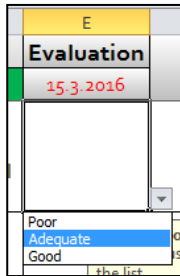


Evaluating project status 1st time

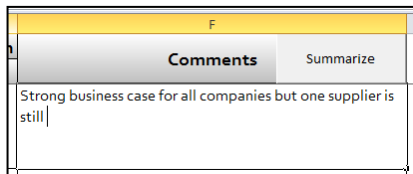
1) Select status from the list for each criteria



OR click the correct status description

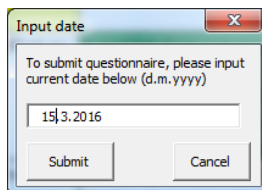
→ The selected status option is highlighted as red/yellow/green.

2) Write comments for the selected status (if needed) for each criteria



3) Click "Summarize"

4) Edit input date (if needed) and click "Submit"



NOTE!
Macros need to be enabled.

Date
(automatic, can be changed later)

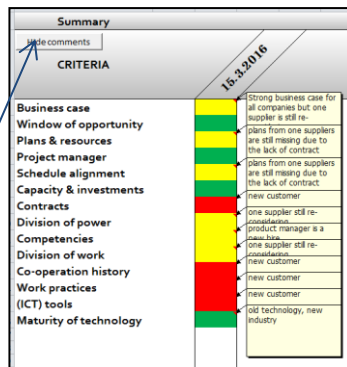
Security Warning - Macros have been disabled. Enable Content					
E2		2016-03-21			
CRITERIA	STATUS	STATUS	STATUS	Evaluation	Comments
Business case	Poor	Adequate	Good	2016-03-21	
Project manager					
Schedule alignment					
Capacity & investments					
Contracts					
Division of power					
Competencies					
Division of work					
Co-operation history					
Work practices					
(ICT) tools					
Maturity of technology					

"GoCHAMPION project evaluation" worksheet

Status summary

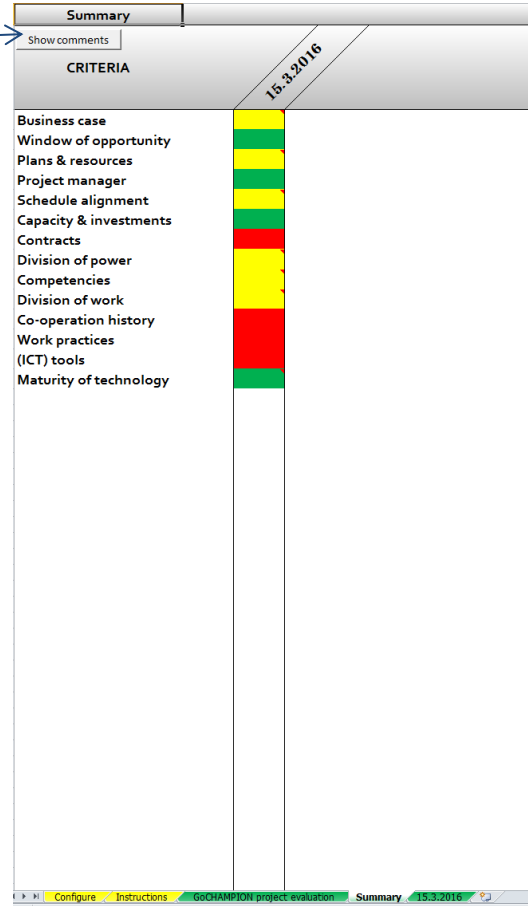
Status summary consists of all evaluation data.

To see all comments
Click "Show comments" button



Summary	
Show comments	15.3.2016
CRITERIA	
Business case	Strong business case for all companies but one supplier is still re-
Window of opportunity	Plans from one suppliers are still missing due to the lack of contract
Plans & resources	Plans from one suppliers are still missing due to the lack of contract
Project manager	Plans from one suppliers are still missing due to the lack of contract
Schedule alignment	Plans from one suppliers are still missing due to the lack of contract
Capacity & investments	new customer
Contracts	one supplier still re-
Division of power	consideration
Competencies	product manager is a
Division of work	new busi-
Co-operation history	one supplier still re-
Work practices	consideration
(ICT) tools	new customer
Maturity of technology	new customer
	old technology, new industry

To hide all comments
Click "Hide comments" button



Summary	
Show comments	15.3.2016
CRITERIA	
Business case	
Window of opportunity	
Plans & resources	
Project manager	
Schedule alignment	
Capacity & investments	
Contracts	
Division of power	
Competencies	
Division of work	
Co-operation history	
Work practices	
(ICT) tools	
Maturity of technology	

"Summary" worksheet

Evaluation data

All evaluation data is saved in separate worksheets
(if “Summarize” function is used in evaluation worksheet)

	A	B	C	D	E	F
1	CRITERIA	STATUS	STATUS	STATUS	Evaluation	Comments
2	Business case	The project is not aligned with the long-term strategy of any companies involved and does not have a solid business case.	The project is aligned with the long-term strategy of the involved companies or has a solid business case.	The project is aligned with the long-term strategy of the companies involved and has a solid business case. Co-operation is meaningful for all companies.	21.3.2016 Good	Everyone is onboard
3	Window of opportunity	There is no clear window of opportunity in the company's portfolio for the product/service.	The window of opportunity for the product/service is not clear but it can be justified.	There is a clear window of opportunity in the company's portfolio for the product/service.	Good	
4	Plans & resources	Company-level project and resource plans are available.	Partners' project and resource plans are available.	We have approved/confirmed project and resource plans for our company that also include partners' plans.	Good	One contract still not finalised
5	Project manager	The project manager lacks 3-4 qualities of available time, motivation, competencies, ability to influence, and credibility in the organisation.	The project manager lacks 3-2 qualities of available time, motivation, competencies, ability to influence, and credibility in the organisation.	The project manager has time available, motivation, competencies, ability to influence, and credibility in the organisation.	Good	
6	Schedule alignment	We have no visibility of our partners' schedules.	Partners' schedules are available but they are not synchronised at a project level or the schedules are conflicting with the project schedule.	Partners' schedules are aligned with project schedules.	Adequate	plans from one suppliers are still missing due to the lack of contract
7	Capacity & investments	Project execution requires additional investments or causes delays in some other project, OR the project decreases partners' business opportunities, OR we have doubts regarding partners' capacity.	A successful project is possible if work effort or investment estimates do not change.	A project does not require additional investments and does not cause unreasonable risk for the partners. There is a high success probability, even though additional work effort or investments are needed.	Good	
8	Contracts	We have not worked with the partners before, even at the company level. Legal agreements enabling co-operation do not exist.	The company has worked with the partners before but legal agreements need to be updated for this project.	We have worked with the partners before and the legal agreements are still valid.	Adequate	new customer
9	Division of power	We have not agreed with partners who make decisions and upon what. It is not possible to make decisions in a reasonable time.	Power division with the partners has been carried out but decision-making is too slow.	All companies involved know who makes decisions and what is decided upon. Decision-making is rapid.	Adequate	One contract still not finalised
10	Competencies	Competence needs for the projects are known but suitable personnel are not available.	We have all the critical competencies in the project but some of the key personnel are newcomers.	We have all the critical competencies in the project and everyone is familiar with the project and the business involved.	Good	Re-organizes resources and the new product manager was allocated to another project
11	Division of work	We have not agreed on work division with the partners.	Work division with partners has been agreed but it is not documented.	We have clearly agreed work division with partners to avoid overlapping tasks and grey areas.	Adequate	one supplier still re-considering
12	Co-operation history	We have not worked with the partners before, OR previous co-operation with the partners was not successful.	We have worked successfully with the partners before as a company but the project personnel have no personal experience.	Project personnel have successfully worked with the partners on previous projects.	Adequate	new customer
13	Work practices	IT has not worked with the partners before. Work practices and processes for co-operation do not exist.	The company has worked with the partners before but work practices and processes need to be updated for this project.	We have worked with the partners before and agreed work practices and processes are still valid.	Poor	new customer
14	(ICT) tools	We have not worked with the partners before. ICT tools for co-operation do not exist.	The company has worked with the partners before but the (ICT) tools used are not applicable for this project.	We have worked with the partners before and the (ICT) tools used are still valid.	Poor	new customer
15	Maturity of technology	The selected technological solution is being used for the first time in the company. The solution has not been used in other companies.	The selected technological solution is being used for the first time in the company. The solution has already been used in another company.	The selected technological solution has already been verified and used in our other products/services.	Good	old technology, new industry
16						
17						
18						

Evaluation date specific worksheet
(oldest evaluation is on the right)

Re-evaluating project status

Re-evaluating the project status is done re-selecting the status and re-writing the comments.

1) Enable macros

2) Select status from the list for each criteria

3) Write comments for the selected status (if needed) for each criteria

4) Click "Summarize"

5) Edit input date (if needed) and click "Submit"

1	A	B	C	D	E	F	
2	CRITERIA	Poor	Adequate	Good	21.3.2018	Evaluation	Comments
3	Business case	The project is not aligned with the long-term strategy of any companies involved and does not have a solid business case.	The project is aligned with the long-term strategy of the involved companies or has a solid business case.	The project is aligned with the long-term strategy of the companies involved and has a solid business case. Co-operation is meaningful for all companies.		Good	Everyone is onboard
4	Window of opportunity	There is no clear window of opportunity in the company's portfolio for the product/service.	The window of opportunity for the product/service is not clear but it can be justified.	There is a clear window of opportunity in the company's portfolio for the product/service.		Good	
5	Plans & resources	Company-level project and resource plans are available.	Partners' project and resource plans are available.	We have approved/confirmed project and resource plans for our company that also include partners' plans.		Adequate	One contract still not finalised
6	Project manager	The project manager lacks 3-4 qualities of available time, motivation, competencies, ability to influence, and credibility in the organisation.	The project manager lacks 1-2 qualities of available time, motivation, competencies, ability to influence, and credibility in the organisation.	The project manager has time available, motivation, competencies, ability to influence, and credibility in the organisation.		Good	
7	Schedule alignment	We have no visibility of our partners' schedules.	Partners' schedules are available but they are not synchronised at a project level or the schedules are conflicting with the project schedule.	Partners' schedules are aligned with project schedules.		Adequate	plans from one suppliers are still missing due to the lack of contract
8	Capacity & investments	Project execution requires additional investments or causes delays in some other project, OR the project decreases partners' business opportunities, OR we have doubts regarding partners' capacity.	A successful project is possible if work effort or investment estimates do not change.	A project does not require additional investments and does not cause unreasonable load for the partners. There is a high success probability, even though additional work effort may be needed.		Good	
9	Contracts	We have not worked with the partners before, even at the company level. Legal agreements enabling co-operation do not exist.	The company has worked with the partners before but legal agreements need to be updated for this project.	We have worked with the partners before and the legal agreements are still valid.		Adequate	new customer
10	Division of power	We have not agreed with partners who make decisions and upon what, it is not possible to make decisions in a reasonable time.	Power division with the partners has been agreed but decision-making is too slow.	All companies involved know who makes decisions and what is decided upon. Decision-making is rapid.		Adequate	One contract still not finalised
11	Competencies	Competence needs for the projects are known but suitable personnel are not available.	We have all the critical competencies in the project but some of the key personnel are newcomers.	We have all the critical competencies in the project and everyone is familiar with the project and the companies involved.		Good	Re-organizes resources and the new product manager was allocated to another project
12	Division of work	We have not agreed on work division with the partners.	Work division with partners has been agreed but it is not documented.	We have clearly agreed work division with partners to avoid overlapping tasks and grey areas.		Adequate	one supplier still re-considering
13	Co-operation history	We have not worked with the partners before, OR previous co-operation with the partners was not successful.	We have worked successfully with the partners before as a company but the project personnel have no personal experience.	Project personnel have successfully worked with the partners on previous projects.		Adequate	new customer
14	Work practices	We have not worked with the partners before but work practices and processes for co-operation do exist.	The company has worked with the partners before but work practices and processes need to be updated for this project.	We have worked with the partners before and agreed work practices and processes are still valid.		Poor	new customer
15	(ICT) tools	We have not worked with the partners before but the (ICT) tools for co-operation do not exist.	The company has worked with the partners before but the (ICT) tools used are not applicable for this project.	We have worked with the partners before and the (ICT) tools used are still valid.		Poor	new customer
16	Maternity of technology	The selected technological solution is being used for the first time in the company. The solution has not been used in other companies.	The selected technological solution is being used for the first time in the company. The solution has already been used in another company.	The selected technological solution has already been verified and used in our other product/services.		Good	old technology, new industry
17							
18							

"GoCHAMPION project evaluation" worksheet

Previous evaluations are saved as separate worksheets

Editing success criteria

Please note, that editing the success criteria will remove all previous evaluation data.

1) Enable macros

2) Remove default questions (if needed)

3) Add your own question(s) to the first free row(s) after table.

4) Define conditions for poor, adequate and good status

5) Select YES for "use question" for each new question

6) Click "Build questionnaire"

Security Warning Macros have been disabled Enable Content

A1

1 A B C D E

2 Build questionnaire

3

4

5 Choose questions for the questionnaire. You can add your own questions by writing them to the first free row after table.

6 Use question (Mandatory)

Use question	CRITERIA	Poor	Adequate	Good
YES	Business case	The project is not aligned with the long-term strategy of any companies involved and does not have a solid business case.	The project is aligned with the long-term strategy of the involved companies and has a solid business case.	The project is aligned with the long-term strategy of the companies involved and has a meaningful business case. Co-operation is meaningful for all companies.
YES	Window of opportunity	There is no clear window of opportunity in the company's portfolio for the product/service.	The window of opportunity for the product/service is not clear but it can be justified.	There is a clear window of opportunity in the company's portfolio for the product/service.
YES	Plans & resources	Company-level project and resource plans are available.	Partners' project and resource plans are available.	We have approved/confirmed project and resource plans for our company that also include partners' plans.
YES	Project manager	The project manager lacks 3+ qualities of available time, motivation, competences, ability to influence, and credibility in organisation.	The project manager lacks 2-3 qualities of available time, motivation, competences, ability to influence, and credibility in organisation.	The project manager has time available, motivation, competences, ability to influence, and credibility in the organisation.
YES	Schedule alignment	We have no visibility of our partners' schedules.	Partners' schedules are available but they are not synchronised as a project level or the schedules are conflicting with the project schedule.	Partners' schedules are aligned with project schedules.
YES	Capacity & investments	Project execution requires additional investments or cause delays in some other project, OR the project decreases partners' business opportunities, OR we have doubts regarding partners' capacity.	A successful project is possible if work effort or investment estimates do not change.	A project does not require additional investments and does not cause unreasonable risk for the partners. There is a high success probability, even though additional work effort or investments are needed.
YES	Contracts	We have not worked with the partners before, even at the company level. Legal agreements enabling co-operation do not exist.	The company has worked with the partners before but legal agreements need to be updated for this project.	We have worked with the partners before and the legal agreements are still valid.
YES	Division of power	We have not agreed with partners who make decisions and upon what. It is not possible to make decisions in a reasonable time.	Power division with the partners has been carried out but decision-making is too slow.	All companies involved know who makes decisions and what is decided upon. Decision-making is rapid.
YES	Competencies	Competence needs for the projects are known but suitable personnel are not available.	We have all the critical competencies in the project but some of the key personnel are inexperienced.	We have all the critical competencies in the project and everyone is familiar with the project and the companies involved.
YES	Division of work	We have not agreed on work division with the partners.	Work division with partners has been agreed but it is not documented.	We have clearly agreed work division with partners to avoid overlapping tasks and grey areas.
YES	Co-operation history	We have not worked with the partners before, OR previous co-operation with the partners was not successful.	We have worked successfully with the partners before as a company but the project personnel have no personal experience.	Project personnel have successfully worked with the partners on previous projects.
YES	Work practices	We have not worked with the partners before. Work practices and processes for co-operation do not exist.	The company has worked with the partners before but work practices and processes need to be updated for this project.	We have worked with the partners before and agreed work practices and processes are still valid.
YES	(ICT) tools	We have not worked with the partners before. (ICT) tools for co-operation do not exist.	The company has worked with the partners before but the (ICT) tools used are not applicable for this project.	We have worked with the partners before and the (ICT) tools used are still valid.
YES	Maturity of technology	The selected technological solution is being used for the first time in the company. The solution has not been used in other companies.	The selected technological solution is being used for the first time in the company. The solution has already been used in another company.	The selected technological solution has already been verified and used in other products/services.

20

21

22

23

24

25

26

27

28

29

30

Configure Instructions GOCHAMPION project evaluation Summer

"Configure" worksheet