

**How to use this checklist:** Score each capability 1–3. A total below 30 is a warning sign. Use this as a structured conversation guide with vendors — not just a checkbox exercise.



**Core Scope Features**

Score: 1 = Not available | 2 = Partial | 3 = Fully supported

|   |       |
|---|-------|
| ■ Can you build and manage a Work Breakdown Structure (WBS) natively in the tool? | Score |
| ■ Does it support in-scope / out-of-scope documentation linked to deliverables?   | Score |
| ■ Can you create a scope baseline and track variance against it?                  | Score |



**Change Control**

Score: 1 = Not available | 2 = Partial | 3 = Fully supported

|   |       |
|---|-------|
| ■ Is there a built-in change request workflow with approval routing?  | Score |
| ■ Does it log every scope change with timestamp and approver?         | Score |
| ■ Can you trace approved changes back to the original scope baseline? | Score |



**Dependency Management**

Score: 1 = Not available | 2 = Partial | 3 = Fully supported

|   |       |
|---|-------|
| ■ Can you map cross-task and cross-project dependencies?      | Score |
| ■ Does the tool alert you when a dependency is at risk?       | Score |
| ■ Can dependencies be linked to external milestones or teams? | Score |



**Reporting & Visibility**

Score: 1 = Not available | 2 = Partial | 3 = Fully supported

|   |       |
|---|-------|
| ■ Does it offer Gantt, Kanban, and milestone views — not just one?          | Score |
| ■ Can stakeholders get real-time project status without attending meetings? | Score |
| ■ Does it support portfolio-level scope tracking across multiple projects?  | Score |

Collaboration & Governance Score: 1 = Not available | 2 = Partial | 3 = Fully supported

Table with 2 columns: Question and Score. Questions include: 'Can you assign role-based permissions to control who approves scope changes?', 'Does it integrate with your existing tools (JIRA, Slack, MS Teams, etc.)?', and 'Can you attach scope documents, contracts, and sign-off records to the project?'.

SECTION SUBTOTAL (max 9 per section) \_\_\_\_\_ /9

TOTAL SCORE (15 capabilities x max 3 = 45 points) \_\_\_\_\_ / 45

15 or below Look elsewhere

16 - 29 Needs scrutiny

30 - 45 Strong candidate

Notes / Vendor Observations

Five horizontal lines for taking notes or observations.

See how NimbleWork scores on every line above. Full Gantt + WBS + change workflows + dependency alerts — all in one platform.

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