

# Handout 1-3

Team \_\_\_\_\_

Start Time \_\_\_\_\_

Completion Time \_\_\_\_\_

## 1. Management

- Did the project manager explain the project goals? \_\_\_\_\_
- Did the project manager accept suggestions from the team? \_\_\_\_\_
- Who was in charge? Anybody? \_\_\_\_\_
- Did the project manager manage? \_\_\_\_\_
- Did the project manager delegate? \_\_\_\_\_
- Did the project manager work? Was that detrimental? \_\_\_\_\_
- Did the project manager abandon responsibilities? \_\_\_\_\_
- Did someone else take charge? \_\_\_\_\_
- How were the decisions made? Did everybody participate? \_\_\_\_\_

## 2. Estimate

- How was it derived? \_\_\_\_\_
- Any attempt to become familiar with the materials? \_\_\_\_\_
- Was the work divided into modules or phases? \_\_\_\_\_
- Were skill levels considered? \_\_\_\_\_
- Contingencies for unknowns? \_\_\_\_\_
- Any assessment of the risk? \_\_\_\_\_
- Completion criteria specified? \_\_\_\_\_

## 3. Planning and Organization

- Did the team spend time planning before the work began? \_\_\_\_\_
- Any effort to assign specific tasks to individuals? \_\_\_\_\_
- If the original plan proved unworkable, did the group change to a better plan? \_\_\_\_\_
- Were fewer people used in early stages of project? \_\_\_\_\_
- Were some people idle? \_\_\_\_\_
- Were walk-throughs and reviews conducted? \_\_\_\_\_

## 4. Tracking and Control

- Was a tracking system used? Effectively? \_\_\_\_\_
- Were there intermediate milestones? \_\_\_\_\_
- Who was responsible for tracking progress? \_\_\_\_\_
- What interface control was exercised? \_\_\_\_\_
- Who handled the change request? \_\_\_\_\_
- Was the change implemented before it was authorized? \_\_\_\_\_
- Were there any reviews? \_\_\_\_\_