

Project Management Skills Assessment Checklist

Sample

Enhance your team's efficiency with this **project management skills assessment checklist sample**, designed to evaluate critical competencies. It helps identify strengths and areas for improvement, ensuring successful project execution. Utilize this tool to streamline workflows and boost overall performance.

| Skill Area | Description | Self-Assessment (1-5) | Comments/Examples |
|------------------------|--|-----------------------|---------------------|
| Project Planning | Ability to define project scope, objectives, and deliverables. | -- | Comments or example |
| Time Management | Effectively prioritizes tasks and meets project deadlines. | -- | Comments or example |
| Communication | Clearly conveys information to stakeholders at all levels. | -- | Comments or example |
| Risk Management | Identifies, assesses, and mitigates project risks. | -- | Comments or example |
| Team Leadership | Motivates and coordinates the project team to achieve goals. | -- | Comments or example |
| Problem Solving | Identifies issues and applies effective solutions. | -- | Comments or example |
| Stakeholder Management | Engages and manages relationships with key project stakeholders. | -- | Comments or example |

Submit Assessment