Project Profile Model 2017 – Instructions

1. Create a new document for each PPM to ensure you get the latest updates and automation features.
2. Answer all questions on page 1. The areas you are allowed to type in are marked with a yellow background (which does not print out).
3. Answer all questions in Part A which start on page 2. When Part A has been completed, click the button at the end of the page to determine if further assessment is required. You will see a statement confirming if Part B needs to be completed.
4. If Part B must be completed, answer all questions from page 3 to the end of the document, selecting the answer that best applies to the project. At the end of the document, click the button to see a statement that determines if the project or program could qualify to be a high value/high risk (HV/HR) investment.
5. When your form has been completed, you must verify that all the questions have been answered and have the form locked to ensure no further changes can be made by others. You can do this by clicking the ***Verify completion and lock this form*** button on the toolbar at the top of the screen if you are using Word 2003 (first example below) or in the Addins tab if you are using Word 2007 or Word 2010 (second example below)





1. When the document is verified and locked you will see a statement at the top right hand corner of every page stating **Completion verified**. If you need to unlock the document at a later date to make further editing changes, click the **Unlock document to allow editing** utton on the toolbar at the top of the screen. The statement at the top right corner of every page will state **Completion not verified**. **You will need to verify and lock your document again before providing it to DTF.**
2. Email your locked PPM document to the DTF Infrastructure Policy and Assurance branch or the Gateway Unit, DTF at .