



WAV Download Materials

Multi-company Project Management

Assessment Forms:

Page

a. Scorecard (Table 5.4)	2
b. Risk Register (Table 5.6)	3
c. Project Process Survey (Figure 7.3)	4
d. Operational Assessment (Table 8.4)	5
e. Resource/Results Matrix (Figure 9.4)	6
f. Improvement Process Survey (Figure 10.8)	7



Project Scorecard

<u>Install Start:</u> <u>Data as of:</u>	Goal	Current Four Week Trend				Project Cumm To Date
		Week	Week	Week	Week	
<u>Safety</u> Near Misses Recordables Lost Time Days						
<u>Timing</u> Earned Value SPI						
<u>Cost</u> Earned Value CPI						
<u>Communications</u> Mtgs/Conf Planned Mtgs/Conf Held Variance						
<u>Open Issues</u> Opened Closed In Process Older than 4 weeks						
Current Week Variance explanation:						
Comments and Concerns:						

Status Code:



On Target



Corrective Action Implemented



Corrective Action Required



Risk Register

Risk	Consequence	Probability (L, M, H)	Severity (L, M, H)	Action Trigger	Responsibility	Response Plan



MPM PROCESS SURVEY

Project Name: _____

1) Did the MPM process improve the following:

	HELP +2	+1	NO 0	-1	HURT -2
A. Performance & technical specifications					
B. Roles & responsibilities					
C. Communication requirements					
D. Initial timing requirements					
E. Supplying a better product					
F. Recognizing risk/potential problems					
G. Maintaining or adjusting schedules					

Comments:

2) Please comment on how the MPM process can be improved on future projects:



Environmental Parameter	Assessment Rating		
	Fail	Improve	Pass
Supportive Leadership			
Meet regularly with the workforce			
Actively engaged in improvement efforts			
Thorough knowledge of process & issues			
Positive attitude toward change			
Effective Teams			
Defined team structure			
Regular team meetings			
Documentation of activities			
Individual opinion & feedback			
Health & Safety Priority			
Performance record			
Performance regularly tracked & posted			
Regular safety reviews			
Adherence to lock out procedures			
Use of Personal Protective Equipment			
Visitor protocol			
Individual opinion & feedback			
Work Place Organization			
Layout, cleanliness, lighting			
Organization of storage & shipping areas			
Organization of productive process			
Labeling of material, tools & equipment			
Visual controls, alerts, & status indicators			
Ease in identifying process flow			
Continuous Improvement Activities			
Floor improvement groups established			
Data gathering/reporting in place			
Problems identified & posted			
Problems prioritized & analyzed			
Action plans to correct defined & tracked			
Performance tracked & improving			
Basic Planned Maintenance Process			
PM scheduling process in place			
PM performance measurement			
PM documentation of findings			
Flexible Work Rules			
Contractual lines of demarkation			
Job classifications			
Experience & precedent			
Overtime sensitivity & procedures			
Willingness to Learn			
Workforce age profile			
Workforce education profile			
Workforce stability			
Experience of trainers			
Current training status			
Individual opinion & feedback			
Overall Readiness for MPM²			



Resource/Results Matrix

R E S U L T S	High	Green	Green	Yellow
	Medium	Green	Yellow	Red
	Low	Yellow	Red	Red
		Low	Medium	High
RESOURCE				

Availability

1. Reduce Breakdowns
2. Reduce Changeover
3. Minimize Adjustments

Performance

4. Speed Optimization
5. Reduce Idle Time
6. Minor Stoppages

Quality

7. Defect Reduction
8. Minimize Rework
9. Start up Impact

Upgrades

10. Functionality
11. Performance
12. Reliability



MPM² Improvement Process Survey

Improvement Title: _____
Customer: _____

Start Date: _____
Supplier: _____

Did the MPM² Process improve the following:

	HELP		NO		HURT
	+2	+1	0	-1	-2
A. Clarity of roles and responsibilities					
B. Focus on improvement efforts					
C. Communications					
D. Teamwork and enthusiasm					
E. Equipment performance					
F. Equipment utilization					
G. Financial Results					

Comments:

3) Please comment on how the MPM² process can be improved on future projects:
