

Project Name: \_\_\_\_\_  
 \_\_\_\_\_  
 OCIO Project #: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_

## Complexity Assessment

### Business Complexity

**Instructions:** On a scale of .5 - low to 4-high (0 = N/A), rate each applicable attribute and compute the Business Complexity by dividing the total by the number of items rated above zero. [Notes: Business and technical complexity will be computed automatically in this worksheet, using the ratings you enter. Move your pointer over each attribute cell, marked with a red triangle, to see a definition of the attribute.]

Low Complexity	Business Attribute	High Complexity	Rating	
0	1	2	3	4
Static	<b>Business rules</b>	Changing		
Static	<b>Current Business Systems</b>	Changing		
Known and Followed	<b>Decision Making Process</b>	Not Known		
Low	<b>Financial Risk to State</b>	High		
Local	<b>Geography</b>	State Wide		
Clear and Stable	<b>High Level Requirements</b>	Vague		
Few & Routine	<b>Interaction with Other Departments and Entities</b>	Many and New		
None	<b>Impact to Business Process</b>	High		
Few & Straight Forward	<b>Issues</b>	Multiple & Contentious		
High	<b>Level of Authority</b>	Low		
Clear	<b>Objectives</b>	Vague		
Established	<b>Policies</b>	Non-existent		
Minimal	<b>Politics</b>	High		
Familiar	<b>Target Users</b>	Unfamiliar		
Experienced	<b>Project Manager's Experience</b>	Inexperienced		
Experienced	<b>Team</b>	Inexperienced		
Loose	<b>Time Scale</b>	Tight		
Low	<b>Visibility</b>	High		
			Total:	0
			Complexity:	0.0

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## Complexity Assessment

### Technical Complexity

**Instructions:** On a scale of 0-low to 4-high, rate each applicable attribute and compute the Technical Complexity by dividing the total by the number of items rated above zero. Use the definitions in the student notebook for clarity.

Low Complexity		Technical Attribute		High Complexity		Rating
0	1	2	3	4		
Local		<b>Communications</b>		State wide		
Established		<b>Delivery Mechanism</b>		New		
Local		<b>Geography</b>		State wide		
Proven		<b>Hardware</b>		New		
Stand-alone		<b>Level Of Integration</b>		Tightly Integrated		
Proven/Stable		<b>Networks (L/W)</b>		New		
In place		<b>New Technology Architecture</b>		Not in place		
9-5, Mon-Fri		<b>Operations</b>		24-hour, 7-day		
Expert		<b>PM Technical Experience</b>		Novice		
Established and in use		<b>Scope Management Process</b>		None		
Light		<b>Security</b>		Tight		
Proven		<b>Software</b>		New		
Established and In Use		<b>Standards And Methods</b>		None		
Experienced		<b>Team</b>		Inexperienced		
High		<b>Tolerance To Fault</b>		Low		
Low		<b>Transaction Volume</b>		High		
Total:					0	
Complexity:					0.0	



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## Complexity Assessment

### Suggested Project Manager Skill Set Guidelines

Complexity		Duration		Budget		Resources	
<input type="checkbox"/>	Zone 1	<input type="checkbox"/>	< 6 months	<input type="checkbox"/>	<\$500K	<input type="checkbox"/>	< 5
<input type="checkbox"/>	Zone II, Medium Zone III, Medium	<input type="checkbox"/>	< 1 year	<input type="checkbox"/>	<\$1M	<input type="checkbox"/>	<10
<input type="checkbox"/>	Zone II, High Zone III, High	<input type="checkbox"/>	>1 year; < 3 years	<input type="checkbox"/>	>\$1M; <\$5M	<input type="checkbox"/>	11 – 20
<input type="checkbox"/>	Zone IV	<input type="checkbox"/>	>3 years; <10 years	<input type="checkbox"/>	>\$5M; <\$100M	<input type="checkbox"/>	21 – 40
		<input type="checkbox"/>	>10 years	<input type="checkbox"/>	>\$100M	<input type="checkbox"/>	40+

**PM Level:** Novice

Experience: Minimum 1 year working as a key team member on an IT project. Technical experience commensurate with the proposed technology.

Professional Knowledge: Understands the CA-PMM and department's methodology.

<b>For Oversight Purposes:</b>
Zone I = Low Criticality/Risk
Zones II and III = Medium Criticality/Risk
Zone IV = High Criticality/Risk

**Assess the complexity of the project periodically: every two - three months and/or at the conclusion of each phase**