

# Evaluation Forms

Evaluation forms are provided based upon the principles contained within the book. These allow organizations to assess their performance in managing consultants (appendix 4) and the value delivered by the consultants (appendix 5).

You can also submit your [consultant evaluation](#) on this website and then inquire into our database of experiences with consultants.

## Selected Questions from the Organization Evaluation Form

### Procurement Function

1. Is there a central consultant procurement function or an internal control-and-review process in place to ensure that a formal selection process is used to find the most capable and cost-effective consultant for the project? *Yes No*
2. Is there a formal approach to internally define the problem before obtaining the perspectives of the various candidate consulting firms? *Yes No*

### Selection

5. Did you expand the list of potential candidate consulting firms through the use of third-party evaluators such as Gartner, Forrester, or IDC? *Yes No*
6. Did you undertake an Internet search on the consulting partners and other personnel presented to you to determine their actual interests and expertise based on their articles, presentations, and news releases? *Yes No*

### Management

12. Were the consultant's terms of reference for their engagement appropriately aligned to support the achievement of the business objectives of your project? *Yes No*
13. Was a project manager assigned from within your organization to manage or work in tandem with the consulting firm's engagement manager? *Yes No*

### Release

20. Have you confirmed the receipt and location of the full inventory of electronic and hard copy versions of working, interim, and final documents left behind? *Yes No*
21. Have you reviewed the consultant's deliverables against those originally promised and agreed upon in their contract and proposal documents? *Yes No*