IFPUG AD/M Benchmarking Certification Criteria Checklist
CANDIDATE DOCUMENT

Company Name: _____

Contact Name: _____

ID	Task Group	Question (Essential, Regular)	Evidence	RESERVED FOR CANDIDATE ORGANIZATION — List of the evidence file name(s) and page #(s) per question ID	RESERVED FOR IFPUG DESIGNATED ASSESSMENT COMMITTEE ONLY		
					Assessment Comments	**Assessment Rating (FA/PA/NA)**	**Score**
1	**Requirements**	How does the benchmarking service provider plan to meet the client requirements?	Process, guidelines or similar documents that addresses how to meet the client requirements.				
2	**Requirements**	How does the benchmarking service provider determine what are the data analysis methods applied for each specific benchmarking study?	Process document, guidelines or document(s), like the benchmarking report, or similar, showing which formal analysis method is used for each type of benchmarking study. Examples of how data analysis methods are determined and used.				

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3	**Requirements**	**How does the benchmarking service provider plan to ensure quality of data that is received/extracted from the client?**	Description of the validation process that ensures data quality, that minimally addresses completeness, coherence and consistency of data.				
4	**Requirements**	How does the benchmarking service provider define / determine what are the applicable measures involved/required in each	Documented process and examples such as a benchmarking report, showing the measures that fulfill the benchmarking purpose. (e.g., name, measurement unit, precision, measurement timing, and measurement method).				

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		type/instance of a benchmarking study?					
5	**Executing**	How does the benchmarking service provider obtain data from client?	Documented process and example showing how client data is selected / extracted, done by either the client or the provider.				
6	**Executing**	How does the benchmarking service provider select relevant data from the benchmarking repository (internal or external)?	Method for selecting and extracting data from the benchmarking repository.				

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7	**Executing**	**How does the benchmarking service provider ensure quality of data that updates the benchmarking repository?**	Quality validation criteria and/or an actual QA report of input data that minimally addresses completeness, coherence and consistency of data.				
8	**Executing**	How does the benchmarking service provider determine relevant /appropriate client projects/applications to be selected for the benchmark?	Method and/or procedures that demonstrate how to determine the most applicable client projects/applications suitable for each benchmarking study according to the client requirements (define the data gathering method and procedure).				

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9	Executing	What is the ISO certified Functional Size Measurement method (FSM) the benchmarking service provider has the capability to use for benchmarking?	Document(s), like the benchmarking report or similar showing that an ISO certified FSM method have been used.				
10	Executing	How recent is the data in the benchmarking repository used by service provider?	Extract from the benchmarking repository or similar showing completion date of projects/applications.				

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11	**Executing**	What benchmarking data categories does the benchmarking service provider select to compare the client project / application data against?	Benchmarking report example addressing different categories such as: Industry, new development or enhancement, size ranges, quality, development methods or application types.				
12	**Outcomes**	**How does the benchmarking service provider interpret and evaluate results of analyzed data?**	Description of tools, supporting material, requirements, guidelines, etc. used for each study. Examples of how evaluation of analyzed data is done. Documented procedures, methods and/or tools that provides criteria to determine				

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			that the analyzed data fulfills the defined requirements in each benchmarking study.				
13	**Outcomes**	How does the benchmarking service provider determine reporting content?	Example of different types of benchmarking report content that meets the client objectives.				
14	**Outcomes**	**How does the benchmarking service provider demonstrate that the client objectives were met?**	Document(s), like the benchmarking report, agreement or client survey, demonstrating client successful criteria for a study. The benchmarking study fulfills client goals and objectives and is accepted by the client.				

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Evaluator Name: _____

Assessment Completion Date: _____

Total Scoring: _____

Final Recommendation (Approved/Not Approved) - _____

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DOCUMENT HISTORY

Version	Description of Change(s)	Date	Author(s)
1.0	Initial document version	03/01/2021	Pierre Almén, David Herron, Don Beckett, Ivan Piñedo, Sérgio Brigido
2.0	Revised version after pilot	10/03/2021	Pierre Almén, David Herron, Don Beckett, Ivan Piñedo, Sérgio Brigido
2.1	Revised version for web publishing	02/07/2022	Pierre Almén, David Herron, Don Beckett, Sérgio Brigido