# Appendix 4 – Project Management Assessment Template

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