



IT Project QA Review Mid-Point Survey

Name: _____

Date: _____

Project: _____

Project Performance Measures (How you measure quality of service on this project):

- _____
- _____
- _____
- _____
- _____

Please check the box that best describes the effectiveness of the project in the following areas:

	Exceeding Expectations	Meeting Expectations	Is Not Meeting Expectations	Not Sure
1. Written Communications (e.g., status reports, Steering Committee presentations, vision pre-read materials)				
2. Oral Communications (formal and informal)				
3. Listening skills (are your concerns and issues considered)				
4. Interpersonal Skills (e.g., teamwork, ability to integrate with other personnel)				
5. Professionalism				
6. Technical Competence and Knowledge				
7. Accessibility				
8. Responsiveness				
9. Timeliness (completion of tasks and deliverables on time)				
10. Organization (e.g., clear schedule, deliverables, responsibilities)				

Comments:



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Please rate your overall satisfaction with the project to date.

	Exceeding Expectations	Meeting Expectations	Is Not Meeting Expectations	Not Sure
1. Is the project team accomplishing the expected project outcomes?				
2. Are the assigned team members performing at the expected level?				
3. Are the deliverables meeting your expectations?				
4. Is the team adding value to the project?				
5. Do appropriate HealthPartners personnel participate enough in the project?				
6. Is business ownership / buy-in to the project being achieved appropriately?				
7. Are your project performance measures (as listed above by you) being achieved?				
8. Is the project team proactive when it comes to solving problems or conflicts?				
9. Is the project answering key questions or issues that need to be addressed to finish successfully?				

What comments and suggestions do you have as to additional ways that the project team can add more value on this project (Is there anything we should be doing that improve the outcome of the project)?
