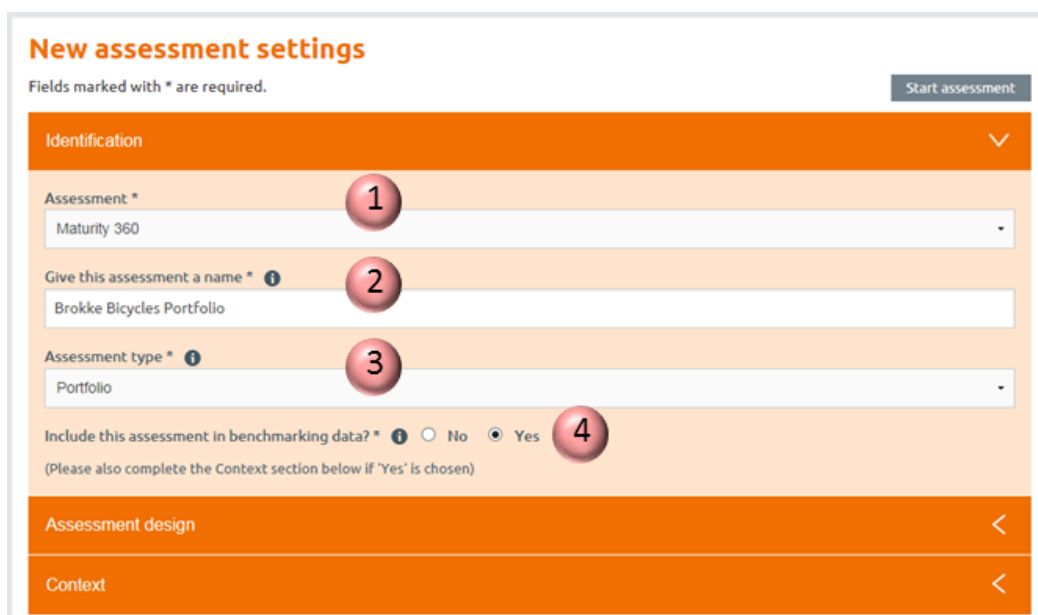




This guide explains how to create a capability maturity assessment for a portfolio.

This guide assumes you have previously created a project or programme assessment. Messages that will appear if this is your first assessment are explained in the creating a project or programme assessment guide.

From the assessments overview page, click on 'Create new assessment' to see the screen below.



This is the 'assessment settings' screen which has three sections:

- > Identification
- > Assessment design
- > Context

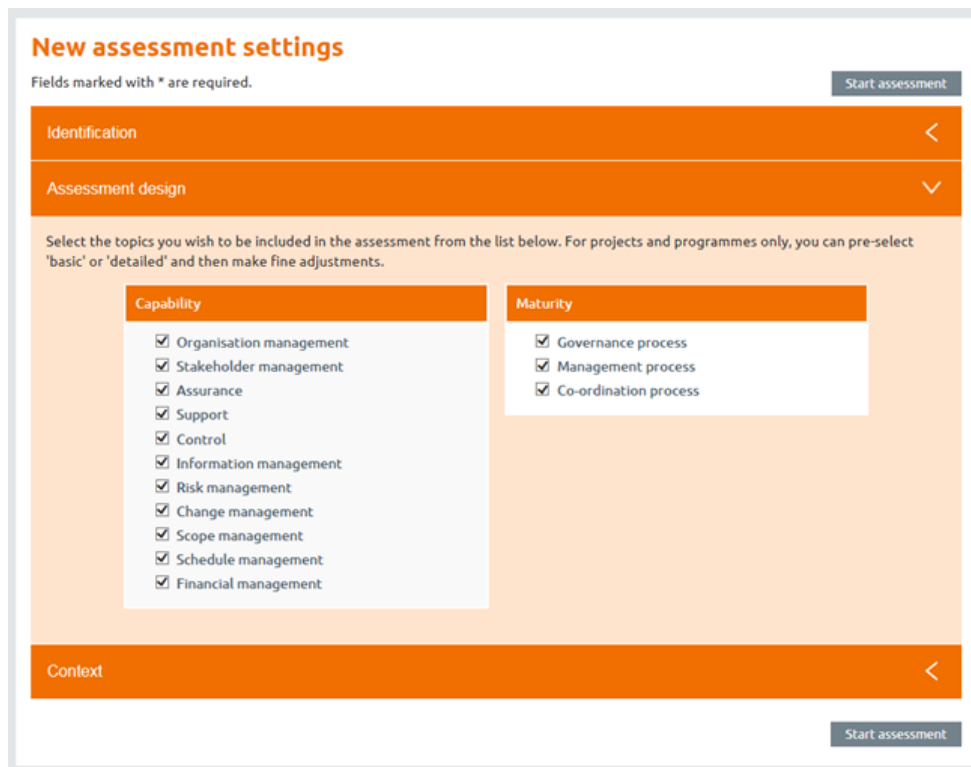
In the identification section there are four fields:

1. **Assessment:** the standard set of assessment questions in Praxis is 'Maturity 360'. Alternative question sets may be available if you are using a tailored corporate version of Praxis.
2. **Assessment name:** type in the name of your project, programme or portfolio.
3. **Assessment type:** select project, programme or portfolio from the drop down list.
4. **Benchmarking data:** if you select 'yes' your reports will include comparisons against assessments with the same context as yours.



If you are creating an assessment just to test the assessment tool, or completing an assessment with 'dummy' responses for any reason, please do not include it in the benchmarking data.

The assessment design section is where you can define the topics that you wish to be included in the assessment. These can be changed at a later time if required.



New assessment settings

Fields marked with * are required. Start assessment

Identification <

Assessment design ∨

Select the topics you wish to be included in the assessment from the list below. For projects and programmes only, you can pre-select 'basic' or 'detailed' and then make fine adjustments.

Capability	Maturity
<input checked="" type="checkbox"/> Organisation management	<input checked="" type="checkbox"/> Governance process
<input checked="" type="checkbox"/> Stakeholder management	<input checked="" type="checkbox"/> Management process
<input checked="" type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Co-ordination process
<input checked="" type="checkbox"/> Support	
<input checked="" type="checkbox"/> Control	
<input checked="" type="checkbox"/> Information management	
<input checked="" type="checkbox"/> Risk management	
<input checked="" type="checkbox"/> Change management	
<input checked="" type="checkbox"/> Scope management	
<input checked="" type="checkbox"/> Schedule management	
<input checked="" type="checkbox"/> Financial management	

Context <

Start assessment

Praxis allows you to tailor the assessment to suit the portfolio you are assessing. Unlike the project or portfolio assessments there are no initial 'Basic' and 'Detailed' settings. In a portfolio assessment, functional capability is assessed for summary topics. While there are not as many topics, the questionnaires tend to be longer.

Creating a portfolio assessment

The third section is context. You only need to complete this if you have chosen to include your assessments in the benchmarking data. It will allow you to compare your project, programme or portfolio against others with the same context.

New assessment settings

Fields marked with * are required.

Start assessment

Identification	<
Assessment design	<
Context	∨


If you have chosen to benchmark your performance against the projects, programmes and portfolios in our database please complete the fields below so an additional comparison specific to your industry, sector and country can be shown.

Domain 

Business Change

Sector 

Private sector

Location 

United Kingdom

Start assessment

Once all three sections have been completed you are ready to click on 'start assessment' and start your first portfolio assessment.