

Project Assessment Form

Software Development Projects

The **project assessment form** sample for software development projects provides a structured template to evaluate key aspects such as scope, timeline, and resource allocation. It helps teams identify risks, track progress, and ensure alignment with project goals. Using this form enhances decision-making and promotes successful project delivery.

Project Information

Project Name	
Project Manager	
Start Date	
Estimated End Date	
Project Sponsor/Client	

Project Scope Assessment

Criteria	Assessment	Comments
Defined Objectives		
Key Deliverables		
Requirements Clarity		
Change Management Process		

Timeline & Milestone Assessment

Milestone	Planned Date	Status (On Track/Delayed)	Comments
Requirements Gathering Complete			
Design Phase Complete			
Development Complete			
Testing Complete			
Go-Live			

Resource Allocation

Role	Name	Assigned Tasks	Availability
Project Manager			
Developer(s)			
QA Engineer(s)			
UI/UX Designer(s)			
Other			

Risk Assessment

Risk Description	Impact	Probability	Mitigation Strategy

Progress Tracking

Key Performance Indicator	Target	Status	Notes

Approval & Sign-off

Name	Role	Date	Signature