

**Nebraska Information Technology Commission
FY 2005-2007 Biennium**

Scoring Sheet for Reviewers

Project #:

Agency:

Project Title:

Reviewer:

Directions

> This scoring sheet is used to score Sections III - VIII of the Project Proposal Form. Each section on this scoring sheet corresponds to a like-numbered section in the form and includes the language from the form. 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 at appropriate.

> Review your comments and scores, then save this scoring sheet.

> **RETURN THE COMPLETED SCORING SHEET AS AN E-MAIL ATTACHMENT TO
rbecker@cio.state.ne.us**

Section III: Goals, Objectives, and Projected Outcomes (15 Points)

1. Describe the project, including: Specific goals and objectives; Expected beneficiaries of the project; and Expected outcomes.
2. Describe the measurement and assessment methods that will verify that the project outcomes have been achieved.
3. Describe the project's relationship to your agency comprehensive information technology plan.

Reviewer Score:

<----Enter score from 0-15

Excellent (14-15 Points) Good (12-13) Adequate (10-11) Inadequate (Below 10)

Reviewer Comments:

Strengths:

Weaknesses:

Section IV: Project Justification / Business Case (25 Points)

4. Provide the project justification in terms of tangible benefits (i.e. economic return on investment) and/or intangible benefits (e.g. additional services for customers).
5. Describe other solutions that were evaluated, including their strengths and weaknesses, and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable.
6. If the project is the result of a state or federal mandate, please specify the mandate being addressed.

Reviewer Score:

<---Enter score from 0-25

Excellent (24-25 Points) Good (20-23) Adequate (16-19) Inadequate (Below 16)

Reviewer Comments:

Strengths:

Weaknesses:

Section V: Technical Impact (20 Points)

7. Describe how the project enhances, changes or replaces present technology systems, or implements a new technology system. Describe the technical elements of the projects, including hardware, software, and communications requirements. Describe the strengths and weaknesses of the proposed solution.

8. Address the following issues with respect to the proposed technology:

- * Describe the reliability, security and scalability (future needs for growth or adaptation) of the technology.

- * Address conformity with applicable NITC technical standards and guidelines (available at <http://www.nitc.state.ne.us/standards/>) and generally accepted industry standards.

- * Address the compatibility with existing institutional and/or statewide infrastructure.

Reviewer Score:

<----Enter score from 0-20

Excellent (19-20 Points) Good (16-18) Adequate (13-15) Inadequate (Below 13)

Reviewer Comments:

Strengths:

Weaknesses:

Section VI: Preliminary Plan for Implementation (10 Points)

9. Describe the preliminary plans for implementing the project. Identify project sponsor(s) and examine stakeholder acceptance. Describe the project team, including their roles, responsibilities, and experience.

10. List the major milestones and/or deliverables and provide a timeline for completing each.

11. Describe the training and staff development requirements.

12. Describe the ongoing support requirements.

Reviewer Score:

<---Enter score from 0-10

Excellent (10 Points) Good (8-9) Adequate (6-7) Inadequate (Below 6)

Reviewer Comments:

Strengths:

Weaknesses:

Section VII: Risk Assessment (10 Points)

13. Describe possible barriers and risks related to the project and the relative importance of each.

14. Identify strategies which have been developed to minimize risks.

Reviewer Score:

<----Enter score from 0-10

Excellent (10 Points) Good (8-9) Adequate (6-7) Inadequate (Below 6)

Reviewer Comments:

Strengths:

Weaknesses:

Section VIII: Financial Analysis and Budget (20 Points)

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

Reviewer Score:

<---Enter score from 0-20

Excellent (19-20 Points) Good (16-18) Adequate (13-15) Inadequate (Below 13)

Reviewer Comments:

Strengths:

Weaknesses:

Section	Score	Maximum
Section III: Goals, Objectives, and Projected Outcomes	0	15
Section IV: Project Justification / Business Case	0	25
Section V: Technical Impact	0	20
Section VI: Preliminary Plan for Implementation	0	10
Section VII: Risk Assessment	0	10
Section VIII: Financial Analysis and Budget	0	20
TOTAL	0	100