

Assessing Your Project Management Skills

Evaluate your ability to think strategically by responding to the following statements, marking the option closest to your experience. Be as honest as you can: if your answer is “never,” circle Option 1; if it is “always,” circle Option 4, and so on. Add your scores together and refer to the Analysis to see how well you scored. Use your answers to identify your best opportunities to sharpen your project management skills.

Options			
1=Never	2=Occasionally	3=Frequently	4=Always
1. I check whether I should treat a series of actions as a project.		2. I set specific, measurable objectives for projects.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 4
3. I take time to plan a project thoroughly before starting work.		4. I fully understand the difficulties I face in achieving a project's objectives.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 4
5. I have identified which of my project's resources are occupied on other projects.		6. I keep in regular contact with all stakeholders involved in my projects.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 4
7. I always consider what the ideal outcome of a project would be.		8. I ensure that everyone clearly understands the project's objectives.	
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 4

9. I set business targets for each part of a project.

1	2	3	4
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11. I compile a full list of project activities before I place them in correct order.

1	2	3	4
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13. I make sure all the key people have approved the plan before I start a project.

1	2	3	4
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15. I generally start project implementation with a pilot.

1	2	3	4
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17. I inform all interested parties of changes to project resource requirements.

1	2	3	4
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19. I adapt my leadership style to suit circumstances and individuals.

1	2	3	4
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21. I consider how well new team members will fit in with the rest of the team.

1	2	3	4
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23. I use my sponsor to help motivate my team.

10. I check that a project will not unnecessarily change what already works.

1	2	3	4
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12. I calculate manpower time and elapsed time of all project activities.

1	2	3	4
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14. I liaise with the finance department to check the costs of a project.

1	2	3	4
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16. I keep a network diagram up to date throughout a project.

1	2	3	4
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18. I prepare contingency plans for all major risks to the project.

1	2	3	4
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20. I consider how best to develop my teams' skills.

1	2	3	4
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22. I make sure that each team member knows exactly what is expected of them.

1	2	3	4
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24. I have documented and circulated the primary milestones of the project.

1	2	3	4
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25. I ensure that every team member has access to the information they need.

1	2	3	4
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27. I ask people to attend review meetings only if they really need to be present.

1	2	3	4
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29. I prepare the objectives and agendas of meetings related to my project.

1	2	3	4
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31. I keep my sponsor fully up to date with progress on the project plan.

1	2	3	4
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1	2	3	4
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26. I avoid keeping secrets from the project team and stakeholders.

1	2	3	4
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28. I use the same standard method of reporting progress to all stakeholders.

1	2	3	4
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30. I use a logical process to make decisions with my project team.

1	2	3	4
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32. I use problem-solving techniques to arrive at decisions.

1	2	3	4
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ANALYSIS

Now you have completed the self-assessment, add up your total score and check your performance by referring to the corresponding evaluation below. Whatever level of success you have achieved; there is always room for improvement. Identify your weakest areas and seek assistance through supplemental research, education and training.

32-64: You are not yet sufficiently well organized to ensure that a complex project will achieve its objectives. Review your planning process thoroughly and make sure that you follow it through step-by-step.

65-95: You are a reasonably effective project manager, but need to address some weak points.

96-128: You are an excellent project manager. Be careful not to become complacent or to let your high standards slip.