

## 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.



[www.legalprojectmanagement.co.uk](http://www.legalprojectmanagement.co.uk)

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					

<b>Competence Assessment – Project Delivery</b>	<b>1 = Poor</b>	<b>2 = Fair</b>	<b>3 = Satisfactory</b>	<b>4 = Good</b>	<b>5 = Excellent</b>
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					

<b>Use of tools and techniques supporting legal project management &amp; process improvement</b>	<b>1 = Poor</b>	<b>2 = Fair</b>	<b>3 = Satisfactory</b>	<b>4 = Good</b>	<b>5 = Excellent</b>
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					

<b>Competence Assessment – Interpersonal Skills</b>	<b>1 = Poor</b>	<b>2 = Fair</b>	<b>3 = Satisfactory</b>	<b>4 = Good</b>	<b>5 = Excellent</b>
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					