

Project Decision Matrix

Task/Effort Name:

Task/Effort Description:

	Is the task/effort a project?	Yes	No	Comments
1	Is the task/effort a temporary endeavor with a finite beginning and end? If yes, list the beginning and end dates in the comments section.			
2	Will the outcome provide a unique product or service (not a process)? If yes, list the product or service in the comments section.			
3	Does the task/effort consist of activities and tasks (performed to produce deliverables)?			
4	Does the task/effort have a defined cost (not including the effort of existing staff unless exclusively committed to the project) of at least \$150,000? If yes, list the estimated cost in the comments section. If the cost is \$1,000,000 or greater, the task automatically is categorized as a project and must follow quality assurance guidelines.			
**	If Yes was indicated in 1-4 above, the task/effort is categorized as a project. Proceed to next decision matrix to determine level of focus.			
**	If No was indicated on any of the questions above, proceed to question 5.			
5	Would the failure of the task/effort have a significant negative impact on a critical system or process, or cause negative public relations? If yes , the task/effort is categorized as a project. Proceed to next decision matrix to determine level of focus.			