

Purpose

Provide early recognition of overall project risk before momentum hides weaknesses. Identify the project segments that require additional support.

When to Use This Tool

Use this scan at the beginning of a project, before major decisions, or when a project begins to experience friction, delays, or unclear ownership.

How to Use This Tool

Score each statement from 1 (Totally Untrue) to 10 (Very True). Higher scores indicate better structural conditions. Low scores reveal areas requiring attention.

PROJECT CLARITY

The project leaders have clearly defined and communicated the project.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

I have a clear understanding of my role in the project.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

The project team is properly selected, staged, and structured.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

PROJECT CLARITY SUBTOTAL: _____

STAKEHOLDERS & AUTHORITY

The project planners are well informed about relevant constraints and impacts.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

The people most impacted by this project are being adequately considered.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

There are clear and accessible communication pathways.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

STAKEHOLDERS & AUTHORITY SUBTOTAL: _____



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CONTEXT & CONSEQUENCES

There are sufficient resources to reach the project goal.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

There is support for the project.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

The project's success provides an obvious benefit.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

The project timeline is proportionate to scope.

Totally untrue 1 2 3 4 5 6 7 8 9 10 Very true Score: _____

CONTEXT & CONSEQUENCES SUBTOTAL: _____

Diagnosis

Higher scores indicate a well coordinated project Lower scores indicate a poorly coordinated project. Analyze who is in charge of high or low scoring areas. How will that impact the way you work with people going forward? Is there a pattern? Meaning, are there certain areas of the project with high or low scores, or do they vary throughout? What does that pattern say about the overall state of leadership your organization?

Adjustment

Based on the highest scoring areas, consider adjusting things like:

- Project definition and communication
- Role clarity and team structure
- Stakeholder engagement
- Resource allocation
- Timeline realism

I will address the following project risk: _____



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