

## Appendix E – Scoring, Ranking and Evaluation Criteria

Criteria	Max Points	Score	Weighted Score (See Note 1)	Tie Breaker Priority (See Note 2)
<b>1. Strategic Alignment</b>				
Does the project support at least one of seven initiatives identified in the Commonwealth Strategic Plan for Information Technology?	5	<ul style="list-style-type: none"> <li>➤ Yes – 5 points</li> <li>➤ No – 0 points</li> </ul>	Weighted Score = #Points X 4	
Does the project support the long term objectives identified by the Council on Virginia’s Future (COVF)?	7	<ul style="list-style-type: none"> <li>➤ 6 objectives - 7 points</li> <li>➤ 4 to 6 objectives – 6 points</li> <li>➤ 1 to 3 objectives – 3 points</li> <li>➤ None – 0 points</li> </ul>	#Points X 4	2
Is this project mission critical to the agency?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
Did the agency use the Enterprise Business Architecture (EBA) or other methods to find agencies that have existing solutions or common needs?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
Does the project support one of the Governor’s Enterprise initiatives or one of the Governor’s business priorities?	10	<ul style="list-style-type: none"> <li>➤ Award 10 points if the project supports as least 1 Priority and multiple initiatives</li> <li>➤ At Least 1 Priority and 1 Initiative – 8 points</li> <li>➤ At Least 1 Priority (0 initiatives) – 6 points</li> <li>➤ At Least 1 Initiative (0 priorities) – 4 points</li> <li>➤ No Priorities or Initiatives – 0 points</li> </ul>	#Points X 4	1
Does the project support at least one of the critical agency service areas identified in the Governor’s Performance Goals?	4	<ul style="list-style-type: none"> <li>➤ Yes – 4 points</li> <li>➤ No – 0 points</li> </ul>	#Points X 4	3
<b>Maximum Points</b>	<b>30</b>		<b>108</b>	

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<b>2. Technical Feasibility</b>				
Has the agency identified a technical approach for the project?	3	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
Does the proposed approach comply with the Commonwealth Enterprise Technical Architecture (ETA)?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
<b>Maximum Points</b>	<b>5</b>		<b>5</b>	
<b>3. Benefits to the Commonwealth</b>				
Does the project benefit chronically underserved stakeholders?	3	<ul style="list-style-type: none"> <li>➤ Award 3 points if the project benefits more than one underserved stakeholder</li> <li>➤ 1 underserved stakeholder – 2 points</li> <li>➤ None – 0 points</li> </ul>		
Will the project increase public protection, health, education, environment, or safety, improve customer service, or increase citizen access to services?	5	<ul style="list-style-type: none"> <li>➤ Award 5 points if the project increases or improves more than one priority</li> <li>➤ Increases or improves one priority – 3 points</li> <li>➤ No – 0 points</li> </ul>		
Will the project transform the way the agency does business?	5	<ul style="list-style-type: none"> <li>➤ Yes – 5 points</li> <li>➤ No – 0 points</li> </ul>		
Does this project benefit other agencies within the Secretariat, other agencies outside the Secretariat, all agencies, or local governments?	10	<ul style="list-style-type: none"> <li>➤ Award 10 points if the project benefits all 4 groups</li> <li>➤ Benefits 3 groups - 8 points</li> <li>➤ Benefits 2 groups - 6 points</li> <li>➤ Benefits 1 group - 4 points</li> <li>➤ No – 0 points</li> </ul>	<b>#Points X 4</b>	5
Does the project support legal or regulatory requirements?	7	<ul style="list-style-type: none"> <li>➤ Yes – 7 points</li> <li>➤ No – 0 points</li> </ul>	<b>#Points X 4</b>	4

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Criteria	Max Points	Score	Weighted Score (See Note 1)	Tie Breaker Priority (See Note 2)
<b>Maximum Points</b>	<b>30</b>		<b>81</b>	
<b>4. Risk</b>				
What is the project cost?	5	<ul style="list-style-type: none"> <li>➤ Award 5 points if the project cost is under \$5M</li> <li>➤ \$5M to \$10M – 3 points</li> <li>➤ \$10M to \$20M - 2 points</li> <li>➤ Greater than \$20M – 1 point</li> </ul>	#Points X 2	
What is the project complexity from the Pre-Select Investment Analysis worksheet?	2	<ul style="list-style-type: none"> <li>➤ Low - 2 points</li> <li>➤ Medium – 1 point</li> <li>➤ High – 0 points</li> </ul>	#Points X 2	
What is the project risk from the Pre-Select Investment Analysis worksheet?	2	<ul style="list-style-type: none"> <li>➤ Low - 2 points</li> <li>➤ Medium – 1 point</li> <li>➤ High – 0 points</li> </ul>	#Points X 2	6
Does the project have a clearly defined business owner?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
Does the project have a clearly defined project sponsor?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
Does the project have a clearly defined scope?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
<b>Maximum Points</b>	<b>15</b>		<b>24</b>	
<b>5.Funding Requirements</b>				
What is the confidence level in the accuracy of the initial project estimated cost at completion?	2	<ul style="list-style-type: none"> <li>➤ High - 2 points</li> <li>➤ Medium – 1 point</li> <li>➤ Low – 0 points</li> </ul>		
Did the agency describe a valid method to determine the estimate cost at completion?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
Did the agency identify tangible benefits?	4	<ul style="list-style-type: none"> <li>➤ Yes – 4 points</li> <li>➤ No – 0 points</li> </ul>		
Did the agency identify intangible benefits?	2	<ul style="list-style-type: none"> <li>➤ Yes – 2 points</li> <li>➤ No – 0 points</li> </ul>		
What percent of the project funding is from Non-state funds?	3	<ul style="list-style-type: none"> <li>➤ 80% to 100% - 3 points</li> <li>➤ 50% – 79% - 2 points</li> <li>➤ 1% – 49% - 0 points</li> </ul>		

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Criteria	Max Points	Score	Weighted Score (See Note 1)	Tie Breaker Priority (See Note 2)
What is the risk associated with project funding?	2	<ul style="list-style-type: none"> <li>➤ Low - 2 points</li> <li>➤ Medium – 1 point</li> <li>➤ High – 0 points</li> </ul>		
<b>Maximum Points</b>	<b>15</b>		<b>15</b>	
<b>6. Past Performance by Agency</b>				
What is the overall rating average of all projects that have been listed on the Dashboard for this agency?	3	<ul style="list-style-type: none"> <li>➤ Award 3 points if the average rating for any three consecutive months in the last year was Green</li> <li>➤ Yellow - 1 point</li> <li>➤ Red - 0 points</li> </ul>		
For current projects listed on the Dashboard, what is the overall rating for the last three months?	2	<ul style="list-style-type: none"> <li>➤ Award 2 points is the overall project rating for the last three months was Green</li> <li>➤ Yellow - 1 point</li> <li>➤ Red - 0 points</li> </ul>		
<b>Maximum Points</b>	<b>5</b>		<b>5</b>	
<b>Total Points Possible for base score</b>	<b>100</b>	<b>Maximum weighted score =</b>	<b>257</b>	

### NOTES

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### NOTE 1 - Weighted Score

The Secretary of Technology and the Commonwealth CIO have provided guidance on what weights to apply to selected questions. The most heavily weighted category is the ‘Strategic Alignment’ category with a factor of 4. This weight increases the maximum points for this category to 108. This category was selected because it most closely aligns with the CIO’s decision to evaluate major projects against the strategic vision established for the Commonwealth of Virginia by the Council on Virginia’s Future, the Governor of Virginia, the General Assembly and the Enterprise Business Architecture.

The second weighted category selected is ‘Benefits to the Commonwealth’. This category was weighted with a factor of 4 which increases the weighted score to 81.

The third weighted category selected is ‘Project Risk’. This was weighted with a factor of 2, which increases the possible maximum weighted score to 32. This adds emphasis to the successful implementation and outcomes of the project.

### NOTE 2 – Tie Breaker Priority

It is possible that two or more investment projects will have the same total weighted scores after PMD evaluates all the criteria. If two or more projects have the same final scores, a tie breaker process is used to prioritize the investments. Selected questions from the evaluation criteria above have been rank ordered by the Secretary of Technology and the CIO. The ranking of these questions is identified in the “Tie Breaker Priority” column. These specific questions are used to help break ties between two or more investments. The process is as follows:

- Identify the question above that has a priority of “1” in the “Tie Breaker Priority” column.
- Compare the individual project scores for only question “1” as identified in the “Tie Breaker Priority” column.
- If one project score is higher than the other, add one point to the project’s total weighted score.
- If both project scores are the same for question “1”, proceed to the question above that has a priority of “2” in the “Tie Breaker Priority” column. Repeat the evaluation process. If both project scores are the same for question “2”, continue evaluating the next prioritized question until the tie is broken.

Version History		
Version	Date	Change Summary
1	X/XX/200X	Original
2	03/31/2009	Corrected grammar and format errors