



PROJECT HEALTH CHECK LIST- QUESTIONNAIRE											
For each question assign a score ranging from 1 to 5. Type X in appropriate box.					1	2	3	4	5		
Ver. Julai 08											
<u>Rating Indicator</u> 1= Poor. 2= Weak. 3= Satisfactory . 4= Good. 5= Excellence											
Scope					Remarks						
1	The project is well-defined and clearly understood at the start of the project.									Please mark by typing X	
2	There is a process for scope change.										Please mark by typing X
3	All scope changes are subjected to the scope change process.										
4	There is a process to incorporate the impact of scope change with regard to the time and cost.										
5	There is client involvement during scope definition process and accountable and responsible for keeping the project within the scope.										
6	Are the project scopes and objectives been revisited and revalidated regularly.										Please mark by typing X
Average Scope score					#DIV/0!	#DIV/0!					
Subtotal Scope score									Check!		
Time					1	2	3	4	5	Remarks	
7	There is a reasonable programme (including critical path and milestones) in place for the current project and an outline plan for completion of the remaining stages.									Please mark by typing X	
8	The project schedule updated (with both actual and estimate to complete) on at least a regular basis.										
9	The project schedule reflects all deliverables identified in the Project Definition Phase.										
10	The whole programs are distributed across life project cycle.										Please mark by typing X
11	The project is according to schedule										
12	The project progress reflects the current scope.										
Average Time score					#DIV/0!	#DIV/0!					
Subtotal Time score									Check!		
Cost					1	2	3	4	5	Remarks	
13	There is a detailed cost plan for the project and a summary cost plan throughout the project life-cycle.									Please mark by typing X	
14	There is a cost tracking system in place.										Please mark by typing X
15	Budget variances (activity to date plus estimate to complete vs original budget plus approved changes requests) has been monitored and reviewed regularly.										
16	The cost tracking is up to date.										Please mark by typing X
17	All cost variances have been approved in writing.									Please mark by typing X	
Average Cost score					#DIV/0!	#DIV/0!					
Subtotal Cost score									Check!		
Quality					1	2	3	4	5	Remarks	
18	There is a quality plan in place.									Please mark by typing X	
19	Deliverables are subject to a quality plan.										
20	Remedial and corrective actions have been taken.										
21	Standards and procedures for product or equipment technical performance of the project have been made available in accordance to quality plan.										
22	The construction test plans are realistic (test strategy, test plan and test cases in place).										
23	There is a tracking system for project activities.										
Average Quality score					#DIV/0!	#DIV/0!					
Subtotal Quality score									Check!		

PROJECT HEALTH CHECK LIST- QUESTIONNAIRE									
Resources		1	2	3	4	5	Remarks		
24	The right human resources are in place.						ease mark by typing X		
25	Project team members are able to allocate sufficient time to the project.						ease mark by typing X		
26	There is a good cooperation within the project.						ease mark by typing X		
27	All necessary material resources and appropriate technology are planned and have been made available for the project.						ease mark by typing X		
28	The appropriate technology resource is available for the project.						ease mark by typing X		
29	The project activities are well managed and supervised.						ease mark by typing X		
Average Resources score		#DIV/0!	#DIV/0!						
Subtotal Resources score				Check!					
Communication		1	2	3	4	5	Remarks		
30	There is a communications plan in place.						ease mark by typing X		
31	All key stakeholders have been identified.						ease mark by typing X		
32	Regular meeting involving JKR and all stakeholders are being held.						ease mark by typing X		
33	Project information is up to date and readily accessible to JKR at all times.						ease mark by typing X		
34	Performance report and/or project status report is submitted regularly.						ease mark by typing X		
Average Communication score		#DIV/0!	#DIV/0!						
Subtotal Communication score				Check!					
Risks		1	2	3	4	5	Remarks		
35	There is risk plan in place.						ease mark by typing X		
36	Mitigation strategies are in place.						ease mark by typing X		
37	Mitigation strategies are carried out as per risk plan.								
38	Regular risk reviews are undertaken.						ease mark by typing X		
39	All risks and issues that have arisen are being managed.						ease mark by typing X		
Average Risks score		#DIV/0!	#DIV/0!						
Subtotal Risks score				Check!					
Procurement		1	2	3	4	5	Remarks		
40	All departmental procurement procedures have been identified and adhered to accordingly						ease mark by typing X		
41	Resource analysis was carried out at the initiation stage of the QP development and the result of the analysis was used to procure resources						ease mark by typing X		
42	Project timing requirements are clearly defined in the Project QP						ease mark by typing X		
43	There was allowance for constraints and contingency plans in cases of deviations from the agreed procurement plan						ease mark by typing X		
44	Contract uncertainties and constraints from scope definition were identified and managed accordingly						ease mark by typing X		
Average Procurement score		#DIV/0!	#DIV/0!						
Subtotal Procurement score				Check!					
Integration		1	2	3	4	5	Remarks		
45	There is a "whole Project Management Plan".						ease mark by typing X		
46	A Project Team has been created.						ease mark by typing X		
47	A single Project Manager has been appointed for the complete project life cycle.						ease mark by typing X		
48	Meeting agenda involving JKR and all stakeholders should cover all areas in Project Management.								
49	Project status report is prepared according to Project Management Best Practices						ease mark by typing X		
Average Integration score		#DIV/0!	#DIV/0!						
Subtotal Integration score				Check!					

PROJECT HEALTH CHECK LIST- QUESTIONNAIRE												
Occupational Safety and Health					Please answer all question					Remarks		
50 There is an Occupational Safety and Health plan in place.					1	2	3	4	5	Case mark by typing X		
51 A person is responsible for monitoring the plan.										Case mark by typing X		
52 Occupational Safety and Health documentation and reports have been completed.										Case mark by typing X		
Average Occupational Safety and Health score					#DIV/0!	#DIV/0!						
Subtotal Occupational Safety and Health score					Check!							
Environmental Management					Please answer all question					Remarks		
53 Environmental Management Plan is in place.					1	2	3	4	5	Case mark by typing X		
54 A person is responsible for monitoring the plan.										Case mark by typing X		
55 Environmental Management System documentation and reports have been completed.										Case mark by typing X		
Average Environmental Management score					#DIV/0!	#DIV/0!						
Subtotal Environmental Management score					Check!							
Training					Please answer all question					Remarks		
56 Knowledge and skill gaps have been identified.					1	2	3	4	5	Case mark by typing X		
57 There is a training plan in place for all project team members.										Case mark by typing X		
58 Adequate training (and time for training) been built into the project schedule.										Case mark by typing X		
Average Training score					#DIV/0!	#DIV/0!						
Subtotal Training score					Check!							
Documentation					Please answer all question					Remarks		
59 Documents are held in a central project location.					1	2	3	4	5	Case mark by typing X		
60 Proper version control is in place.												
61 Proper signed authorities are in place for key decisions.												
62 There is a decision register.										Case mark by typing X		
Average Documentation score					#DIV/0!	#DIV/0!						
Subtotal Documentation score					Check!							
Roles and Responsibilities					Please answer all question					Remarks		
63 Roles and responsibilities are clearly defined.					1	2	3	4	5	Case mark by typing X		
64 There is adequate executive support for the project.												
										Case mark by typing X		
										Case mark by typing X		
Average Roles and Responsibility score					#DIV/0!	#DIV/0!						
Subtotal Roles and Responsibility score					Check!							
					Please answer all question							
					#REF!							
Handover					Please answer all question					Remarks		
65 There is an acceptance/commissioning strategy in place.					1	2	3	4	5	Case mark by typing X		
66 Handover schedule is in place.												
67 Handover and maintenance plan have been considered in detail.										Case mark by typing X		
68 There is a process for post construction / occupancy reviews.										Case mark by typing X		
Average Handover score					#DIV/0!	#DIV/0!						
Subtotal Handover score					Check!							
					Please answer all question							
					#REF!							

PROJECT HEALTH CHECK LIST- QUESTIONNAIRE

Diagnosis

Indicates that JKR / the project team has well developed process and effective project management capabilities and resources in place.

272to340

HEALTHY

Suggests that JKR / the project team takes project management seriously but may need to review areas of weakness.

204to272

OBSERVATION

Indicates that JKR / the project team are not applying well developed processes and effective project management capabilities and resources. Successes are more likely due to chance than co-ordinated effectiveness.

136to204

ILL

Shows clearly that there are serious deficiencies in the application on best project management practices and project failure against key JKR success parameters is most probable.

68to136

CRITICAL

Adapted from the 'Project Implementation Profile' - J. Pinto & D. Slavin

SUMMARY

Total Score

#VALUE!

#VALUE!

GO TO SUMMARY REPORT

Average subject	Score	Comment	
1 Scope	#####	#DIV/0!	6
2 Time	#####	#DIV/0!	6
3 Cost	#####	#DIV/0!	5
4 Quality	#####	#DIV/0!	6
5 Resources	#####	#DIV/0!	6
6 Communication	#####	#DIV/0!	5
7 Risks	#####	#DIV/0!	5
8 Procurement	#####	#DIV/0!	5
9 Integration	#####	#DIV/0!	5
10 Occupational Safety and Health	#####	#DIV/0!	3
11 Environmental Management	#####	#DIV/0!	3
12 Training	#####	#DIV/0!	3
13 Documentation	#####	#DIV/0!	4
14 Roles and Responsibilities	#####	#DIV/0!	2
15 Handover	#####	#DIV/0!	4

Scope

Time

Cost

Quality

Resources

Communication

Risks

Procurement

Integration

Occupational Safety and Health

Environmental Management

Training

Documentation

Roles and Responsibilities

Handover

5.0

4.0

3.0

2.0

1.0

0.0

Excellent

Good

Satisfactory

Require Upgrading

Required Condition Doesn't Exist

Score

5.0

4.0

3.0

2.0

1.0

0.0

Excellent

Good

Satisfactory

Require Upgrading

Required Condition Doesn't Exist

Score

PHC-Project template.xlsx

03-02-12

PHC Questionnaire post contract - Page 4 / 4