



Project Manager Skill Self-Assessment Report
 for John Smith
 (Information Systems: Manager)
 Report Date: 1/1/2000

Project Complexity

Project Manager Type

IV (simple or routine)

Team Leader

III (critical business environment)

Project Manager

II (technically challenging)

Sr. Project Manager

I (very complex)

Program Manager

Understanding Your Project
 Manager Skill Assessment

	Self-Assessed Skill Level	Project Complexity Requirement			
		IV	III	II	I
Project Management Skills					
Charter Development	3	3	4	4	4
Complexity Assessment	3	0	3	3	4
Cost Estimating	4	3	4	4	5
Cost Management	3	3	4	4	5
Critical Path Management	3	3	4	4	4
Detailed Estimating	3	3	4	4	5
Project Closeout	3	3	4	4	5
Project Management Software Expertise	4	4	4	4	4
Project Notebook Construction & Maintenance	3	3	4	4	4
Project Organization	3	0	3	3	5
Project Planning (WBS, network, PERT, etc.)	4	3	4	4	4
Project Progress Assessment	3	2	3	3	4
Resource Acquisition	2	2	4	4	5
Resource Leveling	2	2	4	4	5
Resource Requirements	3	2	4	4	5
Schedule Development	4	3	3	3	4
Scope Management	3	3	4	4	5
Size Estimating	3	3	4	4	5



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		IV	III	II	I
Management Skills					
Delegation	3	3	4	4	5
Leadership	2	3	4	4	5
Managing Change	1	0	4	4	4
Managing Multiple Priorities	2	3	4	4	5
Meeting Management	3	3	4	4	5
Performance Management	4	0	3	3	4
Quality Management	5	3	3	3	4
Staff and Career Development	6	0	0	0	4
Staffing, Hiring, Selection	5	0	4	4	4

	Self-Assessed Skill Level	Project Complexity Requirement			
		IV	III	II	I
Business Skills					
Budgeting	4	0	3	3	4
Business Assessment	3	0	4	4	4
Business Case Justification	2	0	0	0	4
Business Functions	1	3	3	3	4
Business Process Design	2	0	3	3	3
Company Products/Services	3	0	3	3	3
Core Application Systems	4	3	3	3	3
Customer Service	5	0	0	0	3
Implementation	6	4	5	5	5
Planning: Strategic and Tactical	5	0	3	3	3
Product/Vendor Evaluation	4	0	0	0	4
Standards, Procedures, Policies	3	3	4	4	4
Systems and Technology Integration	2	0	4	4	4
Testing	1	4	4	4	4



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		IV	III	II	I
Interpersonal Skills					
Conflict Management	2	3	4	4	4
Flexibility	3	3	4	4	4
Influencing	4	0	3	3	4
Interpersonal Relationships	5	3	4	4	4
Negotiating	6	0	3	3	4
Relationship Management	5	0	4	4	5
Team Management/Building	4	3	4	4	4

	Self-Assessed Skill Level	Project Complexity Requirement			
		IV	III	II	I
Personal Skills					
Creativity	3	3	4	4	5
Decision Making/Critical Thinking	2	0	4	4	5
Presentations	1	0	4	4	4
Problem Solving/Trouble Shooting	2	4	4	4	5
Verbal Communications	3	3	4	4	4
Written Communications	4	3	3	3	4