# Appendix 4 – Project Management Assessment Template

|  |  |
| --- | --- |
| **Candidate Details:** | |
| Applicant’s name: | |
| Applicant’s company: | |
| Role/s applied for: | |
|  | |
| **Qualifications:** | |
| **Education/Qualification** | **Assessor comment** |
|  |  |
|  |  |
|  |  |
|  | |
| **Current Resume:** | |
| **Information** | **Assessor comment** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Record of Relevant Experience:** | |
| **Skill area** | **Assessor comment** |
| 1. Provide evidence of interpreting and scoping project requirements |  |
| 1. Provide evidence of the management of timing and progress of a project. |  |
| 1. Discuss when you have managed cost and budget issues for a project. |  |
| 1. Provide evidence of when you have managed quality aspects of a project |  |
| 1. Discuss situations when you have managed project staffing |  |
| 1. Provide evidence of the management of communication within a project |  |
| 1. Provide evidence of when you have managed project risk. |  |
| 1. Discuss when you have managed contractual issues including procurement. |  |
| 1. Provide evidence of the integration of all functions of project management. |  |
|  | |
| **Assessment Outcome:** | |
| Roles approved: | |
| Assessor name: | |
| Assessor RIW Number: | |
| Date: | |
| Comments: | |