

Way 3: List (Evaluation) of current and planned projects

A process to evaluate all the previous, current and planned projects to identify risks, benefits and participants involved.

Why?

To learn from previous, running and already planned projects to improve planning for new project.

When?

At the beginning of a project: when a project is most changeable, i.e. at Planning or [Pre-Planning](#) stage.

How?

Entire process can be divided into three sub processes as depicted in following table.

Sub process	Basic task	Output
Risk Analysis	<ul style="list-style-type: none">- Analyze likelihood and impact of different risks of a project- Prioritize risks into three categories: Low, Medium and High	<ul style="list-style-type: none">- Prioritized risk list with their likelihood and impacts. (click to view the example table)
Benefit identification	<ul style="list-style-type: none">- Enumeration of all the benefits- Evaluation of benefits according to their level (Primary and Secondary)	<ul style="list-style-type: none">- Benefit list with their levels. (click to view the example table)
Participants listing	<ul style="list-style-type: none">- Identification of participants (both internal and external) involved in projects.- Identification of participants' assigned roles and tasks.	<ul style="list-style-type: none">- Participant list with their assigned tasks and roles. (click to view the example table)

Risk list helps to assess the likelihood and seriousness/impact of different risks in the new project.

Enumeration and evaluation of benefits helps to realize which aims are possible and which are impossible or unrealistic.

Participants list helps to identify feasible participants for the new project. External participants list helps to identify partners having knowledge about our company.

With the help of these three tables/ lists previous or planned similar project(s) can be identified which can be used as reference for planning of new project.

Appendix:

Risk	Likelihood			Seriousness/Impact		
	Low	Medium	High	Low	Medium	High
Event 1		●		●		
Event 2			●		●	
Event 3	●					●

Table 1 - Risk table for project xyz ([click here to go back](#))

Benefit level	Benefit
Primary	Benefit description
	Benefit description
Secondary	Benefit description
	Benefit description

Table 2 - List of evaluated benefits ([click here to go back](#))

Participant	Role	Task
Mr. X	Project manager	Task description
Organisation ABC	External consultant	Task description

Table 3 - List of participants for project xyz ([click here to go back](#))