



This guide explains how to send invitations to share assessments and how to respond to invitations you receive.

The ability to share assessments is at the heart of Praxis’s 360° approach to capability maturity assessment. This feature enables you to consolidate the views of managers, sponsors, team members and stakeholders into a combined view of a project, programme or portfolio.

In this example the project manager of the Amundsen project asks a stakeholder to contribute their assessment of the project.

The same process can also be used to incorporate project assessments into a programme, or project and programme assessments into a portfolio. See consolidation principles for how scores are calculated in this situation.

The project manager’s (John Haines) assessment overview screen is shown below. He wants his sponsor (Sarah Jones) to share her assessment of the project.

Assessments overview

Create a new assessment Invite a colleague to contribute..

Assessment	Type	Owner	Available actions	Consolidate	Report
Columbus project	Project	Me	Resume Settings Del		
← Columbus project	Project (Full)	Peter Miller		<input checked="" type="checkbox"/>	
← Columbus project	Project (Full)	Sarah Jones		<input checked="" type="checkbox"/>	
Shackleton project	Project	Me	Resume Settings Del		
▶ Amundsen project	Project	Me	Resume Settings Del		

To do this, he clicks on the ‘Invite a colleague to contribute..’ button. This displays the invitation panel.

Invite a colleague to contribute ✕

Here you can request that your colleagues share their user assessments with you for consolidation into a single Project, Programme or Portfolio assessment that you manage.

Simply enter the name and email address of the person you would like to invite into the fields below and choose the assessment you would like them to contribute towards. This will send an email to the recipient with a unique link allowing them to share assessments with you.

Invitation details

<p>Recipient name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Sarah Jones"/>	<p>Recipient Email address *</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="info@praxisframework.org"/>
<p>Your target Project, Programme or Portfolio *</p> <div style="border: 1px solid #ccc; padding: 2px;"> Amundsen project ▼ </div>	
<p>Optional message to recipient</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 30px;"> <p>Hi Sarah, please share your assessment of the Amundsen project. Regards, John</p> </div>	
<div style="background-color: #444; color: white; padding: 5px 20px; display: inline-block; border-radius: 3px;">Send Invitation</div>	

John completes the form and clicks on ‘Send invitation’ and receives a confirmation that the invitation has been sent.

A short time later, Sarah receives the invitation.

Invitation sent. ✕

The invitation has been sent to the email address info@praxisframework.org. You will receive an email notification if the recipient shares any assessments with you.

Dear Sarah Jones,

John Haines has invited you to contribute towards the **Amundsen project** assessment on the Praxis Framework website. You can do so by sharing appropriate assessments you have completed in Praxis, or if you are new to Praxis you can register for a login and complete an assessment for free.

[Accept >](#)

-----Personal message-----

Hi Sarah, please share your assessment of the Amundsen project. Regards, John

Sincerely,

The Praxis Framework Team.

You have received this email because you have previously registered for a free Praxis Framework login account. Please email info@praxisframework.org if you believe this email has been sent in error.

When Sarah clicks on [Accept >](#) she is taken to the Praxis log in page. Once she has logged in, she will be taken to the response page where she can select the relevant assessment and decide whether to share summary or full information.

If she hasn't previously assessed the Amundsen project she can start and share a new assessment.

Sharing a summary only lets John receive the capability and maturity levels for each topic. Sharing the full scores allows John's consolidated topic reports to show where responses to individual questions on the assessment forms are the same or different.

Respond to Invitation

John Haines has invited you to contribute one or more of your assessments into the Project "**Amundsen project**".

To share assessments with John Haines set the level of detail to share in the corresponding drop down lists and press the 'Share selected' button below, or alternatively you can choose to contribute a new assessment. The recipient will be able to see your results, but not change any of your answers. You can manage the assessment shares from the Assessment Overview page should you change your mind in the future.

Share selected
Start and share a new assessment

Your most recently updated assessment is highlighted with a ▶ icon in the list below.

Assessment	Type	Level of detail to share
Columbus project	Project	Not shared
Magellan programme	Programme	Not shared
Brooke bicycles portfolio	Portfolio	Not shared
▶ Amundsen project	Project	<div style="border: 1px solid #ccc; padding: 2px;"> Not shared Summary (only overall score) Full (all scores) </div>

Having selected 'Full' or 'Summary' for the Amundsen project, Sarah clicks on 'Share selected' and receives a message of confirmation.

The following assessments have been shared with John Haines:

- Amundsen project

An email has been sent to the user to inform them.

If John invites Sarah to share another assessment at a later date, this screen will mark the Amundsen project as have been shared.

Amundsen project	Project	Full (all scores) detail already shared
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If someone else asks Sarah to share the Amundsen project it will not be marked as having been already shared.

John now receives an email telling him that the assessment has been shared....

Dear John Haines,

Sarah Jones has accepted the invitation you sent to contribute towards the **Amundsen project** assessment on the Praxis Framework website and has chosen to share the following assessments with you:

- Amundsen project

Please log in to the Praxis Framework website to see the shared assessments.

[Login to Praxis >](#)

Sincerely,

The Praxis Framework Team.

You have received this email because you have previously registered for a free Praxis Framework login account. Please email info@praxisframework.org if you believe this email has been sent in error.

...and when he logs in, he finds that Sarah's assessment has been included in his assessments overview.

Assessments overview

The following assessments have been shared with you since your last login:

- Amundsen project from Sarah Jones.

Create a new assessment Invite a colleague to contribute...

Assessment	Type	Owner	Available actions	Consolidate	Report
Columbus project	Project	Me	Resume Settings Del		
← Columbus project	Project (Full)	Peter Miller		<input checked="" type="checkbox"/>	
← Columbus project	Project (Full)	Sarah Jones		<input checked="" type="checkbox"/>	
Shackleton project	Project	Me	Resume Settings Del		
▶ Amundsen project	Project	Me	Resume Settings Del		
← Amundsen project	Project (Full)	Sarah Jones		<input checked="" type="checkbox"/>	

The icon in the 'Report' column changes to indicate that the report will be based on multiple assessments.