

PROJECT REALIZATION EVALUATION HOW TO

General

The evaluation form is divided in the 7 following sections:

- Project realization evaluation summary
- Scope
- PRS-project realization evaluation
- Leader-project realization evaluation
- Client-project realization evaluation
- General Contractor evaluation
- Consultant evaluation

Each aspect of the project will be evaluated on a percentage scale:

unacceptable (25 %), deficient (50 %), satisfactory (75 %) or excellent (100 %).

When an aspect could not be evaluated for valuable reasons, it should be evaluated at 75% and the note "Non applicable" shall be added in the reasons area.

Aspects rated unacceptable or deficient have to be investigated by the Project Manager in order to determine the cause and to carry out improvements – or at least to explain the situation.

Colors legend

Pink shaded areas: to be filled by PRS-PA

Blue shaded areas: to be filled by the Project Manager

White areas: to be automatically filled when required once the other areas are filled

Steps to follow

- The Project Manager shall request PRS-PA to initially enter data in form's pink shaded areas.
- The Project Manager shall fill the *Schedule* item in *PRS-project realization evaluation* section.
- The *Client-project section* shall be filled by the Project Leader prior to the other sections.
- All other sections to be filled by the Project Manager.
- The *Summary section – how to improve* items are to be filled out at the end of the evaluation. The PL will follow up on the improvement measures noted by the PM.

Budget (to be filled by Accounting)

The percentage evaluation is based on the difference between the initial budget and the final budget.

For information purposes, it is possible to state the difference between the anticipated budget at the beginning of the project and the final budget.

Schedule (to be filled by PM)

The percentage evaluation is based on the difference between the initial schedule and the final schedule. Also, by determining the duration of each stage, we will be better able to pinpoint the source of any problem.

Scope (to be filled by PM)

This section allows us to better understand how the quantity or changes can influence the budget or the schedule and determine which part of the work caused the scope change (if any)

Client satisfaction (to be filled by PL)

This aspect is certainly the most important indicator of the quality of our service. For that reason, it accounts for 30 % of the evaluation. The respond from the client will be handed back to the PM to implement in the form.

Contractor's and consultant's performance (to be filled by PM)

This evaluation will provide us with invaluable information on their performances. The objective is to recognized their strength and work with them on improving on their weaknesses.

Health and safety (to be filled by PM)

In order to ensure workers' health and safety and respect of the Health and Safety laws and regulations on each project, contractors' performance in that matter will be evaluated. This tool will help us pinpoint areas of improvement for contractors with regard to health and safety.

Feedback from other Physical Resources Service sectors (to be filled by PM)

This section allows us to get the perceptions of the other sectors (Technical Services and Maintenance, Energy and Environment, etc.) into account. The Project Manager evaluates the various points by consulting these people directly in person, by email or by phone, but has to obtain answers. The Project Management sub-section will be completed by the appointed Project Manager himself, who will then indicate his own perception.

A section concerning the "final product" in relation with its objectives will be answered by the Project Leader.

In the section, indicate the final gross and NASM.