

**Department of Management Services, Division of
State Technology**

PROJECT RISK & COMPLEXITY ASSESSMENT TOOL



Risk & Complexity Assessment Model for State Information Technology Projects

Purpose: In order to determine the level of risk associated with the undertaking of a project effort, this worksheet presents a series of risk and complexity questions. Each question has a weighted value. Once the assessment is complete, the project is classified into one of four project categories from low risk/low complexity to high risk/high complexity. Based on the project’s risk and complexity categorization, project management best practice risk mitigation strategies become required. Mitigation strategies include the mandatory creation of certain project management artifacts, status reporting, governance oversight, scope/schedule/budget accuracy thresholds, and independent verification and validation (IV&V) support.

Form Title: DMS Project Risk & Complexity Assessment Tool
Form Number: DMS-F-0505A
Effective Date: 07/15 (incorporated into Rule 60GG-1, F.A.C.)

Scope: All state government information technology work efforts (projects) conducted for the State of Florida.
 "Project" as defined in Florida Statutes means an endeavor that has a defined start and end point; is undertaken to create or modify a unique product, service, or result; and has specific objectives that, when attained, signify completion.

Authority: Section 282.0051, Florida Statutes

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Tab	Description
Summary & Instructions	Instructions for completing assessments. Activates and summarizes assessment scoring.
Risk - Pre-Select	Questions and scoring criteria to determine Risk score for the Pre-Select Phase.
Complexity - Pre-Select	Questions and scoring criteria to determine Complexity score for the Pre-Select Phase.
Risk - Initiation	Questions and scoring criteria to determine Risk score for the Initiation Phase.
Complexity - Initiation	Questions and scoring criteria to determine Complexity score for the Initiation Phase.
Risk - Planning	Questions and scoring criteria to determine Risk score for the Planning Phase.
Complexity - Planning	Questions and scoring criteria to determine Complexity score for the Planning Phase.
Risk - Execution	Questions and scoring criteria to determine Risk score for the Execution Phase.
Project Category Lookup	Project Risk & Complexity Category Lookup table, based on Risk & Complexity scores.

REVISION HISTORY

Version	Date	Initials & Comments
1	7/10/2019	AMN- Initial version of DMS Risk and Complexity Assessment
1.1	7/15/2019	AMN- Updates after internal review