Introduction to the Project Sponsorship Assessment Template

The Project Sponsorship Assessment provides a guide for the OCM Practitioner to identify and evaluate Project Sponsor candidates’ interests, influence, expectations, and availability. The assessment assists the OCM Practitioner in confidently ascertaining the candidate’s suitability to fill the Project Sponsor role.

Note: It is important to note that an organization may have already selected a Project Sponsor for the effort. In this case, it is not necessary to complete the Project Sponsorship Assessment to select a Poject Sponsor.

Instructions and descriptions are provided to help the OCM Practitioner understand each section’s purpose and how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | [Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

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Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant changes are made.

Project Sponsorship Assessment

[The Project Sponsorship Assessment should be completed based on discussions with the Project Sponsor candidate(s), executive leaders, and other individuals who may provide insight into the candidate’s interest, influence, expectations, and availability.

The OCM Practitioner should answer the eight questions below in a thorough and thoughtful manner. A separate assessment should completed for each Project Sponsor candidate in order to facilitate the identification of the most suitable Project Sponsor.

**Note: The content collected in this template may be sensitive and should remain confidential.**]

1. Will the proposed Project Sponsor have a vested interest in realizing the project benefits? What benefits are most important to the Project Sponsor? Are those in alignment with the prospective project objectives?

*The proposed Project Sponsor has a vested interest in realizing the project benefits, specifically increasing the organization’s efficiency and decreasing redundancy in work processes. Both benefits are in alignment with prospective project objectives.*

1. Will the proposed Project Sponsor be accountable for achieving the project benefits? Does he/she have direct control and influence on the project success?

*The candidate does have direct control and influence on project success. The candidate is the leading executive in the proposed affected division and has sufficient influence to maintain accountability for project success.*

1. Is the proposed Project Sponsor clear on what they expect from the project?
2. Will the proposed Project Sponsor provide the necessary support? Will the proposed Project Sponsor be available for the duration of the project?
3. Can the proposed Project Sponsor provide clear priorities? If there are competing priorities, will the proposed Project Sponsor help resolve conflicts and prioritize efforts?
4. Will the proposed Project Sponsor advocate for the project and help remove obstacles?
5. Does the proposed Project Sponsor have strong communication skills? Is the sponsor willing to show visible support to other Stakeholders and employees?
6. Will the proposed Project Sponsor make timely decisions?