

PROJECT MANAGER SELF ASSESSMENT GRID

	Never	Sometimes	Often	Always	Years of practice	Level of expertise
CUSTOMER FOCUS						
I monitor changes requested by the customer						
I negotiate changes with the customer						
I efficiently report the status of the project to my customer						
I take the necessary actions to get the work approved by the customer						
I build customer relationship and trust						
VIRTUAL TEAMS						
I have managed a virtual team						
I use new technologies to communicate with the team (shared server, wiki, blog, cloud, texto, phone, ...)						
I develop strategies to facilitate the resolution of disagreements and conflicts						
I have worked within a virtual team						
I have managed a virtual team						
I encourage the team to communicate actively among each other and share information						
R&O						
I collaboratively identify risks and opportunities of my project						
I build action plans to mitigate risks and enhance opportunities						
I prepare action plans deriving from the risks and opportunities analysis						
I identify financial risks and elaborate an appropriate action plan						
INTERNATIONAL TEAM						
I have worked in an international team						
I have managed an international team						
I have successfully managed an international project						
I anticipate conflict and successfully adopt conflict resolution methods						
I understand the cultural differences between the team members on the project						
I develop strategies to facilitate the resolution of disagreements and conflicts						
QUALITY						
I plan quality upfront						
I identify the quality requirements for the projet						
I understand what return on experience is and develop it on my project						
PM FUNDAMENTALS						
I collaboratively define the WBS of my project						
I efficiently report the status of the project to my team						
I efficiently report the status of the project to my management						
I frequently meet with the team						

	Never	Sometimes	Often	Always	Years of practice	Level of expertise
I use the appropriate words and concept of project management						
I drive effectively the project meetings						
I am able to motivate the team members						
I am able to build a project management plan						
ESTIMATION AND CONTROL						
I plan activities to optimize the cash-in from the customer						
I plan activities to optimize the cash-out to suppliers						
I am able to plan sales recognition and develop action plans to meet it						
I frequently re assess the cost-to-complete of my projet						
I use the basic estimation methods						
I efficiently define, monitor and use risk provisions						
COMMUNICATION						
I effectively use different types of communication for maximum impact						
I am aware and in control of my body language and use my voice effectively						
I listen actively						
I check others level of understanding						
MANAGING TIME						
I plan work in advance using appropriate methodology: PERT, GANTT, critical path analysis						
I prioritize my own work and my team's work						
I effectively estimate work loads on my projet						
CONTRACT MANAGEMENT						
I understand the contract, its structure, its clauses...						
I identify the rights and obligations of each party in the contract						
I identify the contractual risks in the contract and plan actions to mitigate the risks						
I record and track documentation, letters, claims, requests for modification... from day one						
PROCUREMENT						
I understand the contracts with the suppliers: clauses, structure,...						
I am able to transfer risk from the customer to the supplier by adding the effective clauses in the contractor/supplier contracts						
I am able to define the critical equipment						
MAKING EFFECTIVE DECISIONS						
I develop the right approach to solve problems						
I develop a culture of problem-solving within my team						