

ACTION PLAN: PROJECT MANAGEMENT

Record your strengths and development needs in each area of project management. Then rate yourself in each area as either Novice, Intermediate, or Expert.

	Strengths	Development Needs	Rating
Defining the Scope			
Creating a Project Plan			
Team Formation			
Controlling the Project			
Team Management			
Measuring Success			

ACTION PLAN: PROJECT MANAGEMENT (cont.)

Identify one improvement goal in project management to accomplish within the next 3-4 months:

What impact will goal achievement have on you and your project?

What specific actions will you take to meet that goal?

Action	Target Date

ACTION PLAN: PROJECT MANAGEMENT (cont.)

List each project to which you are currently assigned. For each project, identify the next action to take and your target date for completing that action:

Project	Next Action	Target Date

What assistance, if any, do you need to complete your projects and/or to meet your development goal? Who will you request assistance from? When?

Assistance Needed	Who?	When?