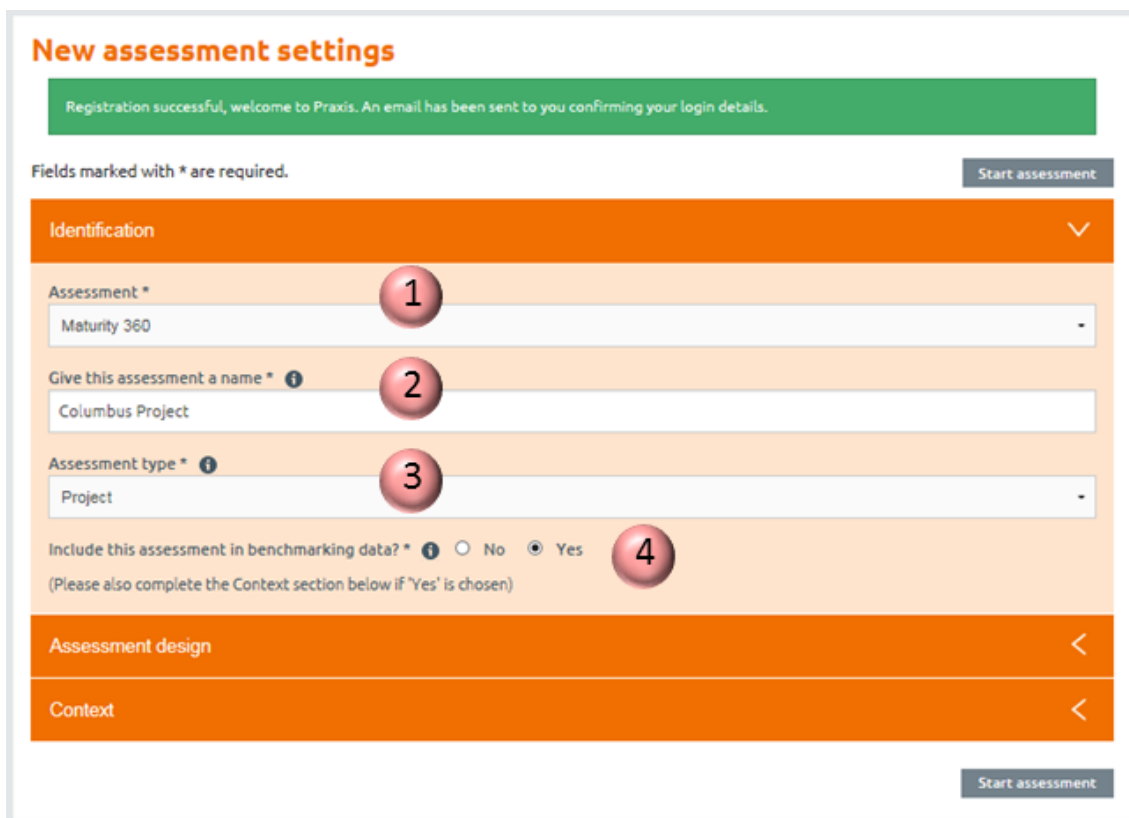**Praxis**®

This guide explains how to create a capability maturity assessment for a project or programme.

If you have previously registered but haven't created an assessment yet, you will see this message when you login. Simply click on the link to go to the new assessment settings.

Assessments overview

You haven't started any assessments yet. Please click here to create a new assessment.

Alternatively, if you go straight to assessment settings from the registration process, or click on create assessment on the assessments overview page, you will see the following screen.

New assessment settings

Registration successful, welcome to Praxis. An email has been sent to you confirming your login details.

Fields marked with * are required.   Start assessment

Identification   ∨

Assessment *   ①
Maturity 360

Give this assessment a name * ⓘ   ②
Columbus Project

Assessment type * ⓘ   ③
Project

Include this assessment in benchmarking data? * ⓘ ○ No ● Yes   ④
(Please also complete the Context section below if 'Yes' is chosen)

Assessment design   ⟨

Context   ⟨

Start assessment

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.

If you have previously created a programme or project assessment, you will be given an additional option to include this assessment within another. This feature allows you to assess a project and include it in a programme or portfolio, or assess a programme and include it within a portfolio.

New assessment settings

Fields marked with * are required.

Start assessment

Identification ∨

Assessment *

Maturity 360

Give this assessment a name * ⓘ

Shackleton Project

Assessment type * ⓘ

Project

Would you like this assessment to form part of another one of your programmes or portfolios? ⓘ ○ No ● Yes
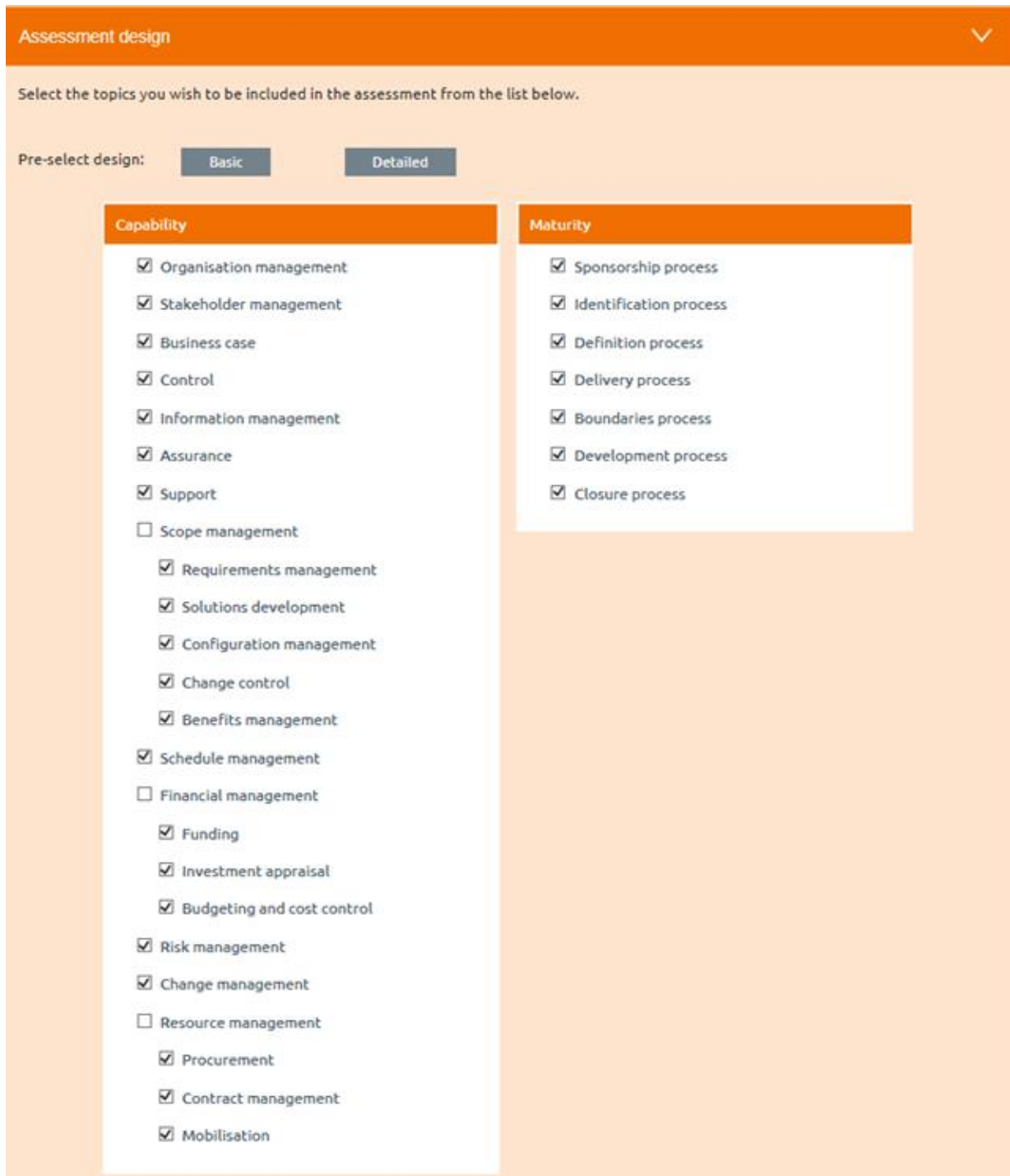
Parent assessment

--Select an assessment--
Brooke bicycles portfolio
Magellan programme

Include this assessment in benchmarking data? ⓘ ○ No ● Yes

(Please also complete the Context section below if 'Yes' is chosen)

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.

Praxis allows you to tailor the assessment to suit the project or programme you are assessing. There are two initial settings: 'Basic' and 'Detailed'. Detailed is the default and is shown above.

You can use the check boxes to select the topics to be assessed. The only limitation is that you cannot select a summary topic and one or more of its component topics in the same 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.

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