

This Project Sizing Tool divides projects into three categories (Small, Medium and Large), to indicate the appropriate level of risk management process. Two shortcuts are used: Projects with value <\$50K are automatically defined as Small, and Projects valued at >\$5M are defined as Large. Projects valued between \$50K-\$5M are assessed against the ten criteria below. For each criterion the closest description is selected, and the corresponding criterion score is recorded at the right of the row (one of 2, 4, 8 or 16). Criterion scores are totalled to give an overall project score, indicating project size as follows:

- ≥75 *Large project* An extended ATOM risk management process is required
- 35 – 74 *Medium project* A standard ATOM risk management process is required
- < 35 *Small project* A reduced ATOM risk management process is required

CRITERION	Criterion Value = 2	Criterion Value = 4	Criterion Value = 8	Criterion Value = 16	Criterion Score
Strategic importance	Minor contribution to business objectives	Significant contribution to business objectives	Major contribution to business objectives	Critical to business success	
Commercial / contractual complexity	No unusual commercial arrangements or conditions	Minor deviation from existing commercial practices	Novel commercial practices, new to at least one party	Ground-breaking commercial practices	
External constraints and dependencies	None	Some external influence on elements of the project	Key project objectives depend on external factors	Overall project success depends on external factors	
Requirement stability	Clear fully-defined agreed objectives	Some requirement uncertainty, minor changes during project	Major requirement uncertainty, major changes during project	Requirements not finalised and subject to negotiation	
Technical complexity	Routine repeat business, no new technology	Enhancement of existing product/service	Novel product/project with some innovation	Ground-breaking project with high innovation	
Market sector regulatory characteristics	No regulatory requirements	Standard regulatory framework	Challenging regulatory requirements	Highly regulated or novel sector	
Project value	Small project value (<\$250K)	Significant project value (\$250K-1M)	Major project value (\$1-3M)	Large project value (>\$3M)	
Project duration	Duration <3 months	Duration 3-12 months	Duration 1-3 years	Duration >3 years	
Project resources	Small in-house project team	Medium in-house project team	Large project team including external contractors	International project team or joint venture	
Post-project liabilities	None	Acceptable exposure	Significant exposure	Punitive exposure	
OVERALL PROJECT SCORE					

Example project sizing tool

