**Nebraska Information Technology Commission**
**FY 2011-2013 Biennium**

**Scoring Sheet for Reviewers**

Project #:

Agency:

Project Title:

Reviewer:

Directions
> This scoring sheet is used to score each section of the IT Project Proposal. The Executive Summary is not scored. Each section on this scoring sheet corresponds to a like-titled section in the proposal. A breakdown of possible scores for each question is provided as a guide for the reviewer.
> Begin by briefly reviewing the entire project proposal to familiarize yourself with the project.
> Score each section using this scoring sheet. Navigate through this scoring sheet by clicking on the tabs at the bottom of the page.
> If you wish to print this scoring sheet, click "File" then "Print…" then select "Entire Workbook" then click "OK"
> At the end of each section, there is room for you to make comments. Your comments -- positive, negative, neutral, or questions raised -- are appreciated and are an important part of the review process. Your comments and those of other reviewers will be provided to both decision makers and the project sponsor. The comments will not be attributed to any specific reviewer and may be edited as appropriate.
> Review your comments and scores, then save this scoring sheet.
> **RETURN THE COMPLETED SCORING SHEET AS AN E-MAIL ATTACHMENT TO rick.becker@nebraska.gov**

**Goals, Objectives, and Projected Outcomes (15 Points)**

Items to look for:
- Description of the project, including: specific goals and objectives; expected beneficiaries of the project; and expected outcomes.
- Description of the measurement and assessment methods that will verify that the project outcomes have been achieved.
- Description of the project's relationship to the agency's information technology plan.

**Reviewer Score:**

<----Enter score from 0-15

**Reviewer Comments:**
Strengths:

Weaknesses:

15-12 Points All items responded to clearly and completely AND the project has clearly identified goals and objectives that will provide valuable benefits.
11-10 Points All items responded to clearly and completely BUT the goals and objectivies are limited or questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
9-0 Points Generally unclear or incomplete response AND/OR the goals and objectivies are limited or questionable.

**Project Justification / Business Case (25 Points)**

Items to look for:
- Project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
- Other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected.
- Is the project the result of a state or federal mandate.

**Reviewer Score:**

<----Enter score from 0-25

**Reviewer Comments:**
Strengths:

Weaknesses:

25-20 Points All items responded to clearly and completely AND the project has clearly identified valuable tangible and/or intangible benefits.
OR
The project has a clearly identified mandate.
19-16 Points Generally items responded to clearly and completely BUT the project benefits are limited or questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
15-0 Points Generally unclear or incomplete responses AND the project benefits are limited or questionable.

**Technical Impact (20 Points)**

Items to look for:
- Description of how the project enhances, changes or replaces present technology systems, or implements a new technology system.
- Description of the technical elements of the projects, including hardware, software, and communications requirements. Description of the strengths and weaknesses of the proposed solution.
- Addressing the following issues with respect to the proposed technology:
   * Description of the reliability, security and scalability (future needs for growth or adaptation) of the technology.
   * Conformity with applicable NITC technical standards and guidelines (available at http:/nitc.ne.gov/standards/) and generally accepted industry standards.
   * Compatibility with existing institutional and/or statewide infrastructure.

**Reviewer Score:**

[          ] <----Enter score from 0-20

**Reviewer Comments:**
Strengths:

[                                                                          ]

Weaknesses:

[                                                                          ]

20-16 Points All items responded to clearly and completely AND the technical elements are clearly appropriate.
15-13 Points Generally all items responded to clearly and completely BUT some of the technical elements are questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
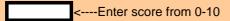12-0 Points Generally unclear or incomplete responses AND the technical elements are questionable.

**Preliminary Plan for Implementation (10 Points)**

Items to look for:
- Description of the preliminary plans for implementing the project.
- Identified project sponsor(s) and examined stakeholder acceptance.
- Description of the project team, including their roles, responsibilities, and experience.
- List of the major milestones and/or deliverables and a timeline for completing each.
- Description of the training and staff development requirements.
- Description of the ongoing support requirements.

**Reviewer Score:**

[          ] <----Enter score from 0-10

**Reviewer Comments:**
Strengths:

[                                                                    ]

Weaknesses:

[                                                                    ]

10-8 Points All items responded to clearly and completely AND the project has appropriate preliminary plan for implementation.
7-6 Points All questions responded to clearly and completely BUT the preliminary plan for implementation is questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
5-0 Points Generally unclear or incomplete responses AND the preliminary plan for implementation is questionable.

**Risk Assessment (10 Points)**

Items to look for:
- Description of possible barriers and risks related to the project and the relative importance of each.
- Identification of strategies which have been developed to minimize risks.

**Reviewer Score:**

☐ <----Enter score from 0-10

**Reviewer Comments:**
Strengths:

Weaknesses:

10-8 Points All items responded to clearly and completely AND the project has limited risks and/or identified risks are adequately addressed.
7-6 Points All questions responded to clearly and completely BUT the project has considerable risks or risks that are inadequately addressed.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
5-0 Points Generally unclear or incomplete responses AND the project has considerable risks or risks that are inadequately addressed.

**Financial Analysis and Budget (20 Points)**

Review the budget and assign points based on adequacy and reasonableness.

**Reviewer Score:**

<----Enter score from 0-20

**Reviewer Comments:**
Strengths:

Weaknesses:

20-19 Points Sufficient financial information provided AND clearly reasonable.
18-16 Points Sufficient financial information provided AND likely reasonable.
15-13 Points Sufficient financial information provided BUT some significant elements of the budget are questionable.
OR
Generally incomplete responses or lacking detail. However, the project is in an initial planning stage and the description is adequate.
12-0 Points Insufficient financial information provided AND/OR highly questionable budget.

| Section | Score | Maximum |
|---|---|---|
| Goals, Objectives, and Projected Outcomes | 0 | 15 |
| Project Justification / Business Case | 0 | 25 |
| Technical Impact | 0 | 20 |
| Preliminary Plan for Implementation | 0 | 10 |
| Risk Assessment | 0 | 10 |
| Financial Analysis and Budget | 0 | 20 |
| TOTAL | 0 | 100 |