Project Fit Assessment

## Use this checklist to help you make “go/no-go” decisions about research projects.

Assign each question with a score of 0–3 points:

* 3 points: Strongly agree – the project fully meets this criterion.
* 2 points: Agree – the project meets this criterion with minor gaps.
* 1 point: Disagree – the project only partially meets this criterion or has significant gaps.
* 0 points: Strongly disagree – the project does not meet this criterion at all.

| **Question** | **Score (0–3)** | **Notes** |
| --- | --- | --- |
| Does this project align with the overarching goals of your research program? |  |  |
| Will the project contribute to your long-term career goals (e.g., tenure, promotion, recognition in the field)? |  |  |
| Is the project adequately funded, or do you have a clear plan for securing the necessary resources? |  |  |
| Do you or your team members have the necessary expertise to carry out this project effectively? |  |  |
| Do you have adequate personnel (e.g., students, postdocs, staff) to support the project without overloading your current team? |  |  |
| Can the project be completed within a reasonable and feasible timeline without detracting from your other priorities? |  |  |
| Does the project align with your department/organization’s priorities or areas of focus? |  |  |
| Will this project make a meaningful contribution to your field or discipline? |  |  |
| Does the project present opportunities for valuable collaborations (internal or external)? |  |  |
| Will the project result in impactful outputs (e.g., publications, patents, presentations, translation, tools, etc.)? |  |  |
| Are the potential risks (technical, logistical, or financial) manageable within your current capacity? |  |  |
| Is the project worth the time and resources compared to other opportunities you could pursue? |  |  |
| If successful, can the project be scaled up or lead to follow-on opportunities? |  |  |
| Can you undertake this project without negatively impacting your work-life satisfaction? |  |  |
| Are you or someone on your team excited about this work? |  |  |

***See scoring interpretations on the next page.***

**Tally your total score and assess the project’s overall “value”.**

| **Total Score** | **Evaluation** |
| --- | --- |
| **35+ points** | **High Value: The project may be an excellent fit for your research program and career goals.** |
| **25–34 points** | **Moderate Value: The project may be viable, and it’s important to understand what adjustments are needed to address key gaps.** |
| **Below 25 points** | **Low Value: The project may not be a good fit and may drain your resources or focus.** |

**Making decisions based on the results:**

1. Review low-scoring questions to identify potential challenges.
2. Consider whether additional resources, team members, or adjustments to the project plan could address the gaps.
3. Assess whether those with higher risk or harder to manage risks could be balanced by spreading the risk out in other ways (e.g., take on a lower-risk but lower-impact project).
4. Prioritize projects that score higher while strategically re-evaluating or deferring lower-scoring projects.
5. **Recognize that some projects you might just really feel driven to pursue even if they may not have high strategic value; approach these with intention so as to keep your efforts in balance overall.**