**Asset Reviewed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Length of Time in the Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewers:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Date:** \_\_\_/\_\_\_/\_\_\_

**How Did This Asset Perform**

**1:** Poor (consistently fails to meet expectations)

**2:** Fair (frequently fails to meet expectations)

**3:** Good (usually meets expectations)

**4:** Very Good (frequently exceeds expectations)

**5:** Excellent (consistently exceeds expectations)

**Overall Rating:** \_\_\_\_\_

**Next Review:** \_\_\_/\_\_\_/\_\_\_

**Collaboration**: how well does this integrate with the other technologies we are using

(Check one) □ 1 □ 2 □ 3 □ 4 □ 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Problem-solving**: how well does it understand the information we are giving it

(Check one) □ 1 □ 2 □ 3 □ 4 □ 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Cooperation**: how easy to use is this for everyone that relies on it

(Check one) □ 1 □ 2 □ 3 □ 4 □ 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contribution to the objectives**: how well does it deliver the results we need to meet our long-term goals

(Check one) □ 1 □ 2 □ 3 □ 4 □ 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Potential for growth**: how well does it contribute to identifying new opportunities

(Check one) □ 1 □ 2 □ 3 □ 4 □ 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Likelihood of continued use**: considering our current and upcoming needs, how likely is this to deliver the value we need

(Check one) □ 1 □ 2 □ 3 □ 4 □ 5

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discussion Questions**

**Potential replacement**: what other tools have we identified that might be a better fit for us in the future

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**Perspective**: looking back objectively, what have we learned from this buying decision

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**Improvement**: how could this tool be used differently or more effectively

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