## Self-assessment/Project Director pma/IPMA® Level A

Certification candidate

Name/Surname/Title………………………………………....

**General information on self-assessment of your PM competences:**

The PM competences are divided into three competence areas:

* Perspective competences
* People competences
* Practice competences

The following self-assessment is to be carried out conscientiously and truthfully. It therefore requires some time.

The self-assessment of your PM competences is to be carried out using the ICB4 six-stage taxonomy (see page 2), whereby stage 6 represents the absolute maximum. To be able to carry out the corresponding self-assessment it is necessary to familiarise yourself with the description of the corresponding competence elements in the ICB4. Your own competences will be assessed based on these descriptions. In the self-assessment the key competence indicators (KCI) of the corresponding competence element (CE) are to be included.

**Explanation of the taxonomy**

* **Stage 1 Knowledge:**

Recollection of basic concepts (theories, specific details, terminological knowledge, individual facts), recollection of patterns, processes, methods, categories, criteria, awareness of suitable material, minimum reorganisation

* **Stage 2 Comprehension:**

Simplest level of understanding, recognising simple connections, showing awareness of what is being discussed, using material (without relating it to other materials, or recognising its broadest sense), translating, using one’s own words, interpreting, extrapolating, recognising what has been learned in another context

* **Stage 3 Application:**

Use and implementation of unidimensional learning content in a new and specific situation, use of project management methods

* **Stage 4 Analysis:**

Examine and break more complex information into fundamental elements and parts, identification of elements, clarification of organisational principles and (explicit and implicit) structures or hierarchies, recognition of connections, explanation of relationships between the elements, making diagnoses and case studies. This is a question of breaking down the whole (=project) into its parts (plans in the project hand book), in particular observing relationships and effects (interactions) between the individual elements

* **Stage 5 Synthesis:**

Putting together elements and parts to form a whole, developing, producing a new structure or plan, interweaving experiences, developing hypotheses, networking, optimising the weighing up of pros and cons using an interdisciplinary approach, uniting two or more elements to form a new unit. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions, by using the optimized project management methods in highly complex situations. Taking into account personal experiences and using methods from other areas

* **Stage 6 Evaluation:**

Assessing, evaluating, judging a solution, a model, a procedure in terms of its usefulness, functionality, coherence and quality, discovering logical errors and defending opinions. Reviewing projects and guiding others in the area of project management in order to optimise the project management approach. Other project managers can be coached

Please mark on the next page your self-assessment of each of the competence elements. Only mark your highest stage for each competence element.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Knowledge** | **Comprehension** | **Application** | **Analysis** | **Synthesis** | **Evaluation** |
| **Perspective** | 4.3.1. Strategy |  |  |  |  |  |  |
| 4.3.2. Governance, structures and processes |  |  |  |  |  |  |
| 4.3.3. Compliance, standards und regulation |  |  |  |  |  |  |
| 4.3.4. Power and interest |  |  |  |  |  |  |
| 4.3.5. Culture and values |  |  |  |  |  |  |
| **People** | 4.4.1. Self-reflection and self-management |  |  |  |  |  |  |
| 4.4.2. Personal integrity and reliability |  |  |  |  |  |  |
| 4.4.3. Personal communication |  |  |  |  |  |  |
| 4.4.4. Relationships and engagement |  |  |  |  |  |  |
| 4.4.5. Leadership |  |  |  |  |  |  |
| 4.4.6. Teamwork |  |  |  |  |  |  |
| 4.4.7. Conflict and crisis |  |  |  |  |  |  |
| 4.4.8. Resourcefulness |  |  |  |  |  |  |
| 4.4.9. Negotiation |  |  |  |  |  |  |
| 4.4.10. Results orientation |  |  |  |  |  |  |
| **Practice** | 4.5.1. Project design |  |  |  |  |  |  |
| 4.5.2. Requirements and objectives |  |  |  |  |  |  |
| 4.5.3. Scope |  |  |  |  |  |  |
| 4.5.4. Time |  |  |  |  |  |  |
| 4.5.5. Organisation and information |  |  |  |  |  |  |
| 4.5.6. Quality |  |  |  |  |  |  |
| 4.5.7. Finance |  |  |  |  |  |  |
| 4.5.8. Resources |  |  |  |  |  |  |
| 4.5.9. Procurement |  |  |  |  |  |  |
| 4.5.10. Plan and control |  |  |  |  |  |  |
| 4.5.11. Risk and opportunity |  |  |  |  |  |  |
| 4.5.12. Stakeholders |  |  |  |  |  |  |
| 4.5.13. Change and transformation |  |  |  |  |  |  |

**Next step:** Creation of the Executive Summary Report Project Director pma/IPMA® Level A🡪 Download the form from the [[website](https://www.pma.at/en/service/downloads)](https://www.pma.at/en/service/downloads)