

Appendix (2/4)

Name of Candidate:

Date:

Organization:

Job:

Each Applicant (Level D) shall submit a Knowledge Self-Assessment Report Based on Bloom's Taxonomy

Score: Low (1) - High (6) - Click (✓) on the box which is suitable to your competence level

Competence Elements	Project KCIs (D-Level)	Knowledge Score: low (1) – High (6)					
		1. Perspective					
		1	2	3	4	5	6
4.3.1 Strategy	1. Align with Org. Mission & Vision						
	2. Identify opportunities						
	3. Ongoing validation of business						
	4. Determine, assess and review critical success factors						
	5. Determine, assess and review KPIs						
4.3.2 Governance, Structures & Processes	6. know the principals of project management and the way they are implemented						
	7. know and apply the principals of program management and the way they are implemented						
	8. know the principals of portfolio management and the way they are implemented						
	9. Supporting functions						
	10. Align the project with the organizations decision-making and reporting structures and quality requirements						
	11. Align the project with human resources processes and functions						
	12. Align the project with finance and control processes and functions						
4.3.3 Compliance, standards and regulations	13. Identify and ensure that the project complies with all relevant legislation						
	14. Identify and ensure that the project complies with all relevant health, safety, security and environmental regulations (HSSE)						
	15. Identify and ensure that the project complies with all relevant codes of conduct and professional regulations.						
	16. Identify and ensure that the project complies with relevant sustainability principals and objectives.						
	17. Assess, use and develop professional standards and tools for the project						
	18. Assess, benchmark and improve the organizational project management competence						
4.3.4 Power & Interest	19. Assess the personal ambitions and interests of others and potential impact of these on the project						
	20. Assess the informal influence of individuals and groups and its potential impact on the project						
	21. Assess the personalities and working styles of others and employ them to the benefit of the project						
4.3.5 Culture & Values	22. Assess the culture and values of society and their implications for the project						
	23. Align the project with the formal culture and corporate values of the coordinating organizations						
	24. Assess the informal culture and values of the organization and their implications for the project						
Project Perspective Score (Level D) (24 – 144)							
People Percentage = Score/144 x 100							

MPC
Knowledge Self – assessment sheet
(for a Project – Level D)

Competence Elements	Project KCIs (D-Level)	Knowledge Score: low (1) – High (6)					
	2. People	1	2	3	4	5	6
4.4.1 Self-reflection & Self- Management	1. Identify and reflect on the ways in which own values and experience affect the work						
	2. Build self-confidence on the basis of personal strengths and weakness						
	3. Identify and reflect on Personal motivation to set personal goals and keep focus.						
	4. Organize personal work depending on situation and own resources						
	5. Take responsibility for personal learning and development						
4.4.2 Personal Integrity & Reliability	6. Acknowledge and apply ethical values to all decisions and actions						
	7. Promote sustainability of outputs and outcomes						
	8. Take responsibility for own decisions and actions						
	9. Act, take decisions and communicate in consistent way						
4.4.3 Personal Communication	10. Complete tasks thoroughly in order to build confidence with others						
	11. Provide clear and structured information to others and verify their understanding						
	12. Facilitate and promote open communication						
	13. Choose communication styles and channels to meet the needs of the audience, situation and management level						
	14. Communicate effectively with virtual teams						
4.4.4 Relationships & Engagement	15. Employ humour and sense of perspective when appropriate						
	16. Initiate and develop personal and professional relationships						
	17. Build, facilitate and contribute to social network						
	18. Demonstrate empathy through listening, understanding and support						
	19. Show confidence and respect by encouraging others to share their opinions or concerns						
4.4.5 Leadership	20. Share own vision and goals in order to gain the engagement and commitment of others						
	21. Initiate actions and proactively offer help and advice						
	22. Take ownership and show commitment						
	23. Provide direction, coaching and mentoring to guide and improve the work of individuals and teams						
	24. Exert appropriate power and influence over others to achieve the goals						
4.4.6 Teamwork	25. Make, enforce and review decisions						
	26. Select and built the team						
	27. Promote cooperation and networking between team members						
	28. Support, facilitate and review the development of the team and its members						
	29. Empower teams by delegating tasks and responsibilities						
4.4.7 Conflict & Crisis	30. Recognize errors to facilitate learning from mistakes						
	31. Anticipate and possibly prevent conflicts and crises						
	32. Analyze the causes and consequences of conflicts and crises and select appropriate responses						
	33. Mediate and resolve conflicts and crises and/or their impacts						
	34. Identify and share learning from conflicts and crises in order to improve future practice.						

MPC
Knowledge Self – assessment sheet
(for a Project – Level D)

Competence Elements	Project KCIs (D-Level)	Knowledge Score: low (1) – High (6)					
	2. People (cont.)	1	2	3	4	5	6
4.4.8 Resource fullness	35. Stimulate and support an open and creative environment						
	36. Apply conceptual thinking to define situations and strategies						
	37. Apply analytic techniques to analyzing situations, financial and organizational data and trends						
	38. Promote and apply creative techniques to find alternatives and solutions						
	39. Promote a holistic view of the project and its context to improve decision-making						
4.4.9 Negotiation	40. Identify and analyze the interests of all parties involved in the negotiation						
	41. Develop and evaluate options and alternatives with the potential to meet the needs of all parties						
	42. Define a negotiation strategy in line with own objectives that is acceptable to all parties involved						
	43. Reach negotiation agreements with other parties that are in line with own objectives						
	35. Detect and exploit additional selling and acquisition possibilities						
4.4.10 Result Orientation	36. Evaluate all decisions and actions against their impact on project success and the objectives of the organization						
	37. Balance needs and means to optimize outcomes and success						
	38. Create and maintain a healthy, safe and productive working environment						
	39. Promote and “sell” the project, its processes and outcomes						
	40. Deliver results and get acceptance						
Project People Score (Level D) (40 – 240)							
People Percentage = Score/240 x 100							

Competence Elements	Project KCIs (D-Level)	Knowledge Score: low (1) – High (6)					
		3. Practice					
		1	2	3	4	5	6
4.5.1 Project Design	1. Acknowledge, prioritize and review success criteria						
	2. Review, apply and exchange lessons learned from and with other projects						
	3. Determine complexity and its consequences for the approach						
	4. Select and review the overall project management approach						
	5. Design the project execution architecture						
4.5.2 Requirements, Objectives & Benefits	6. Define and develop the project goal hierarchy						
	7. Identify and analyze the project stakeholder needs and requirements						
	8. Prioritize and decide on requirements and acceptance criteria						
4.5.3 Scope	9. Define the project deliverables						
	10. Structure the project scope						
	11. Define the work packages of the project						
	12. Establish and maintain scope configuration						
4.5.4 Time	13. Establish the activities required to deliver the project						
	14. Determine the work effort and duration of activities						
	15. Decide on schedule and stage approach						
	16. Sequence project activities and create a schedule						
	17. Monitor progress against schedule and make any necessary adjustments						
4.5.5 Organization & Information	18. Assess and determine the needs of stakeholders relating to information and documentation						
	19. Define the structure, roles and responsibilities within the project						
	20. Establish infrastructure, processes and systems for information flow						
	21. Implement, monitor and maintain the organization of the project						
4.5.6 Quality	22. Develop and monitor the implementation of and revise a quality management plan for the project						
	23. Review the project and its deliverables to ensure that they continue to meet the requirements of the Q.M. Plan						
	24. Verify the achievement of project quality objectives and recommend any necessary corrective and/or preventive actions						
	25. Plan and organize the validation of project outcomes						
	26. Ensure quality throughout the project						
4.5.7 Finance	27. Estimate project costs						
	28. Establish the project budget						
	29. Secure project funding						
	30. Develop, establish and maintain a financial management and reporting system for the project						
	31. Monitor project financials in order to identify and correct deviations from the project plan						

Knowledge Self – assessment sheet (for a Project – Level D) – continue

Competence Elements	Project KCIs (D-Level)	Knowledge Score: low (1) – High (6)					
		1. Practice					
		1	2	3	4	5	6
4.5.8 Resources	32. Develop strategic resource plan to deliver the project						
	33. Define the quality and quantity of resources required						
	34. Identify the potential sources of the resources and negotiate their acquisition						
	35. Allocate and distribute resources according to defined need						
	36. Evaluate resources usage and take any necessary corrective actions						
4.5.9 Procurement	37. Agree on procurement needs, options and processes						
	38. Contribute to the evaluation and selection of suppliers and partners						
	39. Contribute to the negotiation and agreement of contractual terms and conditions that meet project objectives.						
	40. Supervise the execution of contracts, address issues and seek redress where necessary						
4.5.10 Plan & Control	42. Start the project and develop and get agreement on the project management plan						
	43. Initiate and manage the transition to a new project phase						
	44. Control project performance against the project plan and take any necessary remedial actions						
	45. Report on project progress						
	46. Assess, get agreement on and implement project changes						
4.5.11 Risk & opportunities	47. Control and evaluate a phase or the project						
	48. Develop and implement a risk management framework						
	49. Identify risks and opportunities						
	50. Assess the probability and impact of risks and opportunities						
	51. Select strategies and implement response plan to address risks and opportunities						
4.5.12 Stakeholders	52. Evaluate and monitor risks, opportunities and implemented responses						
	53. Identify stakeholders and analyze their interests and influence						
	54. Develop and maintain a stakeholder strategy and communication plan						
	55. Engage with executive, sponsors and higher management to gain commitment and to manage interests and expectations						
	56. Engage with users, partners, suppliers and other stakeholders to gain their cooperation and commitment						
4.5.13 Change & transformation	57. Organize and maintain networks and alliances						
	58. Assess the adaptability to change of the organization						
	59. Identify change requirements and transformation opportunities						
	60. Develop change or transformation strategy						
	61. Implement change or transformation management strategy						
Practice People Score (Level D) (61 – 366)							
People Percentage = Score/366 x 100							