

Sample A5 Project Scorecard - Blank Form

Project Overview

Project Priority		Lead/Author/Owner Name	
Project Name		Lead/Author/Owner Title	
Target Completion Date		Lead/Author/Owner Department	
Percent Complete		Project Synopsis/Description	
As of Date		Overall Status Perspective	☐ Great/No Risk ☐ Good/Normal Risk ☐ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD

Project Details

Schedule	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		
Target Date	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		
Requirements	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		
Budget/Financial Impact	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		
Cross-Functional Dependencies	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		
Resource Capacity	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		
Achieving Expectations	☐	☐	☐	☐	☐	☐	Comment	
	Great/No Risk	Good/Normal Risk	Fair/Some Risk	Poor/Much Risk	Failing/High Risk	NA/TBD		

Project Assessment

Assessed By Name		Assessed By Title	
Assessed By Department		Assessment Date	
Comment			