**Self-Assessment – Competency Matrix**

**Guidelines:** This document should be completed by each participant in the Mentoring Pair to assess where each individual would most appreciate coaching and support from their Mentoring partner. It should form the basis for the Mentoring Plan agreed to by the two participants of the Mentoring Pair. It does not need to be submitted to the PMI-OVOC Mentoring Program Champion.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date last updated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area | Highly Competent | Competent | To develop | Example of situation supporting self-assessment | I want to work on this area (yes/no) |
| **PMP Knowledge Areas:** |  |  |  |  |  |
| [1. Project Integration Management](https://en.m.wikipedia.org/w/index.php?title=Project_Integration_Management&action=edit&redlink=1) |  |  |  |  |  |
| [2. Project scope management](https://en.m.wikipedia.org/wiki/Project_scope_management) |  |  |  |  |  |
| [3. Project Time Management](https://en.m.wikipedia.org/w/index.php?title=Project_Time_Management&action=edit&redlink=1) |  |  |  |  |  |
| [4. Project Cost Management](https://en.m.wikipedia.org/wiki/Project_cost_management) |  |  |  |  |  |
| [5. Project Quality Management](https://en.m.wikipedia.org/w/index.php?title=Project_Quality_Management&action=edit&redlink=1) |  |  |  |  |  |
| [6. Project Human Resource Management](https://en.m.wikipedia.org/w/index.php?title=Project_Human_Resource_Management&action=edit&redlink=1) |  |  |  |  |  |
| [7. Project Communications Management](https://en.m.wikipedia.org/w/index.php?title=Project_Communications_Management&action=edit&redlink=1) |  |  |  |  |  |
| [8. Project Risk Management](https://en.m.wikipedia.org/wiki/Project_Risk_Management) |  |  |  |  |  |
| [9. Project Procurement Management](https://en.m.wikipedia.org/w/index.php?title=Project_Procurement_Management&action=edit&redlink=1) |  |  |  |  |  |
| [10. Project Stakeholders Management](https://en.m.wikipedia.org/w/index.php?title=Project_Stakeholders_Management&action=edit&redlink=1) |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Soft skills:** |  |  |  |  |  |
| 11. Awareness |  |  |  |  |  |
| 12. Act with sensitivity |  |  |  |  |  |
| 13. Act with flexibility |  |  |  |  |  |
| 14. Quick learning |  |  |  |  |  |
| 15. Verbal ability |  |  |  |  |  |
| 16. Build alliances |  |  |  |  |  |
| 17. Adaptability |  |  |  |  |  |
| 18. Oral communication |  |  |  |  |  |
| 19. Written communication |  |  |  |  |  |
| 20. Understanding external dynamics |  |  |  |  |  |
| 21. Understanding internal dynamics |  |  |  |  |  |
| 22. Concentration |  |  |  |  |  |
| 23. Control |  |  |  |  |  |
| 24. Coordination |  |  |  |  |  |



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Area | Highly Competent | Competent | Need to develop | Example of situation supporting self-assessment | I want to work on this area (yes/no) |
| 25. Creativity |  |  |  |  |  |
| 26. Impulse development |  |  |  |  |  |
| 27. Delegate |  |  |  |  |  |
| 28. Empathy |  |  |  |  |  |
| 29. Establish good relations |  |  |  |  |  |
| 30. Being at ease in public relations |  |  |  |  |  |
| 31. Balance professional and personal life |  |  |  |  |  |
| 32. Demonstrate teamwork |  |  |  |  |  |
| 33. Demonstrate initiative |  |  |  |  |  |
| 34. Adversity management |  |  |  |  |  |
| 35. Stress management |  |  |  |  |  |
| 36. Time management |  |  |  |  |  |
| 37. Ability to convince others |  |  |  |  |  |
| 38. Introspection |  |  |  |  |  |
| 39. Political ability |  |  |  |  |  |
| 40. Influence |  |  |  |  |  |
| 41. Control their emotions |  |  |  |  |  |
| 42. Good memory |  |  |  |  |  |
| 43. Mobilize |  |  |  |  |  |
| 44. Negotiate |  |  |  |  |  |
| 45. Customer oriented |  |  |  |  |  |
| 46. Results oriented |  |  |  |  |  |
| 47. Ability to talk in public |  |  |  |  |  |
| 48. Strategic thinking |  |  |  |  |  |
| 49. Schedule |  |  |  |  |  |
| 50. Analytical reasoning |  |  |  |  |  |
| 51. Networking |  |  |  |  |  |
| 52. Conflicts resolution |  |  |  |  |  |
| 53. Problems resolution |  |  |  |  |  |
| 54. Take risks/innovate |  |  |  |  |  |
| 55. Be yourself |  |  |  |  |  |
| 56. Critical |  |  |  |  |  |
| 57. Decision maker |  |  |  |  |  |
| 58. Listener |  |  |  |  |  |
| 59. Organized |  |  |  |  |  |
| 60. Practical |  |  |  |  |  |
| 61. Support efforts |  |  |  |  |  |
| 62. Synthesize |  |  |  |  |  |
| 63. Work with data/numbers |  |  |  |  |  |
| 64. Work with precision |  |  |  |  |  |
| 65. Tolerate ambiguity |  |  |  |  |  |