



Subject

## Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date

11 January 2016

Project ID/Client

<b>Organisational Governance</b>	
Organisational governance defines how your project identifies the need for initiatives, and ensures that they remain aligned to the strategic needs of the company.	
<b>KEY QUESTION: Has the leadership and management structure needed to run the project been put in place? Has the Responsible Director signed off the organisation structure for the project?</b>	
<b>Overall Weighting process importance (1 to 5)</b>	
Attribute	Comments
1. Is there a clearly defined organisational chart with clear roles and responsibilities that is both current and recognised within the project?	
2. For each organisational role are people clear about their expected deliverables and how much available budget they have to deliver with?	
3. Is there a project management plan / project execution plan consistently applied across all Work Streams?	
4. Does the project have a standard written approach to reporting that is to a consistent standard and forms part the project's periodic reporting processes?	
5. Is management reporting to the right level consistently applied and are matters escalated in a timely manner?	
<b>Overall Score</b>	
(Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.



Subject Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date 11 January 2016

<b>Change Management</b>	
Change Management is the process to ensure the systematic achievement of measurable beneficial change	
<b>KEY QUESTION: Is there a standard set of roles and responsibilities in place for centralised change management within the project? Is change information in a consistent format and up to date? Is there a structure to reviewing change requests and are tools and systems consistently used?</b>	
<b>Overall Weighting process importance (1 to 5)</b>	
<b>Attribute</b>	<b>Comments</b>
<ol style="list-style-type: none"><li>1. Does the project understand its current instructed baseline and how well is the current scope defined for each Work Package (Statement of Works)?</li><li>2. Is there a centrally managed framework for defining and tracking the delivery of project change and has associated responsibilities for this been agreed by the client?</li><li>3. Prior to a change being accepted is the impact on both the programme and the costs fully assessed and approved?</li><li>4. Is there a clearly defined approach for defining and measuring the impact of change initiatives across Work Streams in place and are processes for communicating this impact to all of them defined?</li></ol>	
<b>Overall Score</b> (Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.



Subject Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date 11 January 2016

<b>Schedule and Interface Management</b>	
Schedule and Interface management is the process by which the project activities are identified and integrated into a cohesive framework	
<b>KEY QUESTION: Is there a robust and realistic project plan for the project that allows outputs, dependencies, outcomes and benefits to be tracked and controlled?</b>	
<b>Overall Weighting process importance (1 to 5)</b>	
Attribute	Comments
<ol style="list-style-type: none"><li>1. Is there a centrally managed overall schedule with a complete list of Work Stream activities, together with their target timescales and costs?</li><li>2. Is there a process in place to keep the overall design programme up-to-date and are associated responsibilities for this understood</li><li>3. Is there a clear scope of works per Work Package that differentiates between the current baseline and uninstructed works?</li><li>4. Do those responsible for delivery consider the plan realistic?</li><li>5. Are dependencies identified between different Work Streams and are the implications of that dependency understood?</li></ol>	
<b>Overall Score</b> (Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.



Subject Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date 11 January 2016

<b>Finance Management</b> Finance Management is the process that ensures there is effective management of funds to achieve the project's objectives <b>KEY QUESTION: Is there a structured, centralised approach to reviewing Finance management processes and is the information up to date and robust?</b>	
Overall Weighting process importance (1 to 5)	
Attribute	Comments
1. Are the cost estimation and collection methods employed to forecast future costs and income appropriate and functioning correctly? 2. Is there a centralised approach to time-booking with clear controls to identify and prevent incorrect / unauthorised cost allocation? 3. Is there an objective method that enables financial performance to be assessed and measured, such as actual versus planned? 4. How efficient and accurate are the fee management and revenue management processes? 5. What is the process for making an Application for Payment and collecting and producing the supporting documentation? 6. Is the project plan reviewed to take account of financial plans and dependencies? 7. Is cost control being applied to the right level with budgets held at the appropriate level of the organisation? Are people held to account for their budgets?	
<b>Overall Score</b> (Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.



Subject Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date 11 January 2016

<b>Resource Management</b>	
Resource Management is the process that ensures there is effective delivery of resources to achieve the project objectives	
<b>KEY QUESTION: How well are resource requirements forecasted and controlled?</b>	
<b>Overall Weighting process importance (1 to 5)</b>	
<b>Attribute</b>	<b>Comments</b>
1. How is workload forecasted and capacity planning managed. Is this centrally undertaken to ensure that the project is appropriately staffed?	
2. Does the project organisation have a centrally defined and adopted set of procedures and management processes for procurement and managing resources?	
3. Are staff and sub-consultants managed in an efficient manner?	
4. Is there a centrally defined resource management approach that is used across the project supplemented by standard checklist of types of roles that can be used?	
5. Is the programme reviewed to take account of Resource plans and dependencies? Is the programme reviewed for actual versus planned resources to help forecasting of future work?	
<b>Overall Score</b> (Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.



Subject Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date 11 January 2016

<b>Risk Management</b>	
Risk Management is the process to systematically identify and manage project opportunities and threats.	
<b>KEY QUESTION: Are the key risks to the project understood and is there a consistent approach to their identification, management and reporting?</b>	
<b>Overall Weighting process importance (1 to 5)</b>	
Attribute	Comments
1. What are the major risks to the project? 2. Have early warning indicators been identified and are they monitored across all Work Streams? 3. When risks occur there is there a common process for drawing down from Management Reserve? 4. Is there a centralized approach to the management of contingency? 5. Is there is a standard set of roles and responsibilities in place for the management of risk? 6. Is risk information is up to date and regularly reviewed?	
<b>Overall Score</b> (Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.



Subject Portfolio, Programme and Project Management (P3M3) Maturity Questionnaire

Date 11 January 2016

<b>Teamwork and Communications</b>	
How is the project designed to maximize your team's productivity, communication and overall customer happiness?	
<b>KEY QUESTION: Is the management team working effectively and are communications across the project structured and efficient?</b>	
<b>Overall Weighting process importance (1 to 5)</b>	
Attribute	Comments
<ol style="list-style-type: none"><li>1. Does the management team have a good understand of the strengths and weaknesses of each other, and there preferred styles?</li><li>2. Is there a high level of open and frank discussion outside of the formal management meetings?</li><li>3. Are management meetings structure and minuted and are actions followed through and closed out?</li><li>4. Are the issues discussed the key issues that are affecting the management and delivery of the commission?</li><li>5. Do all those working on the project understand how what they do contributes to the overall success of the project?</li></ol>	
<b>Overall Score</b> <small>(Scoring Scheme: Basic Awareness = 1, Repeatable process =2, Defined = 3, Managed = 4, Optimised =5)</small>	

For a comprehensive review of your business, get in touch today

To find out how Dada Enterprises can help you gain better visibility and therefore, better control of your projects, then please call us on +44 (0) 207 101 0695.