

Project Management Skill Set Assessment

		on a scale of 10=high, 1 = low		
	Skills (add skills or attributes relevant to your role as applicable)	self-assessment	2nd view	importance (A/B/C)
1	Knowledgable about technology			
2	Ability to recognize what you don't know and figure out how to get it			
3	Experienced in management generally; able to handle regular administrative responsibilities			
4	Leadership skills			
5	Organizational/political skills			
6	Communication skills			
7	Personal traits: honest/tactful			
8	Personal traits: positive outlook			
9	Personal traits: perception/insight			

Use this to assess your project management potential. Initially score yourself out of 10 for each skill in the self-assess column. Then validate or revise your scores in discussion with your boss or someone who knows you. Put these scores in the '2nd view' column - this is your actual assessment. At the same time confirm with the other person the importance of each skill (A, B or C, A = most important) for the job concerned. Your development priorities are therefore the lowest scores in the most important skills