community of Excellence

## Risks

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- Not Applicable = 1
- Low = 0.67
- Medium = 0.33
- High = 0

Risk Score = (Sum of all risk scores) / (Total number of risks). A lower risk score means the project is more risky. Risk scores will fall between 0 and 1.

1. **Campus Risk non-compliance** Would the university potentially be at risk if this project was not completed (regulatory or security related)
2. **Risk mitigation** Risk mitigation involves development of mitigation plans designed to manage, eliminate, or reduce risk to an acceptable level. Once a plan is implemented, it is continually monitored to assess its efficacy with the intent of revising the course-of-action if needed.