

Legal Project Management Skills – Self Assessment

Please fill in this form by assessing your competence in each area listed and preferably provide summary evidence supporting your assessment for each skill.



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Competence Assessment – Project Planning	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Scoping – what the project covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Estimating – how long project tasks will take	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Scheduling Project Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Creating a Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Resource Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence supporting assessment					
Stakeholder Engagement and Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					

Competence Assessment – Project Delivery	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Quality Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Issue Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Change Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Schedule Management (managing work, and costs compared to original plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Adapting Project Controls for different matter types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					

Closing projects, including post project reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					

Use of tools and techniques supporting legal project management & process improvement	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Value Stream Mapping / Process Mapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Agile Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Project Management Templates (MS Office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Use of legal I.T (PMS, legal workflow and LPM software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Programme Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					

Developing organisational project maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					

Competence Assessment – Interpersonal Skills	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Effective communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Conflict Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					
Negotiating Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence supporting assessment					

Project Management Skills – Self Assessment



Please provide an overall assessment of your legal project management capability and what you would like to achieve in future.

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Overall assessment of my legal project management experience and capability:

What do I want / need to learn?	What will I do to achieve learning objectives?	What resources or support will I need?	What will be my success criteria?	Target dates for review and completion:

Name:

Date:

Position:
