MGI POLICY IMPLEMENTATION FUND
EVALUATION CRITERIA

(FOR EVALUATOR USE ONLY)

It is important to note that projects that do not meet the mandatory criteria will not be rated against the rated criteria.

Updated May 14, 2004

Mandatory Criteria (M)

M1)   Is the department/agency subject to compliance with MGI policy – all government departments and agencies listed under Schedules 1, 1.1 and 2 of the FAA?

M2)   Is there an appropriate departmental sponsorship: (MGI Lead and CIO or senior executive team approval)?

M3)   Is there a well-structured project plan with clearly defined accountabilities, and good project management provisions and track record?

M4)   Is the Project completion date prior to March 31, 2006?

M5)   Has an IM Capacity Check or equivalent been completed or submitted? Or, has a departmental or agency IM plan, approved by CIO or senior executive, been developed and submitted?

M6)   Is the department/agency's contribution at least 50% of the total project cost? (Not mandatory for Large projects)

M7)   Is the project aligned with at least one of the following 5 IM themes?

     1. Leadership and accountability for IM
- Enabling decision-making and accountability across government
- Information as a valued and managed asset
- Government wide strategy and architecture for implementing and sustaining good IM
- Common shared IM services, solutions and infrastructure
- Consistent and systematic approach to managing information in all media throughout its life-cycle

     2. Communications and awareness around IM responsibilities and tools
- Understanding of information management
- Horizontal information exchange and sharing
- Building management awareness, understanding and competencies
- Building cultural acceptance
- Enhancing employee awareness of roles and responsibilities
- Development and implementation of tools and guidance

     3. IM skills and community development

     4. Management of information over its life-cycle.
- Electronic record as preferred record of government
- Collection of information once for multiple re-use, management of information and relationships across government(s)
- The preservation of the historical record

     5. Integrated, service deliver enabling the re-use of information Integration of services across programs, departments or jurisdictions

Rated Criteria (R)

The project is a major horizontal initiative with transferable results?

R1)   Develops approaches with clear transferable results that will be reusable in other departments and agencies?

R2)   Is the solution/result reusable by other departments without modification?

R3)   Is the solution reusable with modest investment by each department?

R4)   Would the solution require central investment to make it reusable?

R5)   Is the problem common for many departments?

R6)   Partnerships with other departments and/or agencies been established?

The project tackles a significant IM issue?

R7)   Project tackles a substantive issue area, with significant improvement on the quality of IM within departments and agencies?

R8)   Contributes to accelerating progress toward realization of department, agency, or government-wide information management plans?

The sustainability of the results of the project is demonstrated?

R9)   Does the project provide savings or efficiencies that will result in streamlining of processes, efficiency or enterprise wide approach?

R10)   Will the project provoke further sustained investment in IM within your departments/agencies and government-wide?

The project is innovative

R11)   Does the project tackles a new aspect or develops a new solution (does not duplicate work previously done or currently underway)?