**Project Management NeedS Assessment**

**(Circle your answer)**

* + 1. What percentage part of your duties involves coordinating or managing projects?

 1) 10% 2) 25% 3) 40% 4) 50% 5) more than 50%

* + 1. Generally how comfortable do you feel with your abilities and competencies with respect to managing your projects?

 1) very 2) a little 3) so-so 4) not very 5) not at all

* + 1. How able are you to draw a rough level-of-effort chart extending over the next year showing when your most intense effort is likely to occur?

 1) very 2) a little 3) so-so 4) not very 5) not at all

* + 1. How able are you to define the organization you have to carry out your projects, in terms of the following: structure, number of people, peoples’ defined functions, and their skill sets?

 1) very 2) a little 3) so-so 4) not very 5) not at all

* + 1. How able are you to list the information you need to be able to plan and implement, and control your project work.

 1) very 2) a little 3) so-so 4) not very 5) not at all

* + 1. How much of the information you need to manage and control your projects is readily available to you any time you need it?

 1) all 2) quite a bit 3) some 4) not quite enough 5) none

7. Please indicate the extent to which you feel you understand the following project management terms: (using the scale provided)

 1) fully 2) a little 3) so-so 4) not very 5) not at all

8. Project charter 1 2 3 4 5

9. Work Breakdown Structure 1 2 3 4 5

9. Stakeholder Management 1 2 3 4 5

9. Gantt chart 1 2 3 4 5

10. PERT or CPM diagram 1 2 3 4 5

If the total of your circled answers is more than 32, you may wish to consider our project management planning essentials course**,** as you may be operating much less effectively than you would be capable of, with a little training.