

Level 4 Associate Project Manager Skills Scan

This exercise is designed to check out which level of qualification is appropriate for you. Simply answer the questions using the descriptors here.

I don't do this at all - 0
 I do this occasionally - 1
 I do this regularly - 2
 This is my responsibility - 3

Occupational Profile:

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small. Every project needs to be managed to ensure its success, An associate project manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes.

Associate project managers need good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities. Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader. Some organisations use 'project manager' as a generic job title.

Enter your score here

Area	Required skills	
Project governance	Project monitoring and reporting cycle to track, assess and interpret performance	↓
	Apply monitoring techniques to analyse status and manage information	
Stakeholder and communications management	Manage stakeholders, taking account of their levels of influence and particular interests	
	Manage conflicts and negotiations	
	Communicate to a variety of different audiences	
	Contribute to negotiations relating to project objectives	
Budgeting and cost control	Develop and agree project budgets	
	Monitor forecast and actual costs against budget and control changes	
	Support funding submissions.	
	Track systems for actual costs, accruals and committed costs	
Business case	Contribute to the preparation or maintenance of a business case including achieving required outcomes	
Scope management	Determine the scope of a project, including assumptions, dependencies and constraints.	
	Control and manage changes to the scope of a project.	
Consolidated planning	Consolidate and document the fundamental components of projects	
	Monitor progress against the consolidated plan and refine as appropriate	

	Implement change control process where relevant	
Schedule management	Prepare and maintain schedules for activities aligned to project delivery	
Risk, and issue management	contribute to a risk management plan	
	Identify and monitor project risk or opportunity, plan and implement responses to them	
	Respond to and manage issues within a defined governance structure.	
Contract management and procurement	Facilitate a procurement process	
	Contribute to the definition of contractual agreements and contribute to managing a contract.	
Quality management	Develop a quality management plan	
	Manage project assurance, and contribute to peer reviews	
	Utilise an organisation's continual improvement process including lessons learned	
Resource management	Develop resource management plans for project activities	
	Acquire and manage resources	
	Monitor progress against plans.	

Totals:

3's	2's	1's	0's

Check your scores here

Where you have tended to score mainly threes and some twos, then this is most likely to be the correct level for you.

With a score of mainly 2s and some 1s or 0s, you should try out the questions or the next level up or down, as seems appropriate. To decide whether the level is up or down, look at scores of 0 or 1 and ask yourself why you gave that score – this should make it clear to you whether the level is too high or too low. Look for the level which gives the highest score – this is the most appropriate for you.

Where your score is mainly noughts and ones you are almost certainly a higher or lower level, so try out the appropriate questions to confirm this.

Please discuss with your assessor for further guidance.

Learner Signature and Date: _____

Assessor Signature and Date: _____

