

QUICKSCAN

A **Quickscan** is a short and lightweight assessment of your current practices against an industry reference model of best practices (CMMI). In the **Quickscan** we will determine the current state of project management practices, identify the improvement areas and develop a high-level plan for improvement. The following process areas are assessed:

1. **Requirements Management:** identify, understand and manage customer requirements.
2. **Project Planning:** establish estimates, develop a plan and obtain commitment to the plan.
3. **Project Monitoring & Control:** monitor and report project progress, manage issues.
4. **Supplier Agreement Management:** select suppliers, establish and manage supplier agreements.
5. **Process & Product Quality Assurance:** objectively evaluate if agreed practices are actually applied in projects.
6. **Measurement & Analysis:** determine measurement objectives and establish measurement capability.
7. **Configuration Management:** ensure integrity of work products.

At the end of a **Quickscan**, we present a report to the management of the organisational unit. The report contains a capability profile of your organisation's processes according to the reference model (CMMI) with clear findings and recommendations on how to improve.

Typical quickscan approach:



1. **Preparation meeting:** 1 meeting with management to explain what we will do and to discuss the planning and logistics.
2. **Intake meeting:** with the PMO, project manager(s) to obtain an understanding of the existing standards, processes and practices.
3. **Data gathering:** a workshop or individual interviews with project managers where we go through the CMMI practices to find out to what level these practices are applied within his/her project.
4. **Process results:** for each process area we will determine a capability level according to the CMMI rules. The capability level gives insight into what base practices exist and to what level they are institutionalized (actually applied in the projects).

5. **Reporting meeting:**
 - a. We will prepare a final report (pdf format) including a capability profile for the organisational unit (capability level per process area) and a detailed scoring for each practice. The report contains main findings and recommendations as well as detailed findings and recommendations per process area.
 - b. We will also prepare a presentation (ppt) for management, summarizing the main findings and recommendations as well as proposing recommended actions and a high-level action plan.

The Capability Maturity Model Integration is a process improvement maturity model for the development of products and services. Ref. "CMMI®: Guidelines for Process Integration and Product Improvement / Mary Beth Chrissis, Mike Konrad, Sandy Shrum. - 3rd edition". CMMI® is registered in the U.S. Patent and Trademark Office by Carnegie Mellon University.

