

Project Complexity and Risk Assessment Model

Scope	
Clarity of Scope	
Undefined, vague scope	10
Some Gray Areas	5
Clearly Defined	x 1
Score	1

Resources			
Number of Depts (Including IT)		Team Size	
7 or more	10	10 or more	10
3-6	x 5	6-9	x 7
1-2	1	3-5	4
		1-2	1
Score	5	Score	7

Time	
Duration of Project	
> 3 Months	10
2-12 Weeks	x 5
< 2 Weeks	1
Score	5

Risk			
Number of systems integrated or affected by this project		Is Data affected? (Migration, changes to data)	
4 or more	10	Yes	x 10
2-3	x 5	No	0
0-1	1		
Score	5	Score	10

Costs (Hardware, Software, Training)	
Total Cost	
> .5 M	10
100 K – 0.5 M	9
50 to 100 K	7
25 to 50 K	5
10 to 25 K	x 3
< 10 K	1
Score	3

Knowledge Base (Confidence in Vendor/Staff Resource Skill Set)	
Low	10
Medium	5
High	x 1
Score	1

Project Deadline	
Externally Mandated, critical deadline	10
Internally Mandated Deadline	5
No Mandated Deadline	x 1
Score	1

Number of End Users affected by project implementation	
500 or more	10
100 to 499	7
50 to 99	x 4
< 50	1
Score	4

Project Classification Factors	
Scope	10
Time	10
Cost	10
Resources	20
Risk	50

Project Risk Score	
High Risk (38-50)	
Medium Risk (23-37)	
Low Risk (3-22)	
Project Risk Score	21

Project Classification Score	
Complex (77-100)	
Medium (52-76)	
Small (27-51)	
Task (7-26)	
Project Classification Score	42