



Table 3: ITSS Decision Criteria

A Mandatory Reference for ADS Chapter 577

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Table 3 – ITSS Decision Criteria

Each Subcommittee member (“Reviewer”) must evaluate and score the Project Identification Document (PID) based on the criteria explained in the USAID Scoring Categories and Criteria, according to the following general guidelines:

- Critically review each investment and assign subjective scores for each Subcategory, using the Scoring Criteria questions as a guide.
- Note issues, reasons for scoring, and other comments on the investment and be ready to discuss them with the scoring group.

USAID Scoring Categories and Criteria

1. Category: VALUE

Definition: Demonstration of tangible or measurable benefits resulting from the application of the requested investment.

Category Weight: 40 of 100 total points

Subcategory and Definition	Scoring Criteria Questions	Total Possible Score
1.1 Relevance to Agency Mission and Strategic Goals The extent to which the investment will help USAID achieve its development and humanitarian relief objectives	1.1.1 Is the investment clearly linked to Agency mission and strategic goals?	15
	1.1.2 Does the proposal identify the business problem this investment will address and provide an appropriate, credible solution	
	1.1.3 Do you believe that the proposed technical solution will yield greater results than a non-technical solution?	

1.2 Return on Investment (ROI) The relationship between the funds invested in an initiative and the financial benefits the initiative will generate	1.2.1 Does the business case make it clear what benefit the stakeholders and customers will gain if the investment were implemented?	15
	1.2.2 Has an alternative analysis been conducted? If so, has each alternative explored for this investment been adequately considered in terms of USAID's performance requirements, priorities and business needs?	
	1.2.3 Does the business case adequately explain how the chosen alternative provides the best cost-benefit ratio?	
	1.2.4 Has an ROI analysis been conducted for this investment? If so, has a standard method, such as Net Present Value (NPV), cost-benefit analysis, or payback period analysis been used? If yes, does the analysis show a positive result?	
1.3 Enterprise Architecture Evidence that the investment has been identified as necessary by the enterprise architecture and/or fosters interagency efficiencies	1.3.1 Has this investment been identified as necessary in the Agency's enterprise architecture?	10
	1.3.2 Does this investment include partnership with another agency or use of another agency's IT functionality?	
	1.3.3 If it does not include use of another agency's IT functionality or a partnership, is there an adequate explanation?	

2. Category: RISK**Definition:** Factors that could occur during an investment's life cycle and could jeopardize the success of the investment.**Category Weight:** 30 of 100 points

Subcategory and Definition	Scoring Criteria Questions	Subcategory Weight
2.1 Organizational and Change Management Risk Factors related to organizational change that would jeopardize the program effectiveness targeted by the investment	2.1.1 Is USAID capable of carrying out the organizational changes required for the project to achieve its intended results, such as user and business requirements?	15
	2.1.2 If the project will have a significant impact on the way most staff members do their work, have the change management risks been sufficiently minimized?	
2.2 Schedule and Cost Risk Factors that would jeopardize the project schedule or ability to stay within cost and schedule goals	2.2.1 If the project sponsor or manager has identified factors that might prevent successful completion, has he or she provided a credible plan for mitigating those risks?	15
	2.2.2 Would the investment be implemented in modular, successive phases that are narrow in scope and brief in duration?	

3. Category: COST

Definition: Assessment of the extent to which key cost factors have been considered in the project’s cost estimate.

Category Weight: 30 of 100 points

Subcategory and Definition	Scoring Criteria Questions	Subcategory Weight
3.1 Schedule and Cost Risk Extent to which cost estimates have been adequately formulated for the project’s life cycle	3.1.1 Have the investment’s schedule and costs been broken down into specific milestones that can be used to measure progress in terms of cost, capability of the system to meet specified requirements, timeliness, and quality?	30
	3.1.2 Does the business case contain the full life cycle costs for the investment, including hardware, software, services, and personnel, if applicable?	

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