



















<b>Maturity of preliminary design information self-assessment by information producer</b>	
	<b>Document</b>

Information Maturity being assessed: ..... (part name/number/unique identifier)	Information produced and assessed by: .....	Date of assessment: .....
4	3	2
		1
		0

<b>COMPLETENESS</b> Maturity relating to content of the preliminary information	 <b>Coverage</b> How well is everything in place that I know has to be there?
	 <b>Depth</b> How fine-tuned is the information (are all aspects detailed or do rough placeholders exist)?
	 <b>Procedural Completeness</b> What is the information's formal or informal status?
<b>CLARITY</b> Maturity relating to presentation of the preliminary information	 <b>Nomenclature</b> How rigorously are suitable units, symbols and definitions provided?
	 <b>Conciseness</b> How confident am I that the lack of waffle/unnecessary repetition was minimised?
	 <b>Vagueness</b> How confident am I that there is no room for interpretation?
<b>CONSISTENCY</b> Maturity relating to meshing of the preliminary information within itself and with relevant context and Ambiguity.	 <b>Compatibility</b> How well is the information meshing with its environment or other information?
	 <b>Coherence</b> How well is the data meshing well within itself?
	 <b>Ambiguity</b> Am I confident in the mental model of the content?
<b>DYNAMISM</b> Maturity relating to anticipated future change in the preliminary information	 <b>Change Extent</b> How significant do I expect the information to change?
	 <b>Stability</b> How often do I expect the information to change?
	 <b>Predictability</b> How well-known is the overall target and the related size of the problem to be overcome?
<b>PREREQUISITES</b> Maturity relating to the inputs used for producing the preliminary information	 <b>Availability</b> How significant were the assumptions required to proceed?
	 <b>Traceability</b> How well can I trace back the source of the information I used as an input?
	 <b>Credibility</b> How confident am I that the inputs are credible?
<b>PROCESS</b> Maturity relating to the method used to produce the preliminary information	 <b>Rigour</b> How rigorously did I apply the method?
	 <b>Suitability</b> How confident am I that the method used to create the information was appropriate?

<p>The document I am providing contains <b>all needed sections</b> - regardless of how detailed each section is worked out yet. I am sure that no section is still missing that should be there.</p> <p>The document is worked out until the <b>finest level of detail</b> that is necessary.</p> <p>The document has reached its highest possible stage we use in our organisation, either by being formally signed-off and/or the highest PLM status has been assigned or if no such formal stages exist, it could be a <b>"deliverable"</b> to an internal/external customer.</p> <p>I have <b>checked the entire</b> document for units, symbols, definitions to be clearly expressed and never contradicting.</p> <p>I also included a list of acronyms and uniformly converted other inputs ([inch] to [mm]) etc.</p> <p>The document <b>can't be summarised more efficiently</b> and is therefore on point.</p> <p>This document leaves <b>no room for interpretation at all</b>.</p> <p><b>All</b> the information used as an input to my document has been <b>double-checked</b> - e.g. copy-pasted (CAD)-screenshots, figures, tables and definitions from such documents have been checked to be the latest versions, other documents referring to this document have been considered; if applicable a standard template has been used.</p> <p>Sections within my document are <b>never contradicting and follow a clear narrative</b>.</p> <p>I have a <b>complete</b> mental model of how to write this document (e.g. I know what sections need to be included, where to get my data/resources to use etc.)</p> <p>This document is final. <b>Only minor changes</b> like orthographic corrections etc. are expected.</p> <p>The document is <b>stable</b> as I do not expect changes, it to change anymore.</p> <p>I know exactly what the <b>final version</b> of this document <b>shall look like</b> and have a clear <b>impression of how much effort</b> this will entail (how big the problem to overcome is).</p> <p>In this document, I only used/mention inputs that are <b>verified</b>. I did <b>not</b> have to make <b>assumptions</b>.</p> <p><b>All</b> the sources of the input information used for this document <b>can be traced back</b> easily if needed.</p> <p>I am <b>very confident</b> that all the sources of information I have used for this document are credible.</p> <p>I used the <b>most sophisticated features</b> of the wordprocessor for this document (e.g. predefined headings, automated Table of Content etc.), the styling of text and figures follow the company's style-guide meticulously.</p> <p>I deem the wordprocessor and its methodology <b>adequate</b> for this document's current project status. At early stages, I might have just formatted parts by hand, at medium stages, most of the Corporate Design and appropriate language is incorporated, at final stages, content and presentation of the document are/look professional.</p>	<p><b>Most sections</b> that shall go into this document are already there, only a few sections might have to be added.</p> <p><b>Some parts</b> of the document are already <b>fine-tuned</b>, others contain bullet-point lists covering the important aspects and just need to be properly phrased.</p> <p>The document is <b>"exhibited"</b> for the purpose of getting insights from my personal network.</p> <p>I have <b>roughly checked</b> the document for symbols and definitions, but probably, I will have to repeat this check as I am likely to have overlooked some cases, and some different units might have been used.</p> <p>The document was <b>roughly checked for wordiness and repetitions</b>, but some iterations might still be required.</p> <p>Given appropriate background information (jargon etc.), the document should leave <b>only some room for interpretation</b>.</p> <p>I have <b>checked most</b> references and other files referencing this document, but not all, yet.</p> <p><b>Most</b> of the content has been consolidated, contradictions between sections are <b>unlikely</b>, and the narrative is <b>mostly established</b>.</p> <p>I have a <b>rough</b> mental model of how to write this document (e.g. I know what sections need to be included, where to get my data/resources to use etc.)</p> <p>Until the end of the project, I expect <b>some sections to be moved around and rewritten</b> in part.</p> <p>The document <b>might change infrequently</b>, such as at design reviews or quality gates during the project runtime.</p> <p>I have a <b>rough idea of</b> how the final version of this document shall look like, I can <b>roughly estimate</b> the amount of effort needed.</p> <p>I had to make <b>some minor</b> assumptions in order to complete this iteration of this document, but I am confident that these will hold/prove to be valid, and I <b>indicated these clearly!</b></p> <p><b>Most</b> of the sources of the input information used for this document <b>can be traced back with some effort</b>, some inputs are of unknown origin but can be revealed with some additional effort (such as going through my email inbox to identify the sender).</p> <p>I am <b>somewhat</b> confident that all the sources of information I have used for this document are credible.</p> <p>I had to use <b>some workarounds</b> (either to cope with the deadline or because I don't know how to do it properly), if this document shall be integrated into a more official version, I shall have an expert give me feedback on the way how I used this particular wordprocessor.</p> <p>The wordprocessor I used for this current iteration of the document I am providing is either a <b>bit too basic</b> (the target audience will be confused or disappointed) or a <b>bit too sophisticated</b> (I wasted hours on a LaTeX table that will have to be finetuned)</p>	<p>I know <b>several sections</b> that should be there <b>are not there yet</b>.</p> <p>Several sections are <b>rough</b> as they either just consist of the headline and their body is either empty or a rough bullet-point list.</p> <p>The document is <b>not even a "draft"</b> but just an idea or a hypothesis I have in mind but not to be shared yet.</p> <p>I have <b>not yet checked</b> the document for suitable units, and symbols or if I have provided useful definitions.</p> <p>The salient points have to be extracted from the document and <b>might be occluded by less relevant information</b>. I have not re-read and checked if parts could be expressed less wordy and/or I have not checked if some parts might be repeating.</p> <p><b>Only experts might be able to "get my point"</b>, others might struggle with the extent of interpretability.</p> <p>I have <b>neither checked</b> if my references are up to date <b>nor if other pieces of information</b> that use this document have been <b>informed</b> about the updates I made.</p> <p>It might be that several instances are referring to different versions of the same values, which <b>have to be consolidated</b> to avoid contradictions, and the narrative <b>might not be established yet</b>.</p> <p>I have to <b>find out what is required</b> for this document.</p> <p><b>Many sections might have to be added</b> either as I haven't found the time yet, or after several awaited inputs are received. The current document is expected to <b>change substantially</b>.</p> <p>As this document I am providing shall be understood just as an initial draft, I expect it to <b>change very frequently</b>, either as new information becomes available or at the weekly meeting with my boss.</p> <p>I <b>don't know</b> how the final version of this document shall look like, what problems have to be solved underway and/or how much effort this requires.</p> <p>I had to make <b>several assumptions</b> in order to get this initial draft of the document out, my <b>confidence</b> that the assumptions I made were realistic is quite low and I <b>didn't indicate</b>, and differentiate these assumptions from hard facts.</p> <p>I <b>do not know where</b> the input information used for this document <b>stems from</b>.</p> <p>I am not confident that all the sources of information I have used for this document are credible.</p> <p>I have almost no idea about the proper use of this wordprocessor, but this was the only one I had at hand, and I did my best.</p> <p>The wordprocessor I used for this current iteration of the document I am providing is either <b>way too basic</b> (the target audience won't be able to understand it or use it in a presentation etc. and will be very disappointed) or <b>way too sophisticated</b> (I wasted hours on finetuning a LaTeX table that might be completely discarded)</p>
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