Project Progress Score Rubric

Apply these criteria to your improvement project. Select the definition that best describes the progress of your project. Please note that assessments are progressive. For example, all elements of a score 3.0 must be satisfied before rating your project with an assessment of a 3.5 or higher. Evidence for your assessment should be documented in a regular report or other knowledge management tool for your project.

Project Progress Score	Operational Definition of Project Progress Score
0.5 INTENT TO PARTICIPATE	A general focus area has been identified but a specific project has not been selected nor the team formed.
1.0 TEAM ESTABLISHED	Team has been identified, but no work has been accomplished. The team has chosen a specific area to investigate.
1.5 PLANNING HAS BEGUN	Organization of the project structure has begun (i.e. meetings are scheduled, required resources and support are identified, tools/materials are gathered etc.)
2.0 ACTIVITY BUT NO TESTS	Initial learning has begun —investigation about the problem, collection of baseline data, development of initial theory of improvement, etc.
2.5 TESTS BUT NO IMPROVEMENT	Initial testing cycles have begun. Some measures have been established to track progress. Data displays have been created.
3.0 MODEST IMPROVEMENT	Completed tests of changes have produced meaningful learning relevant to the theory of improvement identified in the team's charter. Anecdotal evidence of improvement exists.
3.5 IMPROVEMENT	Testing continues and additional improvement in project measures towards goals is seen.
4.0 SIGNIFICANT IMPROVEMENT	Expected results are achieved for the identified population or subsystem. Support for implementation has begun (training, documentation of practices, establishment of standard work routines, etc).
4.5 SUSTAINABLE IMPROVEMENT	Data on key measures indicate sustainability of the improvement. (i.e. 9-12 data points over time at the new level of performance.)
5.0 OUTSTANDING SUSTAINABLE RESULTS	Project goals and expected results have been accomplished. Organizational changes have been made to accommodate new practices and make the changes permanent.

Source: Adapted from API Improvement Advisor Project Assessment Scale