

MESA MOM/CMM Assessment Tool User Guide

Set up/Continue an Evaluation

The tool is developed using Microsoft Excel VBA. To start an evaluation, the user opens the Excel file. If there is a previous evaluation work saved in the file, there will be an alert prompted asking if the user wants to continue the previous work. By clicking “Yes”, the tool will present the questionnaire where the user left off; otherwise it will prompt a dialog with two different assessment modes, namely *Comprehensive Evaluation* and *Quicker Evaluation*. The *Comprehensive Evaluation* provides two questionnaire formats: *Yes/No questionnaire* and *Multiple-Choice questionnaire*; while the *Quicker Evaluation* provides a questionnaire, which skips unnecessary questions according to user’s answers, to quickly provide the maturity level. After selecting the evaluation mode, the user can select Operational Area(s) according to the user’s need. For each Operational Area, the user can select one or more Activities related to the area. Once the activities have been selected, click “Start Evaluation” button at the bottom-right of the dialog. All questions related to the selected activities will be generated in sheets to the right of the “Dashboard” sheet. The generated sheets are labeled with Operational Areas where all relevant questions are grouped. Note that if the user would like to start the evaluation from the greenfield, he must click “Reset Answer Sheets” before clicking “Start Evaluation”. Not doing so, the tool interprets, by default, that the user would like to expand/reduce the scope of evaluation; hence, it does not reset existing answers.

Answering the Questionnaire and Evaluation Result

To answer the question, the user simply needs to input “T” as true or “F” as false in the cells next to the questions in the Yes/No questionnaire mode. In the multiple-choice mode, input “T” to the applicable choice.

Once the questionnaire is completed throughout all the sheet(s), the user can move the “Dashboard” sheet to see the final result. In that sheet, click the “Evaluate Maturity Level” button. The maturity levels will be calculated in the sheet. The maturity levels of all activities are presented in the tables as well as radar charts grouped by each Operational Area.

Reset the Evaluation Settings and Reset the Questionnaires

On the main dialog, the user can find “Reset Settings” “Reset Answer Sheets” buttons. The Reset Settings removes the selected questionnaire mode and reverts the tool to the state of the initial condition and the user can start a new evaluation. Reset Answer Sheets can be used when the user needs to remove all the existing data input from the questionnaire(s) and to start from the blank questionnaire.

Save and Continue the Evaluation Later

If the user needs to save the current evaluation sheets and continue it later, user can simply save the file as it is done to a normal excel file. When the user opens the saved evaluation file (more specifically, if there is any questionnaire sheet generated in the file), the program will automatically prompt the user to choose to continue an existing evaluation or to start a new evaluation. If the user selects “Yes”, the “Evaluation” sheet will be displayed where the user can continue the existing work. If the user selects “No”, the tool takes the user to the “Questionnaire Set up” dialog, where the user can adjust the questionnaire and “Reset Answer Sheets”. It should be noted that existing answers are not clear until the user clicks the “Reset Answer Sheets” button. “Reset Answer Sheets” means the user wants to start a new evaluation all over.