

BENCHMARK

NAME: _____

DATE: _____

DIRECTIONS: Please take this Benchmark now. Print the completed Benchmark and bring it to the *Project Management Essentials* Work Session. This Benchmark measures your project-management skills.

Please indicate your level of agreement (using the drop-downs) with the statements below as they pertain to you and your project-management experience.

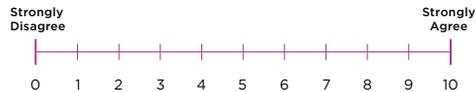
WHEN INITIATING A PROJECT, I...

Please select your scores from the drop-down menus below.

1. Accurately identify the people who determine the success or failure of the project (key stakeholders).

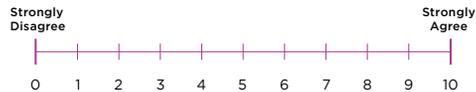


2. Create a written document that clearly captures the project's key deliverables and expectations.



WHEN PLANNING A PROJECT, I...

3. Create effective strategies for avoiding or managing risks.



4. Document a realistic and well-defined schedule to achieve the project's deliverables.



WHEN EXECUTING A PROJECT, I...

5. Meet at least weekly with my team to review project progress.



6. Give effective performance feedback to team members.



WHEN MONITORING AND CONTROLLING A PROJECT, I...

7. Regularly communicate project status to key stakeholders.

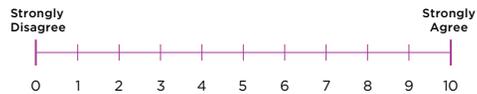


8. Have a process for effectively managing changes to the project (timeline, budget, deliverables, etc.).

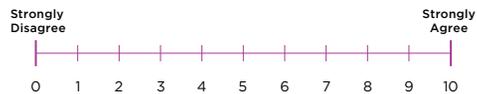


WHEN CLOSING A PROJECT, I...

9. Recognize team members for their efforts.



10. Document lessons learned so I/we can do better next time.



THROUGHOUT THE LIFE OF THE PROJECT, I...

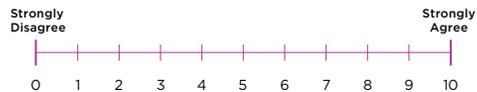
11. Demonstrate respect to the people involved.



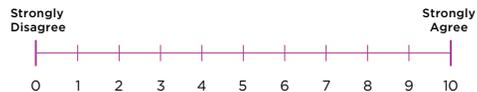
12. Listen to others in order to understand their viewpoints.



13. Make sure expectations are clearly communicated to everyone involved in the project.



14. Create an environment where people are motivated to follow through on their commitments.



Unskilled

Average Skills

Above-Average Skills

Excellent Skills

0-62

63-90

91-132

133-140

TOTAL SCORE:

[Click the Total Score box for your final score](#) →