

Project Management Skills Assessment

#	SKILL	LEVEL				
		1	2	3	4	5
1	Developing a project charter					
2	Knowing the value of a project to the organization					
3	Identifying stakeholders and their needs					
4	Role of the project sponsor					
5	Analyzing project financial viability					
6	Breaking a project into milestones and activities					
7	Developing a WBS					
8	Putting project activities into the necessary sequence					
9	Identifying the critical path					
10	Identifying skills required					
11	Identifying potential project risks					
12	Developing contingency plans					
13	Developing a project cash flow budget					
14	Communicating project status to top management in writing					
15	Communicating project status to top management verbally					
16	Communicating project status to project team members					
17	Running project team meetings					
18	Monitoring resource usage					
19	Keeping project personnel motivated					
20	Identifying project performance measures to track					
21	Resolving conflict					
22	Handing off deliverables to the organization					
23	Identifying and addressing organizational change issues					
24	Revising project plan based on changes					
25	Managing virtual project members					
25	Dealing with outside vendors (e.g., quotes, monitoring)					
27	Dealing with personnel who don't perform					
28	Evaluating and reporting on the completed project					
Key: 1 = No knowledge/experience 2 = Very little knowledge/experience 3 = Moderate knowledge/experience 4 = Good knowledge/experience 5 = Could teach this skill						