

# Appraisal Participants

## Reporting Appraisal Participants

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### **Guidance on how to appropriately report appraisal participants**

We have noticed in appraisal reviews that there is some hesitancy in providing full identification of appraisal participants. Providing only a first name (e.g. Mary or John) does not meet the requirement to identify appraisal participants in the appraisal plan.

The SCAMPI Method Definition Document (MDD) Version 1.3b, Section 1.1.6 Obtain Commitment to the Plan; Parameters and Limits, requires that, at a minimum, A, B, and C appraisals disclose “the identity (i.e., name and organizational affiliation) of appraisal participants and support staff, and their specific responsibilities for the appraisal.” When providing this information in the plan, a first (or given) name, a last (or family) name, and an organization name must be stated for each participant.

Appraisal review time can be shortened by ensuring that each participant’s full identity is reported.

Questions regarding this Quality Tip can be sent to [scampi-quality@cmmiinstite.com](mailto:scampi-quality@cmmiinstite.com).