# *Do your* Project Management Skills *measure up?*

Find out if your organization is making the grade in project management. Boston University's Project Management Skills Assessment will help you to evaluate your actual capabilities and identify those areas in need of improvement. In addition, this valuable tool will make specific recommendations for your skill development.

The **Skills Assessment** will rate your skills in nine (9) project management knowledge areas including:

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management

These knowledge areas are integral to, and consistent with, the Project Management Institute's Project Management Body of Knowledge (PMBOK®).

The BU Skills Assessment creates a self-assessment score, or proficiency rating, based on a combination of your knowledge and experience in each of the nine knowledge areas. The assessment should take 30 to 45 minutes to complete.

### *How it works:*

Each of the nine knowledge areas is broken down into various Competency Elements. In all, 62 Competency Elements will be assessed. Each Competency Element has a set of Performance Criteria that define effective performance of that element.

1. You will be asked to rate your knowledge of the Performance Criteria on a Proficiency Assessment scale from zero to four.
2. You will then be asked to estimate your Experience with that Competency Element.

*An example of a Competency Element is shown below:*



Browser window — Welcome to Project Management Skills Assessment - Microsoft Internet Explorer

Address: http://bu.idlsystems.com/MDP983/ftp/content/c4947396065460615185925538/template/a2184083399195614776585352/content.jsp?courseid=c4947396065460615

**BOSTON UNIVERSITY** — Project Management Skills Assessment

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**Competency Element 1:**

**Identify and Document Project Needs Developing Project Related Product or Service Descriptions:**

**Performance Criteria:**

- Determine product/service characteristics using expert judgment as needed.
- Identify/document constraints and assumptions.

**Proficiency Assessment:**

- ○ **0: Unaware:** Does not recognize this knowledge or skill dimension
- ○ **1: Aware:** Possesses knowledge and is familiar with concepts, but has not applied them to a real situation
- ○ **2: Functional:** Regularly applies knowledge or skills to routine situations, occasionally requiring guidance
- ○ **3: Proficient:** Exercises a breadth of knowledge and skill to address complex situations without guidance
- ○ **4: Expert:** Coaches and supports others utilizing breadth of experience or specialized depth of expertise

**Experience (within the past 60 months):**

- ○ 0 - 12 months
- ○ 13 - 24 months
- ○ 25 - 36 months
- ○ 37 - 48 months
- ○ 49 - 60 months

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Your responses will yield numerical ratings in each knowledge area that will vary from Weakness (0.0–0.9) and Developing (1.0–2.9) to Strength (3.0–4.0). For scores *below 3.5*, suggested training in the form of on-line or instructor-led classes will be recommended.
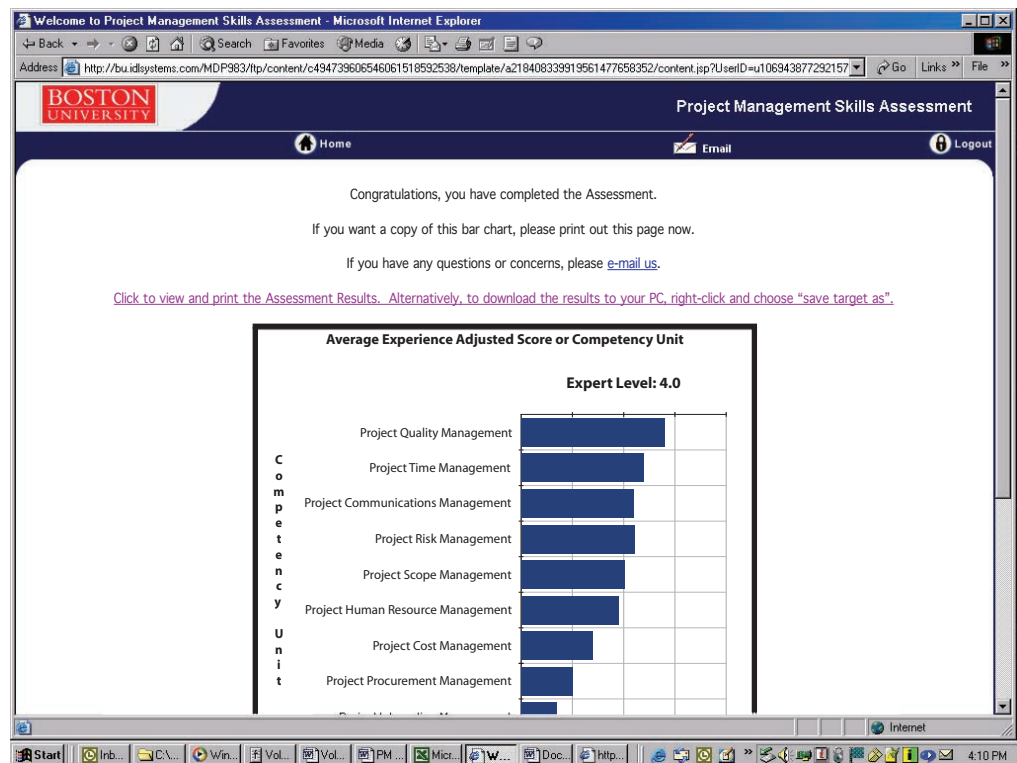


*An example of suggested training is shown below:*

| Competency Unit | Average Self Score | Proficiency | Development Recommendations (Including PMBOK Reference) |
|---|---|---|---|
| Project Integration Management | 3.8 | Strength | No recommendations<br>*PMBOK Guide*, 2000 Edition, Chapter 4, Project Integration Management, page 41 |
| Project Scope Management | 2.5 | Developing | **MDP403:** Project Management Evening Program<br>**MDP407:** Principles & Techniques of Project Management<br>**MDP110:** Principles & Techniques of Project Management on-line<br>*PMBOK Guide*, 2000 Edition, Chapter 5, Project Scope Management, page 51 |
| Project Time Management | 3.5 | Strength | **MDP403:** Project Management Evening Program<br>**MDP445:** Effective Project Scheduling & Control<br>*PMBOK Guide*, 2000 Edition, Chapter 6, Project Time Management, page 65 |
| Project Cost Management | 2.2 | Developing | **MDP403:** Project Management Evening Program<br>**MDP408:** Estimating and Managing Project Costs<br>**MDP220:** Estimating and Managing Project Costs on-line<br>*PMBOK Guide*, 2000 Edition, Chapter 7, Project Cost Management, page 83 |

**The benefits of the Skills Assessment include:**
- Confirming your understanding of your personal knowledge and skills
- Building an understanding of your departmental or organizational knowledge and skills
- Developing your ability to create a training plan for yourself or your organization

**…which will enable you to…**
- Heighten the level of your contribution to your organization
- Improve your personal and organizational results, and
- Facilitate your pursuit of personal and professional goals

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