

Project Name: _____

Project #: _____

Department: _____

Revision Date: _____

 Business Complexity

 Technical Complexity

 **0** PM Skill Level

Complexity Assessment

Business Complexity

Instructions: On a scale of .5 - low to 4-high (0 = N/A), rate each applicable attributes for the Business Complexity. [Notes: Business and technical complexity will be computed automatically in this worksheet, using the ratings you enter. Move your pointer over each attribute cell, marked with a red triangle, to see a definition of the attribute.]

Low Complexity	Business Attribute	High Complexity	
0	1	2	3
Static	Business rules	Changing	2.5
Static	Current Business Systems	Changing	3
Known and Followed	Decision Making Process	Not Known	0.5
Low	Financial Risk to Organization	High	4
Local	Geography	Company Wide	3
Clear and Stable	High Level Requirements	Vague	
Few & Routine	Interaction with Other Departments and Entities	Many and New	
None	Impact to Business Process	High	
Few & Straight Forward	Issues	Multiple & Contentious	
High	Level of Authority	Low	
Clear	Objectives	Vague	
Established	Policies	Non-existent	
Minimal	Politics	High	
Familiar	Target Users	Unfamiliar	
Experienced	Project Manager's Experience	Inexperienced	
Experienced	Team	Inexperienced	
Loose	Time Scale	Tight	
Low	Visibility	High	
		Total:	13
		Complexity:	2.6

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Business Complexity



Technical Complexity



0

PM Skill Level

Complexity Assessment

Technical Complexity

Instructions: Follow the same instructions as provided in the Business Complexity section above.

Low Complexity	Technical Attribute	High Complexity	
0	1	2	3
Local	Communications	Company wide	
Established	Delivery Mechanism	New	
Local	Geography	Company wide	
Proven	Hardware	New	
Stand-alone	Level Of Integration	Tightly Integrated	
Proven/Stable	Networks (L/W)	New	
In place	New Technology Architecture	Not in place	
9-5, Mon-Fri	Operations	24-hour, 7-day	
Expert	PM Technical Experience	Novice	
Established and in use	Scope Management Process	None	
Light	Security	Tight	
Proven	Software	New	
Established and In Use	Standards And Methods	None	
Experienced	Team	Inexperienced	
Total:			0
Complexity:			0.0

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 Business Complexity

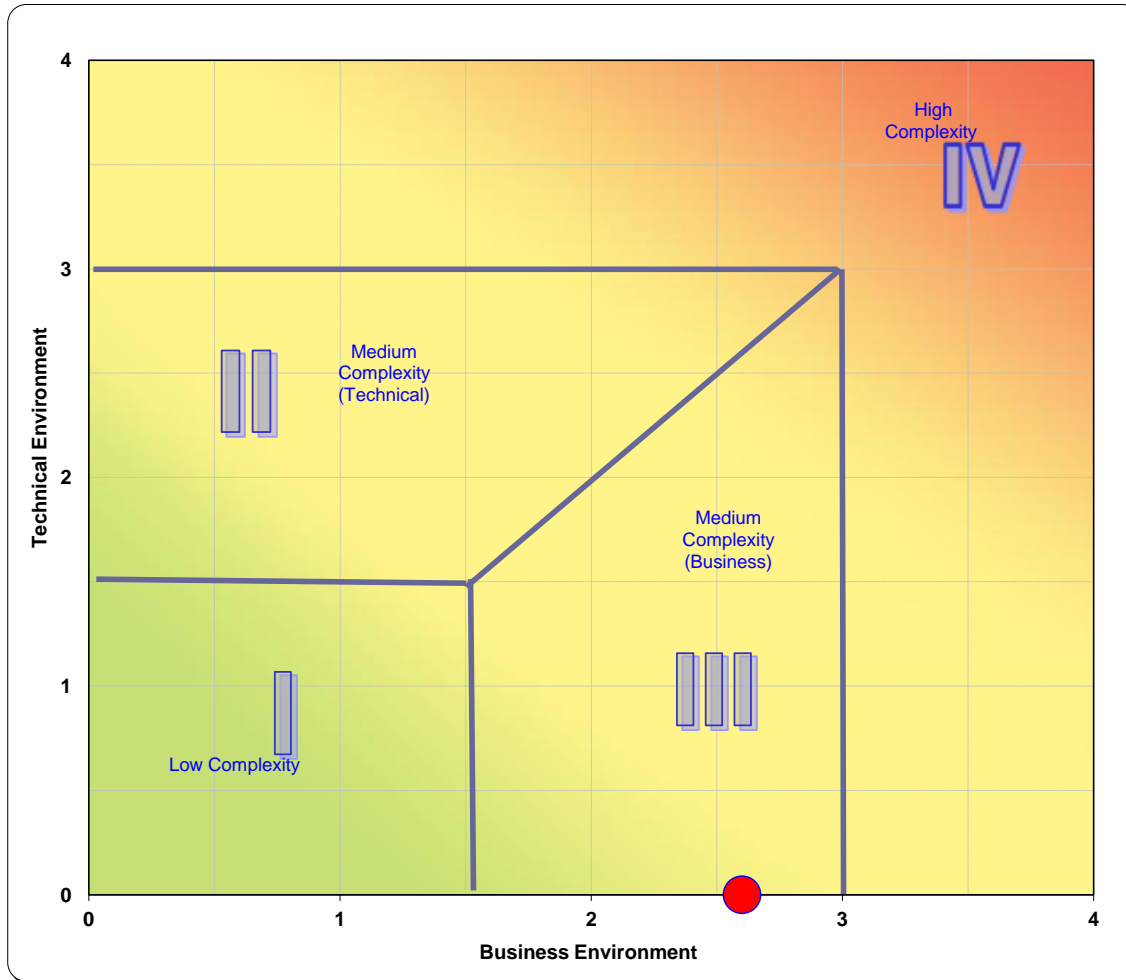
 Technical Complexity

 **0** PM Skill Level

Complexity Assessment

Complexity Diagram

Note: Your project will be plotted automatically in this worksheet, using the values computed in the previous tables.



Scores **Business Complexity** **2.6**
 Technical Complexity **0.0**

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 Business Complexity

 Technical Complexity

 **0** PM Skill Level

Complexity Assessment

Suggested Project Manager Skill Set Guidelines

Complexity		Duration		Budget		Resources	
<input checked="" type="radio"/>	Zone 1	<input checked="" type="radio"/>	< 6 months	<input checked="" type="radio"/>	<\$500K	<input checked="" type="radio"/>	< 5
<input type="radio"/>	Zone II, Medium Zone III, Medium	<input type="radio"/>	< 1 year	<input type="radio"/>	<\$1M	<input type="radio"/>	<10
<input type="radio"/>	Zone II, High Zone III, High	<input type="radio"/>	>1 year; < 3 years	<input type="radio"/>	>\$1M; <\$5M	<input type="radio"/>	11 – 20
<input type="radio"/>	Zone IV	<input type="radio"/>	>3 years; <10 years	<input type="radio"/>	>\$5M; <\$100M	<input type="radio"/>	21 – 40
<input type="radio"/>		<input type="radio"/>	>10 years	<input type="radio"/>	>\$100M	<input type="radio"/>	40+
PM Level:		0.5	Experience: Minimum 1 year working as a key team member on an IT project. Technical experience commensurate with the proposed technology. Professional Knowledge: Understands the PMM and department's methodology.				
For Oversight Purposes		Zone I = Low Criticality/Risk	Zones II and III = Medium Criticality/Risk	Zone IV = High Criticality/Risk			

Note: Assess the complexity of the project periodically: every two - three months and/or at the conclusion of each phase.