

“ Review of Project Planning - A Self Assessment ”

Date: 23-Jan-2012

Dear Colleagues:

When we go for a check up to an Eye Doctor, He puts our face against a machine or flips various lenses in front of each eye asking, "Does this make it clearer or worse?"

This metaphor can be easily applied to our purpose of conducting this survey. This survey will bring together varied views, which will help us analyze our department's working more effective and effective, focusing on things that matter.

Project Planning and Control starts with asking right question. In this questionnaire we have posed questions in the same spirit. This study is woven around 4 key areas:

1. Use of IT Resources for Project Planning.
2. Project Planning Communication.
3. Planning's Knowledge Management Systems
4. Management Reporting System

We look forward to your honest opinions, hopes, expectations, challenges you face etc so that your job can be made easier.

Due Date of Survey Completion: _____

We thank you for your time and honest opinion.
Surveyor

Questionnaire/Survey for Planning's Self Assessment

INSTRUCTIONS

1. Survey is confidential and anonymous.
2. Please answer the questions on things as they are and NOT as you wish them to be.

TOTAL QUESTION: 30 | MAX TIME: 13 MINUTES

1	Ques: When did you last used Planning Portal of Quality/ Formats? <input type="checkbox"/> Today <input type="checkbox"/> Last Week <input type="checkbox"/> Last Month or Before <input type="checkbox"/> Not Sure
2	Ques: Please Rate Overall Planning Practices/Work Methods? <input type="checkbox"/> <40% <input type="checkbox"/> 40-55% <input type="checkbox"/> 56-70% <input type="checkbox"/> 71-85% <input type="checkbox"/> No Comments
3	Ques: According to you, Key Challenges for Planning Personnel are: (Tick As Many) <input type="checkbox"/> Speed of Work, <input type="checkbox"/> Patience, <input type="checkbox"/> Leadership from the bottom up, <input type="checkbox"/> A systems thinking perspective, <input type="checkbox"/> Enterprise-wide systems, <input type="checkbox"/> Knowledge management, <input type="checkbox"/> Learning project, <input type="checkbox"/> Open communication
4	Ques: Which of the following are appropriate to Planning Department? (Tick As Many) <input type="checkbox"/> Project Support Services <input type="checkbox"/> Excellence behind Project <input type="checkbox"/> Planning Enterprise <input type="checkbox"/> Project Mgmt Watch Tower <input type="checkbox"/> IT Driven Project Mgmt <input type="checkbox"/> Project Control
5	Ques: As of today, please Rate effectiveness of EDMS? <input type="checkbox"/> <40% <input type="checkbox"/> 40-55% <input type="checkbox"/> 56-70% <input type="checkbox"/> 71-85% <input type="checkbox"/> No Comments
6	Ques: How satisfied are you with technology tools to provide planning services and support needed to make project management a success? <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Undecided <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Strongly Dissatisfied
7	Ques: Please rate your satisfaction with interconnectivity of various Planning software such as PPMS, CPS, PMMS and Primavera etc? <input type="checkbox"/> <=3 <input type="checkbox"/> 4-5 <input type="checkbox"/> 6-7 <input type="checkbox"/> 8-9 <input type="checkbox"/> 10
8	Ques: Please rate your satisfaction level with available planning's infrastructure in terms of Learning/Reference Resources, people and IT facilities? <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Undecided <input type="checkbox"/> Dissatisfied <input type="checkbox"/> Strongly Dissatisfied

Questionnaire/Survey for Planning's Self Assessment

9	Ques: Please Rate usefulness of Planning's Portal of Formats/Procedures etc
<input type="checkbox"/> <=3 <input type="checkbox"/> 4-5 <input type="checkbox"/> 6-7 <input type="checkbox"/> 8-9 <input type="checkbox"/> 10	

10	Ques: Did planning software trainings produced required results?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Undecided <input type="checkbox"/> Maybe	

11	Ques: How would you rate Communication of Project and various engineering disciplines with Planning for report preparation purpose?
<input type="checkbox"/> <=3 <input type="checkbox"/> 4-5 <input type="checkbox"/> 6-7 <input type="checkbox"/> 8-9 <input type="checkbox"/> 10	

12	Ques: Tick appropriate Reasons for Delay in Communication Rate Project Manager's Support To Planning:
<input type="checkbox"/> Miscommunication, <input type="checkbox"/> No Communication, <input type="checkbox"/> Misunderstanding, <input type="checkbox"/> Delayed Communication, <input type="checkbox"/> Incorrect Communication Methods, <input type="checkbox"/> Undecided	

13	Ques: Will it make project planning better, if there were daily updates on from project managers on project related developments?
<input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Undecided <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree	

14	Ques: Any advice for planning's structure, staffing and functions? (Be specific and back up your statements with the reasons for your suggestions)

15	Ques: Distribute marks out of 100 into your daily work done:
<input type="checkbox"/> Planning as per requirement _____ <input type="checkbox"/> Planning as per situation demands _____ <input type="checkbox"/> Proactive Planning _____ <input type="checkbox"/> Reactive Planning _____ <input type="checkbox"/> Planning as per Instructions _____	

16	Ques: Rate your Satisfaction with Job Close-Out Report Preparation Methods/Procedures?
<input type="checkbox"/> <=3 <input type="checkbox"/> 4-5 <input type="checkbox"/> 6-7 <input type="checkbox"/> 8-9 <input type="checkbox"/> 10	

17	Ques: Rate out of 10 Schedule Updating and Reporting Methods?
<input type="checkbox"/> <=3 <input type="checkbox"/> 4-5 <input type="checkbox"/> 6-7 <input type="checkbox"/> 8-9 <input type="checkbox"/> 10	

Questionnaire/Survey for Planning's Self Assessment

18	Ques: Do you send hard copies of project reports for internal distribution YES, NO IF YES THEN NO OF REPORTS _____ NO OF PAGES _____
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19	Ques: On the Scale of 10, Please assess Planning Department the following points: <input type="checkbox"/> Collective Level of Excellence, <input type="checkbox"/> Individual's General Level of Excellence, <input type="checkbox"/> Team Player Attitude, <input type="checkbox"/> Career Guidance and Support, <input type="checkbox"/> Professional Development, <input type="checkbox"/> Human Resource Development
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20	Ques: Any repeated problem faced during preparation of any planning deliverable? _____ _____ _____
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21	Ques: Are we able to leverage maximum out of existing planning's IT practices? <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Undecided <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree
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23	Ques: Do you have a control on kind of projects you want to select? In other words are you satisfied with Planning teams formation for particular project? <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Undecided <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree
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24	Would you prefer more visually literate reports, ie graphical, charts and graphs would help you deliver better in Client/Inter Department/Management/Across Department Reports? <input type="checkbox"/> Strongly Agree <input type="checkbox"/> Agree <input type="checkbox"/> Undecided <input type="checkbox"/> Strongly Disagree <input type="checkbox"/> Disagree
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25	Where would you rate yourself/your manager/department? <input type="checkbox"/> Initial, <input type="checkbox"/> Managed, <input type="checkbox"/> Repeatable, <input type="checkbox"/> Optimized, <input type="checkbox"/> Defined Excellent
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26	Delivering Excellence through People – Is this applicable today? <input type="checkbox"/> Yes <input type="checkbox"/> No
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27	Which of the following are functions of a Project Planning? <input type="checkbox"/> All project administrative services <input type="checkbox"/> A customized Project Planning and Controlled Execution <input type="checkbox"/> To support Project Managers as working hands <input type="checkbox"/> To support all project types <input type="checkbox"/> Comprehensive project management through all project related software
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Questionnaire/Survey for Planning's Self Assessment

28	Ques: How many instances in last 6 months of delivering excellence by: Help Project Team deliver value by your Planning Services or increase project success rate, save time/cost of a Project? Or by improving Quality Standards or Work Methods?
	<input type="checkbox"/> 0 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> >=5

29	Do you think there is a business value generation in from this planning's self assessment study?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

30	Ques: Please Rate Overall Planning Work Methods/Procedures:
	<input type="checkbox"/> <40% <input type="checkbox"/> 40-55% <input type="checkbox"/> 56-70% <input type="checkbox"/> 71-85% <input type="checkbox"/> No Comments

31	Rate the your top 3 important from Project Planning Variables from following:
	<input type="checkbox"/> Time, <input type="checkbox"/> Cost, <input type="checkbox"/> Scope, <input type="checkbox"/> Risk <input type="checkbox"/> Quality <input type="checkbox"/> Stakeholder, <input type="checkbox"/> Progress

32	Ques: How likely would you rate project timely completion success rate with respect to time?
	<input type="checkbox"/> Always on time <input type="checkbox"/> 70-79% <input type="checkbox"/> >90% <input type="checkbox"/> 60-69% <input type="checkbox"/> 80-90% <input type="checkbox"/> 90%+

33	Any specific suggestion/changes you would like to see in department?

End of Survey