Project Management Benchmark

Report for: Sample2 Report2
Workshop Date: ~
Date Printed: March 30, 2017
Self Surveys: 1
Open Response Surveys: 3
Introduction to the Project Management Essentials Benchmark

The Project Management Essentials Benchmark is an assessment tool that measures your level of performance in the key skill areas required to be a successful project manager.

As you review this report, remember the following two items:

1. Use this data to become a better project manager and leader of your project team. If you choose to include the three "open response" questions to get feedback from others, remember to take a balanced view and use the feedback to further improve.
2. If you haven't done so already, make sure you remember to retake the benchmark after five weeks and compare your "before" and "after" scores to see a real measure of improvement!

How Your Score Is Calculated

Your OVERALL score is the sum of the six sections of the Project Management Essentials Benchmark you completed. The three "open response" questions are not included in your overall score. You should compare your overall score with the following scale:


Your SECTION scores are the sum of the questions in the section.
Overall Score

When initiating a project

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

2) I create a written document that clearly captures the project’s key deliverables and expectations.
When planning a project

3) I create effective strategies for avoiding or managing risks.

4) I document a realistic and well-defined schedule to achieve the project’s deliverables.
When executing a project

5) I meet at least weekly with my team to review project progress.

6) I give effective performance feedback to team members.
When monitoring and controlling a project

7) I regularly communicate project status to key stakeholders.

8) I have a process for effectively managing changes to the project (timeline, budget, deliverables, etc.).
When closing a project

9) I recognize team members for their efforts.

10) I document lessons learned so I/we can do better next time.
Throughout the life of the project

11) I demonstrate respect to the people involved.

12) I listen to others in order to understand their viewpoints.

13) I make sure expectations are clearly communicated to everyone involved in the project.

14) I create an environment where people are motivated to follow through on their commitments.
Open Response (optional)

This section consists of input from others you invited to respond to the following questions. If you did not invite others to respond or the minimum requirement of 3 responses were not met, this section will be blank.

1) Sample2 is effective in his or her ability to complete large tasks or projects.

2) Sample2 is effective in his or her ability to inspire and engage team members around large tasks or projects.
Open Response (optional)

3) Please explain your answers below.