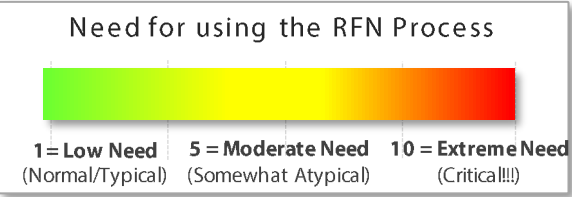


# RFN ASSESSMENT

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
<b>PROJECT RISK PROFILE</b>	
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
<b>UNCERTAINTY ABOUT SOW DETAILS</b>	
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
<b>QUESTIONS RELATED TO SOW ORGANIZATION</b>	
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
<b>UNCERTAINTY ABOUT CURRENT MARKET CONDITIONS</b>	
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
<b>QUESTIONS ABOUT BUDGET AND SCHEDULE REALITIES</b>	
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
<b>PROJECT TYPE</b>	
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