WOLFF CENTER at UPMC

Project Evaluation Worksheet

Instructions: Write a statement describing what you hope to improve. Then evaluate your statement using the criteria below. For example, if you check several "don't know" boxes, gather more information on the project to assess feasibility. If you have several "1" or "No" rankings, you may need to reconsider the project.

Statement of your problem:

Criteria	Rating			
1. The process or project is related to a key clinical or business issue.	Not at all Very 1 2 3 4 5			Don't know
2. Leadership does or would give this project high priority.	Not at all Very 1 2 3 4 5			Don't know
3. Data is available or can be easily collected for this project.	yes		no	Don't know
4. I know what processes I want to improve to make a change.	yes		no	Don't know
5. The processes that I want to improve repeat regularly (every day, several times a week).	yes		no	Don't know
6. The problem that I need to improve is stated as a problem, not a pre-determined solution (e.g. "I want to improve the efficiency of the triage process" not "I will improve efficiency by instituting a new form".)	yes		no	Don't know
7. The processes that I want to improve are within my scope of knowledge/authority or within the scope of my small team.	yes		no	Don't know
8. I know who has authority over the different parts of the process that I want to improve.	yes		no	Don't know
9. The process will not be changed by another initiative in the near future.	yes		no	Don't know