|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Completed by:**  | **Date:** |
|       |       |       |       |
| **Customer:** | **Business Unit:** | **Project Sponsor:** | **Project Type:** |
|       |       |       | [ ] Mini [ ]  Standard [ ]  Complex |

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| Introduction | The Team Member Performance Assessment provides an appraisal for an individual project team member. This form should be completed at the end of a project or at key milestones during a lengthy project. |

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| ASSESSMENT FOR:       |
| **EVALUATION PERIOD** |  [ ]  MILESTONE [ ]  PROJECT CLOSE |

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| **TEAM MEMBER ASSESSMENT** | **EXCELLENT** | **ABOVE AVERAGE** | **AVERAGE** | **NEEDS IMPROVEMENT** | **COMMENTS** |
| COMMUNICATION | [ ]  | [ ]  | [ ]  | [ ]  |       |
| CUSTOMER SERVICE | [ ]  | [ ]  | [ ]  | [ ]  |       |
| deadlines met | [ ]  | [ ]  | [ ]  | [ ]  |       |
| meeting attendance | [ ]  | [ ]  | [ ]  | [ ]  |       |
| morale | [ ]  | [ ]  | [ ]  | [ ]  |       |
| PROBLEM SOLVING | [ ]  | [ ]  | [ ]  | [ ]  |       |
| QUALITY OF DELIVERABLES | [ ]  | [ ]  | [ ]  | [ ]  |       |
| TEAMWORK | [ ]  | [ ]  | [ ]  | [ ]  |       |
| TIME MANAGEMENT | [ ]  | [ ]  | [ ]  | [ ]  |       |
| OTHER:  | [ ]  | [ ]  | [ ]  | [ ]  |       |

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| **Project Manager** | **Signature and Date** |
|       |  |