The purpose of the project/program health check is to gain an independent assessment of how well the project or program is performing in accordance with its objectives and how well it adheres to the methodology’s best practices. An effective health check will provide access to immediate findings that can be used by the Project/Program Manager and Sponsor during planning and execution of the project/program. It provides opportunities to expand on what is going well, and make improvements where necessary, increasing the likelihood of success due to earlier detection of issues and optimization opportunities.

## Section 1: Project/Program and Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| Sponsor |  | Interviewee Name |  |
| **Project/Program Manager** |  | **Interview Date** | dd-mon-yyyy |
| **Project/Program Timeline** | dd-mon-yyyy to dd-mon-yyyy | **Interviewer Name** |  |
| [**Project Phase**](https://uwaterloo.ca/it-portfolio-management/methodologies/project-management/project-success) **(bold or highlight project phase at the time of this questionnaire)** | Initiation / Planning / Execution / Closure | [**Program Phase**](https://uwaterloo.ca/it-portfolio-management/methodologies/program-management/program-closure) **(bold or highlight program phase at the time of this questionnaire)** | Definition / Benefit Delivery / Closure |

## Section 2: Instructions

How you approach the health check with the sponsor depends on the sponsor and the project/program. Whatever the approach, use as little time as possible since sponsors generally have very little time in their schedules. Options include:

* Use the same scale that is used on the other health check questionnaires. Ask the questions in a personal interview with the sponsor and ask for ratings as responses.

For each question, assign a score ranging from 1 to 5:

1 = Strongly Disagree

2 = Disagree

3 = Agree and Disagree

4 = Agree

5 = Strongly Agree

If an answer is unknown, please leave the answer blank and provide an explanation in the comments section.

Individual responses will remain confidential.

* Send the questions through email if you are comfortable that you will receive a response without many reminders
* Ask if the Sponsor can spare a half hour of his/her time and schedule a quick meeting to ask the questions and get the appropriate answers as comments, instead of a scale rating.

## Section 3: Questionnaire

|  | **Score** | **N/A** |
| --- | --- | --- |
| **Sponsor Questions** |  |  |
| 1. Are you consistently provided with sufficient communication to understand the current status of the project/program work, changes that have been made during execution, and what is left to do? |  |  |
| 1. Are risks and issues managed appropriately, and brought to your attention when required? |  |  |
| 1. With what you know today, are you confident that the project/program can still be executed successfully to deliver the defined scope, benefits, and goals/objectives? |  |  |
| 1. Are you comfortable with the way the project/program is being managed? |  |  |
| 1. To the best of your knowledge, is the team working together collaboratively towards the project/program goals/objectives? |  |  |
| 1. Do you believe that the stakeholders will be ready and accepting of the change this project/program will introduce? |  |  |
| 1. Do you feel that you have the appropriate information and involvement to be accountable for the project/program’s success? |  |  |
| 1. Do you have any other comments about the health of the project? |  |  |
| Comments: | | |