PROJECT IMPACT ASSESSMENT SCORECARD

Project Name:

Please enter the score in the last column which most closely represents your project. Answer all applicable questions, using scores of 1, 2, 3, 4, or 5.

This table assesses the level of impact your project may have on a variety of key issues. Your responses will help you complete the initial Project Risk Log, which should at least contain all the risks scored as a '5'.

Impact No.	Impact Description	Insignificant Impact (Score "1")	Minor Impact (Score "2")	Moderate Impact (Score "3")	Major Impact (Score "4")	Highly Significant (Score "5")	Score	
1	**Relationship to Corporate Priorities: to what extent is the project a prerequisite for the successful delivery of a corporate priority ?**	Not linked to any divisional, departmental or corporate priorities	Indirect links to successful achievement of a single service priority only	Essential to successful achievement of a divisional priority only	Essential to successful achievement of a department priority only	Essential to successful achievement of 1+ corporate priority		FALSE
2	**Reputation: to what extent would problems with this project's delivery have a negative impact on the Council's reputation ?**	No impact on Council reputation	Single piece of adverse publicity in local media with no lasting impact	Series of adverse items in local press for several days with no lasting impact	Series of adverse items in local (and possibly national) media for week or more causing an adverse reaction by local citizens and necessitating robust defence of Council by officers and/or members	Sustained adverse publicity in local and national media over prolonged period, leading to scrutiny and District Audit investigations and possible resignations of senior officers/elected members		FALSE
3	**Statutory or Regulatory Context: to what extent is the project a prerequisite for the successful delivery of a major legislative requirement/ policy initiative or other external audit requirement e.g. CPA ?**	Not linked	Indirect links to successful achievement of key statutory or regulatory requirements	Limited links to successful achievement of key statutory or regulatory requirements	Direct links to successful achievement of key statutory or regulatory requirements	Essential to successful achievement of key statutory or regulatory requirements		FALSE
4	**Scale of change on Council services and departments: what impact will there be during development and/or after implementation ?**	Small change of no real consequence to policies, procedures, processes or structures of one service area	Introduction of minor changes to existing policies, procedures, processes or structures in one service area	New structural changes or business policies, procedures, or processes of moderate importance introduced across a service area within a department	Major structural or cultural change to business policies, procedures or processes in 1+ departments	Fundamental structural, cultural or business process change across whole Council, involving officers and elected members		FALSE
5	**Scale of impact on members of the public ?**	Small change of no real consequence to service delivery in one service area	Introduction of minor changes to service delivery in one service area	Moderate changes made in the way the public receive one service area	Major structural or cultural change in the way in which the public receive 1 or more major services	Fundamental changes in the way the public receive a range of services		FALSE
6	**Scale of impact on external partners ?**	Change has no impact on external partners	Change proposes an indirect impact on or the indirect involvement of external partners only	Change proposes a limited impact on or a limited involvement of external partners	Changes proposes a direct impact on or the direct involvement of 1 partners	Project proposes a fundamental impact on multiple external partners requiring them to work closely together to deliver common objectives		FALSE
7	**Project costs: what are the estimated total costs of delivering the project (Capital and Revenue) in terms of resources, premises and equipment ?**	< £50K	£50K to £250K	£250 to £500K	£500K to £1,000,000	> £1,000,000		FALSE
8	**Benefits: what is the estimated total value of the business benefits that the project will deliver (net of recurring additional overheads), e.g. reduction in staffing costs, disposal of premises etc?**	< £50K	£50K to £250K	£250 to £500K	£500K to £1,000,000	> £1,000,000		#VALUE!
9	**Project delivery date: how critical is this ?**	Delivery dates not critical	A failure to meet the delivery date will cause minor business disruption, regulatory issues or reputational impact	A failure to meet the delivery date will cause moderate business disruption, regulatory issues or reputational impact	A failure to meet the delivery date will cause substantial business disruption, regulatory issues or reputational impact	Delivery date constitutes an unmissable deadline leading to significant business disruption, regulatory issues or reputational impact		FALSE
10	**Complexity of the project: what is the project's complexity in terms of its uniqueness, technological issues, duration, or contractual arrangements ?**	Project involves no issues of complexity	Project involves only minor complexity in terms of uniqueness, technological issues, duration, or contractual arrangements	Project involves only moderate complexity in terms of uniqueness, technological issues, duration, or contractual arrangements	Project involves only major complexity in terms of uniqueness, technological issues, duration, or contractual arrangements	Project involves only enormous complexity in terms of uniqueness, technological issues, duration, or contractual arrangements		FALSE
11	**Practical dependencies (1): does this project depend on the completion of other projects?**	No	To a very minor extent	Moderately	To a significant extent	Essential		FALSE
12	**Practical dependencies (2): do other projects depend on the completion of this project for some to proceed successfully ?**	No	To a very minor extent	Moderately	To a significant extent	Essential		FALSE
TOTAL:							**0**	0
HIGHEST POSSIBLE SCORE (No. of questions answered x 5)							**0**	
IMPACT SCORE ("Total" divided by "Highest Possible Score" x 100)							**#DIV/0!**	#DIV/0!

The matrix below uses the Impact Score to categorise your project.

Suggested Rigour Required → Assessed Impact	LEVEL 1 SMALL IMPACT (20-39%)	LEVEL 2 MEDIUM IMPACT (40-59%)	LEVEL 3 MAJOR IMPACT (60% +)	ACTIONS TO BE TAKEN
Should the project be considered for inclusion in a programme of related projects seeking to deliver a common outcome ?	N	Y / N	Y	
Ensure that project subject to Leeds Project Review Process and related gateways ?	Y	Y	Y	
Ensure application of all key aspects of corporate project management methodology ?	Y	Y	Y	
Ensure dedicated Project Executive in place ?	N	Y / N	Y	
Ensure project board in place ?	Y / N	Y / N	Y	
Ensure dedicated project manager in place ?	Y / N	Y / N	Y	
Ensure appropriate project support in place ?	Y / N	Y / N	Y	
Ensure independent project assurance in place ?	N	Y / N	Y	

The impact of your project has been categorised as:	#DIV/0!	#DIV/0!	#DIV/0!