

DARCI PRADO

Questionnaire

Departmental Maturity Evaluation:

Prado-PMMM (Maturity Model)

Version 2.1.0
February 2014

Extracted from the Book
"Maturidade em Gerenciamento de Projetos" – 3rd edition (to be released)
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Editora Falconi – 2002-2014

The questionnaire on the next pages can be used to evaluate the maturity of an organization's department, like Engineering, New Product Development, I.T., etc.)

A. How to Totalize the Answers:

Use this table to evaluate each answer:

- Answer A: 10 points
- Answer B: 7 points
- Answer C: 4 points
- Answer D: 2 points
- Answer E: 0 points

It is also conveniente to make the Adherence Profile, like this bos:

Level	Points	Adherence Profile									
		10	20	30	40	50	60	70	80	90	100
2											
3											
4											
5											

Exemple:

Level	Points	Adherence Profile									
		10	20	30	40	50	60	70	80	90	100
2	40										
3	20										
4	20										
5	0										

Points:
 Level 2: 40
 Level 3: 20
 Level 4: 20
 Level 5: 00
 Total_Points: 80

The final evaluation is calculate like this:

$$\text{Final evaluation} = (100 + \text{Total_Points}) / 100$$

For the above example, we have:

$$\text{Final evaluation} = (100 + 80) / 100 = 1,8$$

LEVEL 2 – KNOWN (isolated initiatives)

- 1.** Regarding internal and external training occurred in the last 12 months related to basic aspects of Project Management, select the most appropriate option:
 - a) Many professionals of the department participated in training in the last 12 months. The training covered aspects related to areas of knowledge and processes (such as the available standards, PMBOK, IPMA, Prince2, etc.).
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 2.** Regarding the usage of time management software (tasks sequencing, timelines, Gantt, etc.), select the most appropriate option:
 - a) Many professionals of the department participated in software training in the last 12 months and used them in their projects.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 3.** Regarding the experience with project planning and control by professionals involved with projects in the department, select the most appropriate option:
 - a) In the past 12 months, many professionals of the department have planned, controlled and closed their projects based on established standards (such as PMBOK, Prince2, etc.) and computer-based tools (such as MS-Project).
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 4.** Regarding the acceptance, by the main people involved with management, of the contribution of a Project Management (PM) to the organization's results, select the most appropriate option:
 - a) The importance to contribute to organization's results is an established theme by the leadership. Initiatives have been observed in the past 12 months to advance the understanding of the theme, such as meetings, attendance at conferences, courses, etc.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 5.** Regarding the acceptance, by the main people involved with management, of the importance of a Project Management methodology, select the most appropriate option:
 - a) The importance of a PM methodology is an well established theme by the leadership. Initiatives have been observed in the past 12 months to advance the understanding of the subject, such as meetings, conferences, courses, etc.

- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

6. Regarding the acceptance, by the main people involved with management, of the importance of a Project Management computer-based system, select the most appropriate option:

- a) The importance of having a computerized system is an already well established theme by the leadership. Initiatives have been observed in the past 12 months to advance the understanding of the subject, such as meetings, conferences, courses, etc.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

7. Regarding the acceptance, by the main people involved with management, of the importance of the components of the organizational structure (Project Managers, PMO, Committees, Sponsor, etc.), select the most appropriate option

- a) The importance of the components of the organizational structure is an well established theme by the leadership. Initiatives have been observed in the past 12 months to advance the understanding of the subject, such as meetings, conferences, courses, etc.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

8. Regarding the acceptance, by the main people involved with management, of the importance of the close alignment of the projects with the organization's strategies, select the most appropriate option:

- a) The importance of aligning projects with the organization's strategies is an well established theme. Initiatives have been observed in the past 12 months to advance the understanding of the subject, such as meetings, conferences, courses, etc.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

9. Regarding the acceptance, by the main people involved with management, of the importance to evolve in behavioral competencies aspects (leadership, negotiation, communication, conflict, etc.), select the most appropriate option:

- a) The importance of behavioral competence is an well established theme by the leadership. Initiatives have been observed in the past 12 months to advance the understanding of the subject, such as meetings, attendance at conferences, courses, etc.
- b) The situation is slightly inferior than that described in option A.

- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

10. Regarding the acceptance, by the main stakeholders, of the importance to evolve in technical and contextual competencies aspects (subjects related to the product, the business, the strategy of the organization, its customers, etc.), select:

- a) The importance of progress in technical and contextual competences is an established theme by the leadership. Initiatives have been observed in the past 12 months to advance the understanding of the subject, such as meetings, conferences, courses, etc.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

NIVEL 3 – PADRONIZADO

1. Em relação ao uso de metodologia de gerenciamento de projetos por pessoas envolvidas com projetos, no setor, assinale a opção mais adequada:

- a) There is a methodology containing the processes and areas of expertise required and aligned to any of the existing standards (PMBOK, PRINCE2, IPMA, etc.). It differentiates projects by size (large, medium and small) and is under usage for over an year.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

2. Regarding computerization of Project Management processes, select the most appropriate option:

- a) There is an apparently complete, adequate and friendly system. It allows different sizes of projects and it is possible to store and query data from closed projects. It is under usage by the main involved people (who were trained) for over one year.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction..

3. Regarding mapping and standardization of the processes since (as applicable) the emergence of the idea (or the need or opportunity), the negotiations, the feasibility study and its approvals and project management cycle, select:

- a) All the above processes were mapped, standardized, and some computerized. The existing material is apparently complete and adequate and is under usage for over one year.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction..

4. Regarding the Project Plan document, which must contain the approach to execute each project in terms of its complexity, and also be used to monitor project progress and changes, and to monitor risks and stakeholders, select the most appropriate option:

- a) The creation of this document demands meetings between key stakeholders until the approval of the baseline, with its goals for time, cost and outcome indicators (if applicable). This process is under usage for over one year and is well accepted.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

5. Regarding the PMO, select the most appropriate option:

- a) It is deployed. Its functions have been identified, mapped and standardized and are used by its members, who have the necessary training in PM. It is well accepted, is operating for over one year and positively influences the projects in the Department.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.

- d) There is some effort in this direction.
e) There is no effort in this direction.
- 6.** Regarding the use of Committees (or executive monitoring structure or equivalent) for monitoring projects during their execution, select the most appropriate option:
- a) They were deployed, there are regular meetings and they have strong influence in the progress of projects under its monitoring. They are well accepted and have been operating for over one year.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.
- 7.** Regarding each project monitoring, at meetings held by the project manager with her/his team to update the project plan and manage exceptions and risks, select the most appropriate option:
- a) Regular meetings to ensure everyone knows the project progress are realized. Data are collected and compared with the baseline. In case of deviation, countermeasures are implemented. And risk analysis is carried out. It is under usage for over one year.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.
- 8.** Regarding change management (time, costs, scope, results, etc.) of ongoing projects, select the most appropriate option:
- a) The baseline values are respected throughout each project life and changes are avoided. In cases of change requests, stringent criteria are used for analysis and approval. The model works properly for over one year.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.
- 9.** Regarding the definition of success and the creation and use of metrics to evaluate the projects' success (ie, goals achievement, results obtained, delays, costs overrun, performance, etc), select the most appropriate option:
- a) At the end of each project a success evaluation is carried out and the causes of deviation are analyzed. The database is periodically visited to identify the main negative factors. It is under usage for over one year.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.
- 10.** Regarding the competence (knowledge + experience + attitude) of the team responsible for creating the product (good, service or result) in technical aspects, select the most appropriate option:

- a) The staff has adequate expertise to deal with technical aspects and also with the use of the resources involved (such as: hardware, software, machinery and equipment, etc.). This has been demonstrated convincingly in the last 12 months.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

NIVEL 4 - GERENCIADO

- 1.** Regarding the elimination of deviations (delays, cost overrun, scope and quality non-compliance, results, etc.) coming from the department itself or from external departments (interfaces), select the most appropriate option:
 - a) All major deviations were identified and eliminated (or mitigated) by establishing actions (countermeasures) to prevent these causes from recurring. This scenario has been operating successfully for over 2 years.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 2.** Regarding the success of the department's project portfolio, involving (if applicable) the following components: benefits, expected outcomes, stakeholders satisfaction, profitability, delays, costs, scope and quality compliance, etc., select:
 - a) Goals were set, for the portfolio performance, for the different indicators which compose the definition of success (consistent with the goals expected for level 4 of maturity). These goals have been achieved in the last 2 years.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 3.** Regarding the involvement of top management (ie senior managers who have some influence over the department's projects) with the subject "Project Management", select the most appropriate option:
 - a) On the last two years there has been a satisfactory evolvment of senior management with the topic, participating in committees, watching "closely" the strategic projects, etc. They have the proper knowledge and encourage the use of the subject.
 - b) The situation is slightly inferior than that described in option A.
 - c) The situation is significantly inferior than that described in option A.
 - d) There is some effort in this direction.
 - e) There is no effort in this direction.

- 4.** In an environment of good governance we have efficiency and effectiveness because we have the right organizational structure. Moreover, the key players are competent, proactive and properly utilize available resources (processes, tools, etc.). Choose:

- a) There is good governance in the department. The right decisions are taken at the right time by the right person and the produce the right and expected results. This has been happening for over two years.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

5. Regarding Continuous Improvement, practiced by controlling and measuring the dimensions of project governance (methodology, informatization, organizational structure, competencies and strategic alignment), select the most appropriate option:

- a) There is a system to periodically evaluate these aspects and the ones that show weakness or inadequacy are discussed and improved. It is well accepted and practiced by the leading players for over two years.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

6. Regarding monitoring of project managers' work and the incentive provided to them in order to achieve their projects' goals, select the most appropriate option:

- a) There is a evaluation system of project managers, which establishes goals and, at the end of the period, depending on their evaluation results, they could possibly get bonuses for performance. The system works successfully for at least 2 years.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

7. Regarding the improvement of project managers' capacity, with emphasis on human relationships (leadership, negotiation, conflict, motivation, etc.), select the most appropriate option:

- a) Virtually all project managers have gone through an extensive training program on human relationships. The program is running successfully for at least two years and always presents new trainings.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

8. Regarding incentives for ongoing training and certification obtainment (PMP, IPMA, PRINCE2, etc.) by project managers and PMO members, select the most appropriate option:

- a) There is a policy to encourage professionals to continuously obtain qualifications and certification. It is running for over two years with good results and an adequate number of professionals have obtained certification.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.

- d) There is some effort in this direction.
- e) There is no effort in this direction.

9. Regarding the alignment of the projects executed in the department with the organization's business (or the Strategic Planning), select the most appropriate option:

- a) In the phase of each project creation (Business Case or Business Plan) there is an evaluation of outcomes / benefits to be generated by the project, which must be clearly related to the Strategic Goals. Works for 2 years.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

10. Regarding the competence (knowledge + experience + attitude) of the team responsible for creating the product (good, service or result) in technical aspects, select the most appropriate option:

- a) All involved people are highly competent in this area, which contributed to rework and loss levels being reduced to near zero.
- b) The situation is slightly inferior than that described in option A.
- c) The situation is significantly inferior than that described in option A.
- d) There is some effort in this direction.
- e) There is no effort in this direction.

NIVEL 5 - OTIMIZADO.

1. One of the most important pillars of optimization is the technological and process innovation by allowing jumps of quality and efficiency. Choose the best option that describes the scenario of innovation in the department:

- a) The subject is no longer taboo and occurred developments in the innovation aspect that allowed visualization of products and processes from new perspectives. Over the past two years, occurred several innovative initiatives with fully compensating results.
- e) The situation does not meet the described in option A.

2. Regarding the competence (knowledge + experience + attitude) of the team in planning and monitoring time and/or costs, select the most appropriate option:

- a) The team has shown, in the last two years, such a significant mastery of these aspects that it has enabled significant reductions in projects durations and/or costs, besides the ensurance of deadlines compliance in a smooth manner.
- e. The situation does not meet the described in option A.

3. Regarding the competence (knowledge + experience + attitude) of the team in the management of the parties involved (stakeholders) and risk management, we can state that:

- a) The team has demonstrated over the past two years an impressive domination in these aspects which has allowed the project to move forward without fear . The team dominates aspects of structural complexity, such as systems thinking.
- e. The situation does not meet the described in option A.

4. Regarding the competence (knowledge + experience + attitude) of the team in technical aspects of the product (good, service or result) being created, select the most appropriate option:

- a) The team has demonstrated such a significant mastery in these aspects, including (if applicable) "Value Improvement Practices" - VIPs, that it has enabled significant optimizations in the technical characteristics of the product being created.
- e. The situation does not meet the described in option A.

5. Regarding the computer-based system:

- a) A comprehensive I.T. system has been in use for over 2 years and addresses all stages from initial idea (or opportunity or need) to the delivery of the product to operation. It includes portfolio management, programs (if applicable), and projects.
- e. The situation does not meet the described in option A.

6. Regarding historical data of closed projects (Knowledge Management) and in relation to the aspects (if applicable): Evaluation of Obtained Results, Management Data, Lessons Learned, Best Practices, etc., select the most appropriate option:

- a) For over 2 years a database of great quality containing this information is available. The system is in use by major stakeholders to avoid past mistakes and optimize the planning, execution and closure of new projects.
- e. The situation does not meet the described in option A.

7. Regarding the existing organizational structure (projectized / strong matrix, balanced or weak / functional), involving on one hand the organization and on the other hand the Project Managers and Project Management Office (PMO), select:

- a) The existing structure is perfectly suitable, was optimized and runs totally adequately for at least 2 years. The relationship between the mentioned stakeholders is very clear and efficient.
- e. The situation does not meet the described in option A.

8. Regarding the capacity of the main professionals involved with projects in the department in behavioral competence (negotiation, leadership, conflict, motivation, etc.), select the most appropriate option:

- a) Those involved have reached a level of excellence in this area, including demonstrating strong skills in subjects such as Emotional Intelligence, Systems Thinking, Cognitive Readiness, etc.
- e. The situation does not meet the described in option A.

9. Regarding the understanding of the main professionals involved with projects in the department on the organizational context (its business, its strategies, processes, organizational structure, customers, etc.), select the most appropriate option:

- a) There is a high understanding of these aspects which are taken into account in projects planning and execution so that the products delivered (goods, services, or results) are really up to the organization's necessities.
- e. The situation does not meet the described in option A.

10. Regarding the prevailing climate in the department, for project management, check the most appropriate option:

- a) The subject project management is seen as "something natural and necessary" for at least two years. The projects are aligned with the strategies and execution occurs without interruption, in a climate of low stress, low noise and high success.
- e) The situation does not meet the described in option A

Publicado em 18-Fev-14