

REFERENCE DOCUMENT

Project Health Check Approach (M1400A)

Introduction

The Project Health Check is sponsored and supported by MAIS Management. It is a tool for providing valuable feedback and insight into the use and effectiveness of project quality, planning, and delivery activities throughout the organization. The Project Health Check also serves as the baseline for subsequent continuous improvements during the lifetime of the selected project.

Purpose and Approach

The intent of the Project Health Check is to ensure project success and repeatable positive outcomes throughout the organization. Project Strengths should be capitalized on and used as a model for other projects within MAIS. Areas for Improvement must be quickly identified and remediated.

Evaluation may be accomplished through a series of reviews focusing on Project Management and Development Life Cycle activities and deliverables such as:

- Project Definition Phase
- Start-up Activities
- Control Management Processes
- Team Status Meeting/Reporting
- Project Status Reporting
- Stakeholders Status Review
- Project Document Repository
- Project Schedule
- Health Check Management
- NOD/ MAIS Management/Stakeholder Support
- Requirements and Fit/Gap Analysis Phase
- Design Phase
- Development/Build Phase
- Test Phase
- Release/Rollout Phase (Transition to Production Support & Change Management)
- Post Project Phase Activities

Other specific Issues, Risks, and/or Deliverables may be requested for review by the Project Management Team.

Reviews may compare project performance against Best Practices, standard indicators as defined by MAIS, and/or project-specific indicators. Where project or organizational indicators do not exist, the Health Check team may suggest incorporating metrics to enhance future Project Health Checks.

In all cases, it is the responsibility of the Project Team and MAIS Management to ensure that Corrective Action Plans are established in response to the Project Health Check Report.

Deliverables

The deliverables generated from a Project Health Check are:

- M141 – Project Health Check Plan, consisting of:
 - Health Check Scope
 - Health Check Team Membership and Roles and Responsibilities
 - Health Check Schedule Dates
 - Inputs to Health Check
- M142 – Project Health Check Questionnaire & Report, consisting of:
 - Identification of criteria and standards used for the evaluation
 - Results of the evaluation including identification of:
 - Project Strengths
 - Areas for Project Improvement
 - Recommendations and Summary Review Comments, including:
 - Lessons Learned
 - Action Items for Project Team follow-up

Input to the Process

Input to the Project Health Check may come from a variety of tools including, but not limited to:

- Individual and group interviews with project team members, stakeholders, and MAIS Management
- Documented scope statements, business cases, project plans
- Project-specific deliverables
- Project Team presentations
- Project status reports and communications
- Meeting Minutes
- Issue/Risk/Scope/Change reports

Project Health Check Team Membership

Membership of the team should be cross-MAIS and include CPU, EAS, L&A, US, and US team members who are not currently stakeholders or project team members of the project being reviewed. The number of team members should be no less than two and no greater than four.

As the MAIS Project Health Check, Audit and other Project Methodologies are further refined and modified, this and other supporting documents will be updated and incorporated into the existing Project Health Check process.

Project Health Check Process Flow

Refer to document M1000B, MAIS Project Management Methodology Process Flow, Sub-step 2400: Project Health Checks.

Document Change Control
Project Health Check Approach (M1400A)

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1.0	5/22/08	SS-KS	Converted to .docx format; added file path to footer.
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