

# IT Project Scoring Rubric Information

The criteria listed below are used to calculate a weighted project score in the Project Scoring Worksheet.

Criteria	Condition (Select best one only)	Weight	Check the appropriate box for each question
<b>VALUE TO THE COLLEGE</b>		<b>35%</b>	
<b>1. Is this project required or mandated?</b>		<b>10%</b>	
	President's Office, Federal, State or Local requirement		
	Required to sustain College operations		
	Required to reduce risk <i>OR</i> to maintain significant funding		
	Required to reduce institutional cost		
	Not required		
<b>2. Evidence of Impact on Student Success</b>		<b>7%</b>	
	Includes significant evidence; project results in high impact		
	Includes significant evidence; project results in minor impact		
	Includes limited evidence; project results in high impact		
	Includes limited evidence; project results in minor impact		
	No documented evidence or impact on student success		
<b>3. Evidence of Impact on Student Enrollment &amp; Retention</b>		<b>7%</b>	
	Includes significant evidence; project results in high impact		
	Includes significant evidence; project results in minor impact		
	Includes limited evidence; project results in high impact		
	Includes limited evidence; project results in minor impact		
	No documented evidence or impact on student success		
<b>4. Is the project an urgent need for the College?</b>		<b>4%</b>	
	Urgent for College		
	Pressing need of the College		
	Urgent for College or Department		
	Pressing need for College or Department		
	Not urgent		
<b>5. What is the impact to the proposed technology system?</b>		<b>4%</b>	
	Replacement (including new systems)		
	Major or moderate change (including upgrades)		
	Minimal or no change		
<b>6. Is there a positive return on investment?</b>		<b>3%</b>	
	Will pay for itself and generate cash or savings for the		
	Implemented to avoid cash expenditure		
	No financial benefit		
	Non-recoverable cost		
<b>VALUE TO THE CUSTOMER</b>		<b>29%</b>	
<b>7. What are the consequences of doing nothing?</b>		<b>4%</b>	
	Direct significant negative consequences to College or the public, unable to conduct basic services or transactions		
	Failure to resolve customer service complaints or requests		
	Loss of opportunity for improved service delivery or efficiency		
<b>8. How are business rules and/or processes impacted?</b>		<b>4%</b>	
	Significant positive changes		
	Moderate changes		
	Insignificant or no change		
	Significant negative changes		
	No change to users ability to perform tasks		
	Increases time for users to perform tasks		



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<b>9. Does it improve the ability of users to perform tasks?</b>	<b>4%</b>
Improves efficiency to the users	
No change to users ability to perform tasks	
Increases time for users to perform tasks	
<b>10. What users will be impacted or benefit?</b>	<b>3%</b>
More than one division	
One division <i>OR</i> More than one department / college	
One department / college	
<b>11. How much job training is necessary?</b>	<b>2%</b>
Minimal or none	
Moderate	
Extensive and substantial	
<b>PROJECT READINESS</b>	<b>8%</b>
<b>12. Has a project scope been defined?</b>	<b>4%</b>
Project scope is well defined, documented and agreed to	
A high level scope has been documented	
Project scope is undefined or unclear	
<b>13. Is there available funding for the project?</b>	<b>4%</b>
Budget exists (or project has no hard costs)	
Partial budget exists	
No budget exists	
<b>TECHNOLOGY SYSTEM RISK</b>	<b>28%</b>
<b>14. What is the effect on IT staffing or technology systems?</b>	<b>4%</b>
Staff time saved / system retired	
No impact on systems support or staffing	
Additional staff / systems needed for support	
<b>15. What is the state of the current system?</b>	<b>10%</b>
Completely inadequate / end of life <i>OR</i> system doesn't exist	
Functioning, but close to end of life	
Functioning (including manual / paper processes), but could be better	
<b>16. What type of data is involved?</b>	<b>5%</b>
Internal Data	
Confidential Data	
External Data	
<b>17. What is the technology maturity, complexity, and the College's experience with it?</b>	<b>5%</b>
Proven, standard technology with sufficient College experience	
Proven, standard technology with no College experience <i>OR</i> Emerging/new/complex technology with sufficient College experience	
Emerging/new/complex technology <i>AND/OR</i> little or no College experience	
<b>18. What is the success track record of the vendor and College resources?</b>	<b>4%</b>
Uses documented & repeatable processes for tracking status, problems and change	
Good success but without structure for repeatability	
Inability to mitigate risk	
<b>TOTAL WEIGHT 100%</b>	

**Contact Information:**

Name  
Email

Date  
Phone

