What is a Project Scorecard

The Project Scorecard is a Project Monitoring and Control Tool created to quickly provide the status of every IT PMO project

Where is it located?

Where:	New Office 365 Sharepoint site
Sharepoint Site Specific Location	IT PMO/IT GOV/Project Status
Sharepoint Folder	View or Update Project Status

Key Terms/Field Definitions

ID	Unique Identifier
Project Name	Free-form title that was entered into the Project Request form under Project Name
Project Description	Free-form brief explanation of project/effort.
Project Manager	Project Manager's name
Project State	10 possible states to identify what stage the project is in
Project Status	Green:On track, Yellow:At risk, Red:trailing, Blue:Complete, Gray:On hold
Project Trajectory	4 possible trends which call out the timeline progress toward completion
Status / Comments	Brief synopsis of accomplishments from prior week, targets for upcoming week, critical risks/issues.
Hot Item	Select Yes or No if this project has been called/watched with scrutiny by management recently
CIO Dashboard	Select Yes or No if this project is on the CIO Dashboard

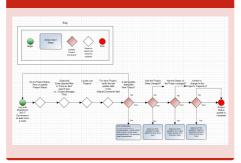## Key Terms/Field Definitions (cont)

Business / IT	2 possible options Business or IT. If Project has a WAVE ID, select Business else IT
Priority	not defined yet
Project Type	Filtered on Project. Excludes Sub-Project, Operational Support and Functional Support.
WAVE ID(s)	Lists the WAVE ID assigned to the project in McKinsey's WAVE
Initiative	Identifies the Initiative to which the project is tied

Weekly Project Status Meeting PM Responsibilities

1. Update the Project Scorecard prior to weekly meeting

2. Show up to weekly meeting prepared to answer any questions

3. If you are unable to attend meeting, ensure you have a backup representative, i.e. Resource Manager, who is aware of the project status

4. Use standard format when updating Status/Comments section M/D/Initials

5. Minimum cadence for updates is once a week, though you can update more frequently if applicable

6. Call out any missing projects missing from the Project Scorecard before meeting

For questions about PM responsibilities, refer to your Resource Manager.

How to Update Project Scorecard Flowchart