JKR
Project Manager
Competency Certification

SELF ASSESSMENT
CHECK LIST
(All levels)

PM COMPETENCY SELF ASSESSMENT CHECKLIST

The Schedule

The schedule hereunder is designed to enable candidates to assess their current competencies and identify their most appropriate certification level.

The schedule will enable candidates for JKR Project Manager Competency Certification to:

- Evaluate their current activities in relation to establishing a certification level;
- Assess the extent of documentation available to demonstrate competency;
- Determine the amount of work necessary to prove competency where:
     (a) documentation is not available, and/or
     (b) it is necessary to develop the required competencies.

Instructions to Candidate

In relation to **your current and recent past (5 years) work responsibilities** undertake the self-assessment process for each element by the application of the following three questions, noting which is most applicable against the relevant criteria.

- I have undertaken this activity and can produce documentary evidence;
- I have undertaken this activity but I need to develop documentation;
- I have not undertaken this activity but I need to develop this competency to meet work requirements.

The responses obtained should provide candidates with details of their current "status" and, therefore, the additional work necessary to demonstrate competency prior to commencing the formal assessment process or before completion of the assessment process.

The responses will also enable your Assessor to explain in more detail the evidence that will be required to demonstrate the competencies against each element of the JKR standards.

This evidence will need to be collected and collated and, subsequently, recorded in the Assessment Record Book, and Evidence Log Book if required.

Project Management – Competency Self-Analysis Table

Registered Program Director (RPD)   ☐

Registered Project Manager (RPM)   ☐

Qualified Project Practitioner (QPP)   ☐

LEGEND

In relation to **your current and recent past (5 years) work responsibilities** please indicate below according to the following table:

1   I have undertaken this activity and can produce documentary evidence;
2   I have undertaken this activity but I need to develop documentation;
3   I have not undertaken this activity but I need to develop this competency to meet work requirements

NAME:		DATE:									
			RPD			**RPM**			**QPP**		
UNIT TITLE	**ELEMENT**	**Tick appropriate column.**	1	2	3	1	2	3	1	2	3

UNIT 1 Scope

UNIT TITLE	ELEMENT		RPD			RPM			QPP		
Direct the scope management of multiple projects/programmes	Evaluate multiple projects/programmes proposals		▢	▢	▢						
	Define and manage programme scope		▢	▢	▢						
	Conduct project scope authorisation		▢	▢	▢						
	Manage scope change activities		▢	▢	▢						
Plan and manage scope	Establish project authorisation					▢	▢	▢			
	Define project scope					▢	▢	▢			
	Implement scope controls					▢	▢	▢			
Contribute to project scope management	Contribute to scope definition								▢	▢	▢
	Apply project scope controls								▢	▢	▢
	Contribute to the achievement of the scope management plan								▢	▢	▢

UNIT 2 Time

UNIT TITLE	ELEMENT		RPD			RPM			QPP		
Direct time management activities	Direct project schedules development		▢	▢	▢						
	Manage programme schedules		▢	▢	▢						
	Analyse time management outcomes		▢	▢	▢						
Plan and manage time	Determine project schedule					▢	▢	▢			
	Implement project schedule					▢	▢	▢			
	Assess time management outcomes					▢	▢	▢			
Supervise time management activities	Contribute to the development of project schedules								▢	▢	▢
	Manage project schedule								▢	▢	▢
	Assess and review time management outcomes								▢	▢	▢

UNIT 3 Cost

UNIT TITLE	ELEMENT		RPD			RPM			QPP		
Direct cost management of multiple projects/programmes	Direct programme budget development		▢	▢	▢						
	Direct management of programme costs		▢	▢	▢						
	Direct financial completion		▢	▢	▢						
Plan and manage costs	Determine project costs					▢	▢	▢			
	Monitor and control project costs					▢	▢	▢			
	Conduct financial completion activities					▢	▢	▢			
Supervise expenditure	Contribute to project budget development								▢	▢	▢
	Monitor project costs								▢	▢	▢
	Finalise cost management activities								▢	▢	▢

UNIT TITLE	ELEMENT	Tick appropriate column.	RPD			RPM			QPP		
			1	2	3	1	2	3	1	2	3

UNIT 4 Quality

UNIT TITLE	ELEMENT	RPD 1	RPD 2	RPD 3	RPM 1	RPM 2	RPM 3	QPP 1	QPP 2	QPP 3
Direct quality management of multiple projects/programmes	Direct quality requirement development	▓	▓	▓						
	Manage programme quality assurance	▓	▓	▓						
	Improve programme and project quality	▓	▓	▓						
	JKR Specific - Direct environment quality plan	▓	▓	▓						
	JKR Specific – Improve programme and project environment quality plan	▓	▓	▓						
Plan and manage quality	Determine quality requirements				▓	▓	▓			
	Implement quality management				▓	▓	▓			
	Implement project quality improvements				▓	▓	▓			
	JKR specific – Environmental quality plan for a project				▓	▓	▓			
	JKR specific – Implementation of environmental management plan				▓	▓	▓			
Support quality outcomes	Contribute to quality planning							▓	▓	▓
	Implement project quality management plan							▓	▓	▓
	Monitor processes to ensure continuous improvement							▓	▓	▓
	JKR specific - Environmental quality plan							▓	▓	▓
	JKR specific - Implementation of environment quality plan							▓	▓	▓

UNIT 5 Human Resources

UNIT TITLE	ELEMENT	RPD 1	RPD 2	RPD 3	RPM 1	RPM 2	RPM 3	QPP 1	QPP 2	QPP 3
Direct human resources management of multiple projects/programmes	Manage programme organisation and staffing	▓	▓	▓						
	Manage individual and team performance	▓	▓	▓						
	Lead the project team	▓	▓	▓						
	JKR Specific – Direct programme health and safety plan	▓	▓	▓						
Plan and manage human resources	Implement human resource management planning activities				▓	▓	▓			
	Implement staff training and development				▓	▓	▓			
	Guide the project team				▓	▓	▓			
	Identify opportunity for improvement in human resources planning and management				▓	▓	▓			
	JKR specific – Establish and management health and safety plan				▓	▓	▓			
Lead a project team	Operate effectively as part of a team							▓	▓	▓
	Establish and maintain productive working relationships							▓	▓	▓
	Contribute to own and team development							▓	▓	▓
	JKR specific – Implement and supervise health and safety plan							▓	▓	▓

UNIT TITLE	ELEMENT	Tick appropriate column.	RPD			RPM			QPP		
			1	2	3	1	2	3	1	2	3

UNIT 6 Communications

UNIT TITLE	ELEMENT	RPD 1	RPD 2	RPD 3	RPM 1	RPM 2	RPM 3	QPP 1	QPP 2	QPP 3
Direct communications management of multiple projects/programmes	Direct planning of project communication	▨	▨	▨						
	Manage information processes	▨	▨	▨						
	Analyse communications management outcomes	▨	▨	▨						
	JKR specific – Issue management	▨	▨	▨						
	JKR specific – Manage dispute resolution	▨	▨	▨						
Plan and manage communications	Implement communications planning processes				▨	▨	▨			
	Plan and manage information management				▨	▨	▨			
	Implement project reporting processes				▨	▨	▨			
	Assess communications management outcomes				▨	▨	▨			
	JKR specific – Dispute management: Avoid from letting issues develop into disputes				▨	▨	▨			
	JKR specific – Dispute management: Administer dispute				▨	▨	▨			
Maintain communications flow	Plan communications strategies							▨	▨	▨
	Communicate project information							▨	▨	▨
	Monitor and review communications							▨	▨	▨
	JKR specific – Issues management: Administer issues and contribute to issue resolutions							▨	▨	▨

UNIT 7 Risk

UNIT TITLE	ELEMENT	RPD 1	RPD 2	RPD 3	RPM 1	RPM 2	RPM 3	QPP 1	QPP 2	QPP 3
Direct risk management of multiple projects/programmes	Direct planning of project risk management	▨	▨	▨						
	Manage project risk	▨	▨	▨						
	Assess risk management outcomes	▨	▨	▨						
Plan and management risk	Determine project risk events				▨	▨	▨			
	Monitor and control project risk				▨	▨	▨			
	Assess risk management outcomes				▨	▨	▨			
Implement risk management plan	Identify risk events							▨	▨	▨
	Conduct risk management activities							▨	▨	▨
	Review and assess risk management outcomes							▨	▨	▨

UNIT 8 Procurement

UNIT TITLE	ELEMENT	RPD 1	RPD 2	RPD 3	RPM 1	RPM 2	RPM 3	QPP 1	QPP 2	QPP 3
Direct procurement management of multiple projects/programmes	Direct planning for project contracting and procurement	▨	▨	▨						
	Set up of procurement process	▨	▨	▨						
	Manage procurement process	▨	▨	▨						
	Manage procurement activities	▨	▨	▨						
	Finalise contracts	▨	▨	▨						
Plan and manage procurement	Determine procurement requirements				▨	▨	▨			
	Establish agreed procurement processes				▨	▨	▨			
	Conduct procurement process activities				▨	▨	▨			
	Implement contract				▨	▨	▨			
	Manage contract finalisation procedures				▨	▨	▨			
Support project procurement	Plan for procurement							▨	▨	▨
	Contribute to the selection of source							▨	▨	▨
	Supervise goods and services supply							▨	▨	▨
	Conduct finalisation activities							▨	▨	▨

UNIT TITLE	ELEMENT	Tick appropriate column.	RPD 1	2	3	RPM 1	2	3
UNIT 9 Integration								
Direct integration of multiple projects/programmes	Direct the management of integration processes		▨	▨	▨			
	Manage within the internal and external environments		▨	▨	▨			
	Manage integration throughout project life cycles		▨	▨	▨			
Plan and manage project integrative processes	Implement integration of the nine functions of project management					▨	▨	▨
	Coordinate internal and external environments					▨	▨	▨
	Implement project activities throughout life cycle					▨	▨	▨

ANALYSIS OF OUTCOMES

☐ If you have ticked primarily in the yellow areas then you may be well place to achieve MPD status

☐ If you have ticked primarily in the blue areas then you may be well place to achieve RPM status

☐ If you have ticked primarily in the green areas then you may be well place to achieve QPP status

Please consult with your RPL Assessor for a more considered analysis.