

PRIVATE AND CONFIDENTIAL

(when completed)

INDIVIDUAL POST-PROJECT/INITIATIVE ASSESSMENT

Used for assessment of an individual's performance upon completion of a project or initiative.

IPPA

Form DK2.4.7.3
Version 1.0

MEMBER IDENTIFICATION AND ACTIVITY OVERVIEW

NAME	SAMPLE Three	
PROJECT/INITIATIVE	Project X	ENGAGEMENT DATES 28 Apr – 8 Aug 2010
ROLE(s)	RE-SKIN TEAM LEAD, Testing/Support Team Lead, Business Analyst	

PERFORMANCE ASSESSMENT

ASSESSMENT CRITERIA	NA	U	NORMAL RANGE			VH		
			NI	N	H			
Supervision & Leadership							X	<p>Natural leader who inspires and motivates his team; especially in light of long hours, changing priorities and tight deadlines. Has a clear presence that comes across not only in person – but also during remote sessions.</p> <p>Not only promoting cooperation within his own immediate team, he sought out ways to integrate and coordinate with his peers and related teams/work groups throughout the project.</p> <p>Seized control of new tasks immediately; no hesitation and only sought appropriate guidance when necessary. Made decisions on his own initiative when required – but ensured supervisors and peers were advised.</p> <p>Excellent organizational skills demonstrated when struggling with an unclear inventory of pages (over 1900) for review/re-skin under the project; developed an effective method for assigning and tracking work effort – completing the task in 1/3 the time originally anticipated.</p> <p>Immediately sought out ways to re-engage his team in a testing and support capacity once the re-skin assignments were completed.</p>
Teamwork & Cooperation							X	
Following Direction							X	
Job Knowledge & Skills				X				
Initiative					X			
Problem Solving				X				
Organization & Planning							X	
Innovation & Creativity				X				
Attention to Detail				X				
Verbal & Written Communications				X				
Accountability & Reliability						X		
Honesty & Integrity						X		
Dedication & Work Ethic						X		
Timeliness						X		
Coping with Stress & Change						X		
Accept Criticism and Guidance						X		

GENERAL/OVERALL ASSESSMENT

"Three" was originally assigned to the project as a Business Analyst and to provide additional support to the Project Manager. His personality and leadership presence made it clear that he was a logical candidate to take control of a major component of the project – coordinating the review and re-skin of over 1900 pages (that were not well inventoried – despite multiple attempts) within the NewCorp website. He quickly sought out new assignments once his primary tasks were complete – and he and his team provided to be a critical asset throughout the final development and testing phases of the project. "Three" continuously exhibited a "can-do" attitude that proved infectious to not only his team, but for the project group as a whole. Sometime's Three's enthusiasm came across as being impatient, or he would come across as pushing in meetings/conversations – but this was more due to the energy he put into all his tasks, and a desire to keep the teams active rather than an inability to listen or to attempt to control situations.

SUPERVISOR	S. Pervisor	Signature	Date (at signing)
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POTENTIAL AND RECOMMENDED FUTURE ENGAGEMENTS

ASSESSMENT CRITERIA	NA	L	N	AA	O		
							Leadership
Communications			X				
Planning				X			
Technical Skills & Challenges			X				
RANKING AMONG PEERS	N/A						

OVERALL PROJECT/INITIATIVE LEAD	B. Boss	Signature	Date (at signing)
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REVIEW WITH MEMBER

Signature	Date (at signing)
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Signature of the member indicates that this report has been reviewed and discussed; it does not constitute agreement with this assessment. This form should be completed within a SINGLE page. Instructions for completing the form are found on the reverse.