

Project Assessment Form Sample

Use this **project assessment form sample** with scoring criteria to evaluate project performance effectively. It provides a structured approach to rating key project elements, ensuring consistent and objective analysis. This form helps streamline decision-making and improves project outcome quality.

Project Information

Project Name	
Project Manager	
Assessment Date	
Assessed by	

Assessment Criteria & Scoring

Criteria	Description	Score (1-5)	Comments
Scope Management	Effectiveness in defining, controlling, and achieving scope objectives.		
Time Management	Ability to meet deadlines and milestones.		
Cost Management	Control of budget and cost effectiveness.		
Quality	Deliverables meet required standards and client expectations.		
Risk Management	Identification and mitigation of project risks.		
Stakeholder Engagement	Communication effectiveness and stakeholder satisfaction.		
Resource Management	Efficient use and coordination of resources (personnel, materials, etc.).		

Scoring Guide

Score	Description
1	Poor â€“ Major deficiencies; did not meet expectations.
2	Fair â€“ Some deficiencies; below expectations in many areas.
3	Good â€“ Met expectations with minor issues.
4	Very Good â€“ Exceeded expectations in some areas.
5	Excellent â€“ Consistently exceeded all expectations.

Overall Assessment & Recommendations

Overall Score	
Key Strengths	
Areas for Improvement	

Recommendations

Attach additional documentation or evidence as needed to support your assessments.