

How to Use the Evaluation Matrix

Compare the data in Cells ❶ and ❷.

- *Did the actual product (or result) exceed, equal, or fall below the goals?*

Compare the data in Cells ❸ and ❹.

- *How did the actual work process differ from the anticipated one?*
- *Why did these work process differences occur?*
- *How did these work process differences contribute to the result-goal differences between Cells ❶ and ❷?*

Compare the data in Cells ❺ and ❻.

- *How did the actual resources differ from the anticipated resources?*
- *Why did these resource differences occur?*
- *How did these resource differences contribute to the work process differences between Cells ❸ and ❹?*

How did these resource differences contribute to the result-goal differences between Cells ❶ and ❷?

Compare the data in Cells ❷, ❹, and ❻.

- *the resources in Cell ❻ and the work processes in Cell ❹ support each other? Did they support the goal in Cell ❷?*

Evaluation Questions

| Standard | Supplementary |
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| 1. What were the actual results of the project? | <ul style="list-style-type: none">• What were the quality features of the final product?• What were the key features of the final result? |
| 2. What were the goals for the project? | <ul style="list-style-type: none">• What were the quality standards for the final product?• What key features for the final results were specified in the project goal? |
| 3. What was the actual work process ? | <ul style="list-style-type: none">• How many steps did the actual work process have? |
| 4. What was the recommended work process ? | <ul style="list-style-type: none">• How many steps did the recommended work process have? |
| 5. What actual resources did the project use? | <ul style="list-style-type: none">• How many people (of what types) actually worked on the project?• What types of equipment and tools were actually used in the project?• During the project, what types of materials (and how much of each) were actually used?• What was the actual duration of the project?• What was the total cost of the project? |
| 6. What resources were originally allocated to the project? | <ul style="list-style-type: none">• How many people (of what types) were assigned to the project?• What types of equipment and tools were initially allocated to the project?• What types of materials (and how much of each) were initially allocated to the project?• What was the scheduled duration of the project?• What was the budgeted cost for the project? |