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| --- | --- |
|   | C:\Users\b779l640\AppData\Local\Microsoft\Windows\INetCache\Content.Word\SIMPLAR LOGO - NO INSTITUTE.pngRFN ASSESSMENT |

Need for using the RFN Process

**10 = Extreme Need**

(Critical!!!)

**1= Low Need**

(Normal/Typical)

**5 = Moderate Need**

(Somewhat Atypical)

|  |  |
| --- | --- |
| Client: | **Insert Name of Organization** |
| Project: | **Insert Name of Project** |
| Date: | **Insert Date** |

**OBJECTIVE**

New, complex, or risky projects need a “boost” to ensure a **High-Performing Statement of Work (SOW)** is developed.

**WHAT IS THE “REQUEST FOR NEEDS” PROCESS?**

The Request for Needs (RFN) process is the best practice for tackling a highly difficult SOW. The RFN is a unique way to engage expert feedback to structure SOW in the optimal manner.

**SOW CRITICALITY: ASSESSING THE NEED TO USE THE RFN PROCESS**

Use the Rating Scale below to rate the project’s SOW, which includes the following benchmarks:

*Rating Scale*

|  |  |
| --- | --- |
| “1” = the project that is average, normal, or typical for the client organization. | *Low Need for RFN* |
| “5” = the project is out-of-the-ordinary or somewhat atypical for the client organization. | *Moderate Need for RFN*  |
| “10” = the project is among the most “beyond-the-norm the organization has faced. | *Extreme Urgency for RFN* |

|  |  |
| --- | --- |
| **SOW CRITICALITY AREAS** | **ASSESSMENT** |
| **PROJECT RISK PROFILE** |  |
| The project is perceived as being complex, intricate, and inherently risky | **1 | 5 | 10**  |
| The project is subject to a number of unknowns, estimates, or “best guesses” | **1 | 5 | 10**  |
| The project has a direct and substantial impact to core business functions | **1 | 5 | 10**  |
| The project is high profile, under increased scrutiny, or is affected by political considerations | **1 | 5 | 10**  |
| **UNCERTAINTY ABOUT SOW DETAILS** |  |
| This type of SOW has not been done by your organization (or specific project team) recently | **1 | 5 | 10**  |
| There are questions about the best way to capture and document the Current Conditions | **1 | 5 | 10**  |
| There are questions about how to clearly define success (Goals, Objectives, Outcomes, & Metrics)  | **1 | 5 | 10**  |
| There are questions about how to document the Future State or Detailed Requirements | **1 | 5 | 10**  |
| **QUESTIONS RELATED TO SOW ORGANIZATION** |  |
| Uncertainty about whether the SOW should be “broken apart” into multiple sub-SOWs | **1 | 5 | 10**  |
| Uncertainty about where to “draw the boundary” between multiple sub-SOWs (or overall SOW) | **1 | 5 | 10**  |
| **UNCERTAINTY ABOUT CURRENT MARKET CONDITIONS** |  |
| Advances in technology (or other innovations) have changed the landscape | **1 | 5 | 10**  |
| Doubts about abilities, interest, or “coverage” among supplier community to compete for the SOW | **1 | 5 | 10**  |
| **QUESTIONS ABOUT BUDGET AND SCHEDULE REALITIES** |  |
| Uncertainty what the major cost drivers are & how to receive consistent pricing | **1 | 5 | 10**  |
| Uncertainty about realistic budget allocations | **1 | 5 | 10**  |
| Uncertainty about realistic schedule expectations | **1 | 5 | 10**  |
| **PROJECT TYPE** |  |
| The project is an Information Technology (IT) project of any kind (software, hardware, data, etc.) | **Yes | No** |
| The project will utility a new delivery method (e.g. DB, IPD, P3, DBF or other new approach) | **Yes | No** |
| The project represents a large-scale and/or long-term contract commitment | **Yes | No** |
| The project is new, unusual, or “out of the ordinary” for the client organization | **Yes | No** |

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