

PROJECT MANAGER EVALUATION FORM Instructions / Discussion

This form is to be used by Consultant Team in review and evaluation of the City's Project Manager and also by the City Team in review and evaluation of the Consultant's Project Manager. It should and can be used internally by the project team to give feed back to a particular project manager so that they may learn and grow in each and every project they undertake.

The evaluation form should be filled out annually on any project lasting over 18 months and at the project closeout / lessons learned stage at the very end of the project. It should be timed to correspond with any major milestones in the project timeline. For a typical design project that time could be in conjunction with major submittal such as turning in of documents for bidding.

At a minimum there should be one project evaluation and project manager evaluation filled out at the time of bidding and another at the substantial completion of construction.

This is not a time to be timid, blow smoke, or hold grudges. We need to be open, honest, truthful, sincere, frank, candid, straightforward, direct, and offer constructive criticisms on what needs to be improved and what was good.

This will allow for us to improve our processes and strengthen the public-private partnership. The success of every project depends upon a good team relationship especially between the two project managers and if they cannot discuss with each other their expectations ahead of time and then evaluate it with each other afterwards. By doing this together we will reach our goal of having more successful projects.

Ideally the Public and Private Project Manager's would canvas their respective project teams for comments and ratings on their counterpart at the same time. Then after reviewing and compiling the information, they would discuss the ratings with other appropriate personnel present as the situation dictated.

Cheesy Cliché Time: Remember the success of this process depends on you and only you can prevent future poor project management. The project manager you improve today, maybe the one you are depending on tomorrow for your project's success.