

Sample A5 Project Scorecard - Completed Form Example

Project Overview

Project Priority	3	Lead/Author/Owner Name	Linda Nelson
Project Name	Lead Generation System	Lead/Author/Owner Title	Technical Project Lead
Target Completion Date	November 12, 2021	Lead/Author/Owner Department	IT - User Support Services
Percent Complete	3%	Project Synopsis/Description	Select and implement 3rd party lead generation tool and process
As of Date	April 23, 2021	Overall Status Perspective	☐ Great/No Risk ☐ Good/Normal Risk ☒ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD

Project Details

Schedule	☐ Great/No Risk ☒ Good/Normal Risk ☐ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	
Target Date	☐ Great/No Risk ☒ Good/Normal Risk ☐ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	
Requirements	☐ Great/No Risk ☐ Good/Normal Risk ☒ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	Expected to be completed by April 30th
Budget/Financial Impact	☐ Great/No Risk ☒ Good/Normal Risk ☐ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	
Cross-Functional Dependencies	☐ Great/No Risk ☐ Good/Normal Risk ☐ Fair/Some Risk ☒ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	Waiting on input from Sales liason
Resource Capacity	☒ Great/No Risk ☐ Good/Normal Risk ☐ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	
Achieving Expectations	☐ Great/No Risk ☐ Good/Normal Risk ☒ Fair/Some Risk ☐ Poor/Much Risk ☐ Failing/High Risk ☐ NA/TBD	Comment	

Project Assessment

Assessed By Name	Samantha Reynolds	Assessed By Title	Director - IT User Support Services
Assessed By Department	IT - User Support Services	Assessment Date	April 26, 2021
Comment	Team continuing to push to get input from key stakeholders in order to finalize requirements. Resources assigned and available, timeline achievable. The delay in acquiring all requirements is a concern but if current projections are met the project will be on track as expected.		