Project Selection Worksheet

Instructions: Write a problem statement for your project, and then evaluate the statement using the criteria below. For example, if you check several "Don't Know" boxes, gather more information on this project before going forward. If you rate several criteria as "5" or "No,", then reconsider the project.

Project: ____   **Date:** ____

Problem Statement: ____

Criteria	Rating					
	1	**2**	**3**	**4**	**5**	**Don't Know**
1. The process or project is related to a key business issue. Very Not at All	☐	☐	☐	☐	☐	☐
2. I have or can get customer input on this issue. Easy Hard	☐	☐	☐	☐	☐	☐
3. Management does or would give this project high priority. Likely Unlikely	☐	☐	☐	☐	☐	☐
4. I can easily identify starting and ending points for the process. Easy Hard	☐	☐	☐	☐	☐	☐
	Yes		**No**		**Don't Know**	
5. Collecting data on this process is relatively easy.	☐		☐		☐	
6. The process completes one cycle at least every day or so (if not more frequently).	☐		☐		☐	
7. I can identify what a "defect" is for this process.	☐		☐		☐	
8. The problem I need to investigate or improve is stated as a target or need, not a solution.	☐		☐		☐	
9. The process is within my scope of knowledge/authority.	☐		☐		☐	
10. I know who the process owner is and he/she recognizes the need to improve.	☐		☐		☐	
11. The Sponsor of this project has the ability to commit time and resources.	☐		☐		☐	
12. The process will not be changed by another initiative any time in the near future.	☐		☐		☐	
	☐		☐		☐	
	☐		☐		☐	