

2021

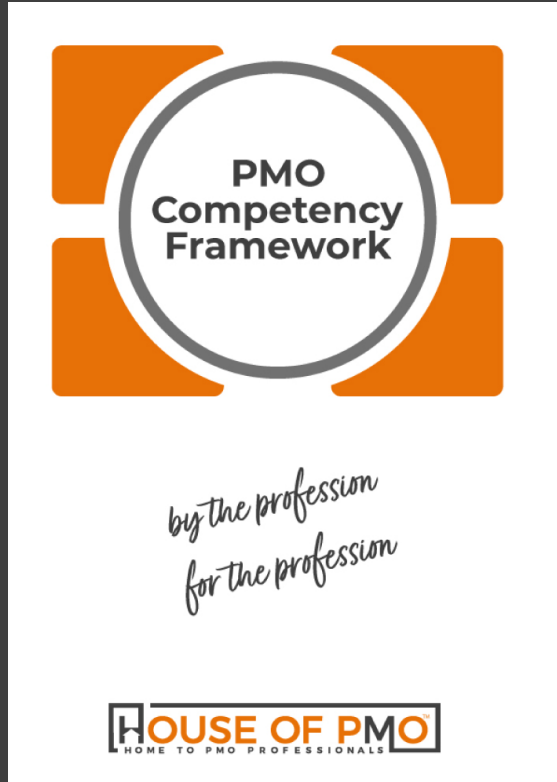
User Guide v1.0



House of PMO Self-Assessment User Guide



Getting Started



As part of your House of PMO membership you have access to carry out your PMO Competency Framework Self-Assessment online.

You should already have been given details on how to access the website – if not, contact: support@houseofpmo.com

Getting Started

You will be using a website called Comaea and accessing the House of PMO's own competency framework.

This guide has been put together to help you complete your assessment and get the most out of the online tool.



Getting Started

There are four parts to completing a self-assessment and you should set aside at least two hours when you complete the assessment for the first time.

You will be:

- Carrying out a full assessment against all the competences, knowledge, skills and behaviours OR
- You can carry out an assessment against role profile/s
- You should take time to really reflect on your experiences to date as you work through the assessment
- The assessment includes all the text from the PMO Competency Framework book for you to read as you go along
- Finally, you'll need to provide evidence to support your assessment.

Select

Choose to use a role profile as a starting point for your assessment or carry out the full assessment

Reflect

Take time to reflect on your career to date, thinking about the difference experiences you have.

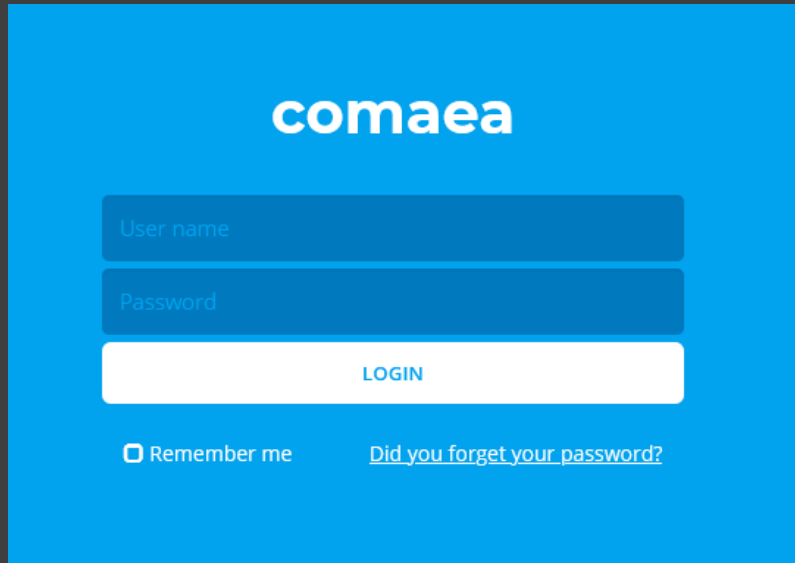
Assess

Set aside quiet time to work through the assessment, the first time should take a couple of hours.

Evidence

Gathering evidence to support your assessment is required, this is where most of your time for the assessment is taken up.

Accessing the Online Tool



comaea

User name

Password

LOGIN

Remember me [Did you forget your password?](#)

You will receive an email with your access details.

Logging in for the first time, you'll need to read and accept the disclaimer.

Contact us at support@houseofpmo.com if you need help gaining access.

Disclaimer

By continuing to use the **PMO Competency Framework** on the **Comaea Competency Management System**, I agree that my personal data and competencies will be recorded in order to be used for competence mapping and my personal development.

The information provided will be available to me, the House of PMO Limited and where applicable my organisation's management and in all cases only those who have legitimate access rights will be able to access my data. No personal information will be shared with 3rd Parties.

Terms of Use and Privacy Policy can be found on the House of PMO website at <https://houseofpmo.com/terms/>

If you need any help contact support@houseofpmo.com

Yes

No

Accessing the Online Tool

Logging in for the first time you'll see the home page and some tool tips which explain some of the most important tabs you need to know about.

Click through them and start to understand what is available.

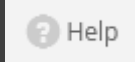
The screenshot shows the user interface of the House of PMO online tool. At the top, there is a navigation bar with the user's name 'Lindsay Scott', notification icons, and links for 'Home', 'My Competency', and 'My Actions'. A left-hand sidebar contains a 'Portfolio' section with links to 'All sections', 'Competency profile', 'Gap analysis', and 'Actions', and a 'Dashboard | Reports' section with a 'Start Page Text' checkbox. The main content area features the 'HOUSE OF PMO' logo and the text 'Home of PMO | Home to the PMO Professional'. Below this, there is a welcome message and a list of instructions. A tooltip with a red '1' icon is positioned over the first instruction, containing the text: 'Let's have a quick walk through the key elements of this screen. This is your HOME page.' with 'Skip', 'Back', and 'Next' buttons. To the right, there are four colored boxes labeled 'Select', 'Reflect', 'Assess', and 'Evidence', each with a brief description of the step. Below these is a section titled 'The PMO Competency Framework' with an image of a book and text explaining that the book is available for purchase and that the information icon can be used to access text from the book.

Accessing the Online Tool

The home screen can be reached at anytime by choosing Home on the top menu.

The instructions on this page will also remind you what to do without this user guide.

This user guide can also be accessed by clicking:



The screenshot shows the user interface of the House of PMO online tool. At the top, there is a navigation bar with the user's name "Lindsay Scott", a notifications bell icon with a red "0", a help icon, and a "Logout" button. Below this is a secondary navigation bar with "Home", "My Competency", and "My Actions" links. On the left side, there is a dark sidebar menu with options: "Portfolio" (with a minus sign), "Portfolio | All sections", "Portfolio | Competency profile", "Portfolio | Gap analysis", "Portfolio | Actions", "Dashboard | Reports" (with a minus sign), and "Start Page Text" (with a checked checkbox). The main content area features the "HOUSE OF PMO" logo and the tagline "HOME TO PMO PROFESSIONALS". Below the logo, it says "House of PMO | Home to the PMO Professional" and provides a welcome message. A section titled "INSTRUCTIONS" lists three steps: 1. Click on the "My Competency" link. 2. Click the "Add job profiles" button. 3. Carry out the self-assessment. A note mentions adding evidence in the comments box or Document Archive. On the right side, there are two callout boxes. The first, titled "Select", "Reflect", "Assess", and "Evidence", contains four colored boxes with instructions for each step. The second callout box, titled "The PMO Competency Framework", includes text about purchasing the book and a note to use the information icon, accompanied by an image of the book.

Completing the Full Assessment

My Competency

Click My Competency on the top menu and you'll see:

1

PMO Competency Framework 2021

2

To the right you'll see: PMO Competency Framework Complete

We will now complete a full assessment

The screenshot shows the 'My Competency' page in the House of PMO system. The top navigation bar includes 'Home', 'My Competency', and 'My Actions'. The user is identified as Lindsay Scott. The main content area displays a table with the following columns: GUIDE, SELF-ASSESSMENT LEVEL, EVIDENCE, UPDATED, and APPROVED. A single row is shown for 'PMO Competency Framework 2021', which is marked as 'Complete'. The status 'Complete' is highlighted with an orange circle labeled '2'. The row itself is highlighted with an orange circle labeled '1'. The left sidebar contains various navigation options such as 'Filter by', 'Sort by competency group', 'Time Travel', 'Tools', 'Portfolio', and 'Add or remove columns'. The bottom right corner of the page indicates 'POWERED BY COMAEA'.

Completing the Full Assessment

Reveal the full competency framework

Reveal the full PMO Competency Framework and you will see all four different contexts first – project, programme, portfolio and centre of excellence.


Choose one of the contexts to get started and reveal the next level. You can then choose other contexts and carry on until you've completed the full assessment.

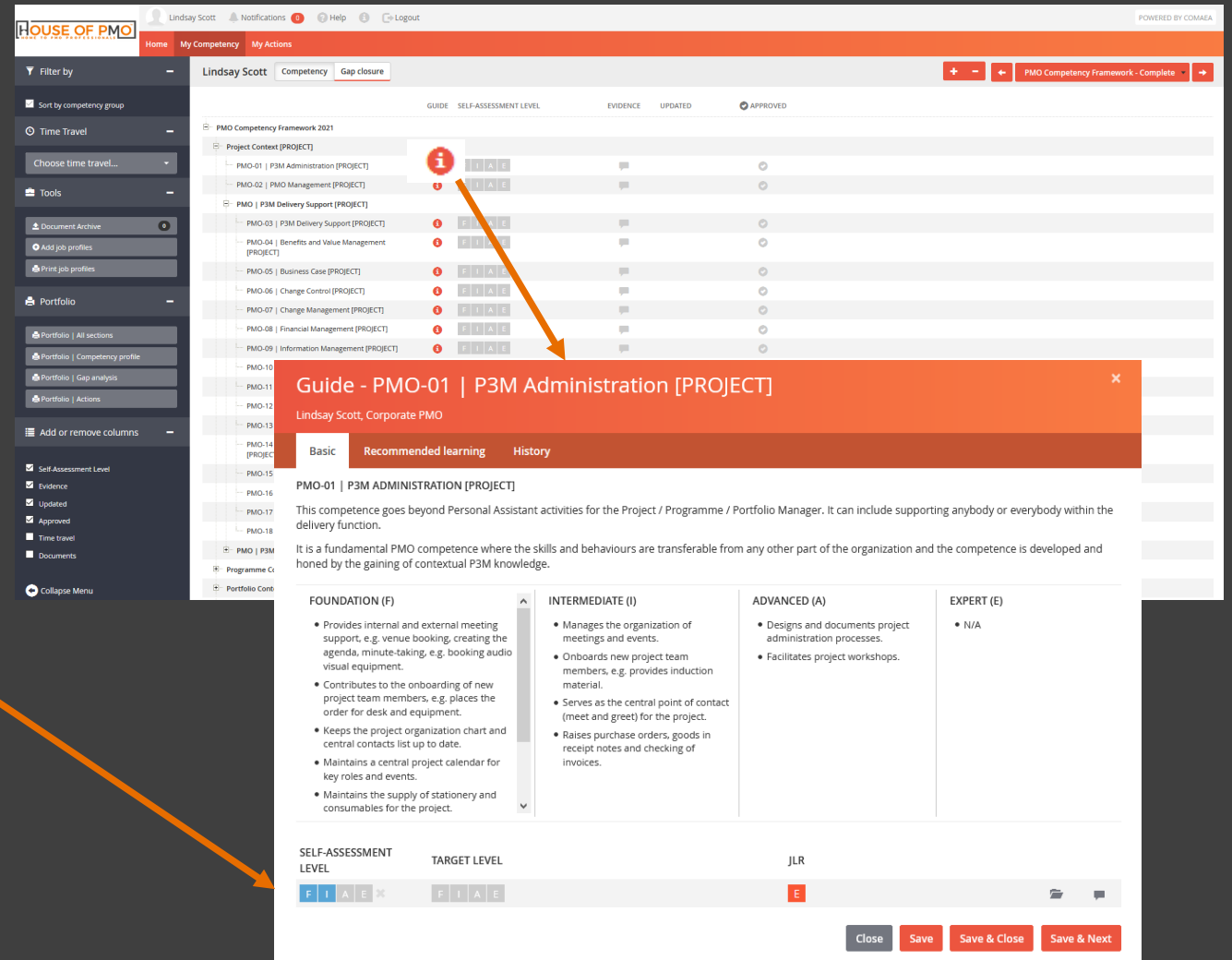
The screenshot displays the 'HOUSE OF PMO' web application interface. The top navigation bar shows the user 'Lindsay Scott' and navigation options like 'Home', 'My Competency', and 'My Actions'. The main content area is titled 'PMO Competency Framework 2021' and features a table with columns for 'GUIDE', 'SELF-ASSESSMENT LEVEL', 'EVIDENCE', 'UPDATED', and 'APPROVED'. The table lists 18 competency items under the 'Project Context [PROJECT]' section, each with a self-assessment level of 'F I A E'. A left-hand navigation menu includes options like 'Filter by', 'Sort by competency group', 'Time Travel', 'Tools', 'Portfolio', and 'Add or remove columns'. An orange callout box points to the 'Project Context [PROJECT]' section of the table.

	GUIDE	SELF-ASSESSMENT LEVEL	EVIDENCE	UPDATED	APPROVED
PMO Competency Framework 2021					
Project Context [PROJECT]					
PMO-01 P3M Administration [PROJECT]		F I A E			
PMO-02 PMO Management [PROJECT]		F I A E			
PMO P3M Delivery Support [PROJECT]					
PMO-03 P3M Delivery Support [PROJECT]		F I A E			
PMO-04 Benefits and Value Management [PROJECT]		F I A E			
PMO-05 Business Case [PROJECT]		F I A E			
PMO-06 Change Control [PROJECT]		F I A E			
PMO-07 Change Management [PROJECT]		F I A E			
PMO-08 Financial Management [PROJECT]		F I A E			
PMO-09 Information Management [PROJECT]		F I A E			
PMO-10 Issue Management [PROJECT]		F I A E			
PMO-11 Knowledge Management [PROJECT]		F I A E			
PMO-12 Planning and Scheduling [PROJECT]		F I A E			
PMO-13 Quality Management [PROJECT]		F I A E			
PMO-14 Reporting, Insights and Analysis [PROJECT]		F I A E			
PMO-15 Resource Management [PROJECT]		F I A E			
PMO-16 Risk Management [PROJECT]		F I A E			
PMO-17 Stakeholder Engagement [PROJECT]		F I A E			
PMO-18 Supplier Management [PROJECT]		F I A E			
PMO P3M Enabling [PROJECT]					
Programme Context [PROGRAMME]					
Portfolio Context [PORTFOLIO]					

Completing the Full Assessment

Steps to complete the full competency framework:

1. Start in the context that you are currently working within or have previous experience of.
2. Use the  to read the description of the competence and the indicators at the different levels.
3. Click Foundation (F), Intermediate (I), Advanced (A) or Expert (E) to indicate your level.
4. Keep a note of any evidence you feel supports your scoring (more on the next page)
5. Consider any documentation that may evidence your scoring (more on the next page)



The screenshot displays the 'HOUSE OF PMO' interface for user 'Lindsay Scott'. The main table shows a list of competencies under the 'PMO Competency Framework 2021'. An information popup is open for 'PMO-01 | P3M Administration [PROJECT]'. The popup contains the following content:

Guide - PMO-01 | P3M Administration [PROJECT]
Lindsay Scott, Corporate PMO

PMO-01 | P3M ADMINISTRATION [PROJECT]
This competence goes beyond Personal Assistant activities for the Project / Programme / Portfolio Manager. It can include supporting anybody or everybody within the delivery function.
It is a fundamental PMO competence where the skills and behaviours are transferable from any other part of the organization and the competence is developed and honed by the gaining of contextual P3M knowledge.

FOUNDATION (F)	INTERMEDIATE (I)	ADVANCED (A)	EXPERT (E)
<ul style="list-style-type: none">Provides internal and external meeting support, e.g. venue booking, creating the agenda, minute-taking, e.g. booking audio visual equipment.Contributes to the onboarding of new project team members, e.g. places the order for desk and equipment.Keeps the project organization chart and central contacts list up to date.Maintains a central project calendar for key roles and events.Maintains the supply of stationery and consumables for the project.	<ul style="list-style-type: none">Manages the organization of meetings and events.Onboards new project team members, e.g. provides induction material.Serves as the central point of contact (meet and greet) for the project.Raises purchase orders, goods in receipt notes and checking of invoices.	<ul style="list-style-type: none">Designs and documents project administration processes.Facilitates project workshops.	<ul style="list-style-type: none">N/A

SELF-ASSESSMENT LEVEL **TARGET LEVEL** JLR

F I A E X F I A E E

Buttons: Close, Save, Save & Close, Save & Next

Evidence and Documents

You should be able to provide evidence that supports the assessment level you chose.

There are two ways to do this:

1. Click the evidence tab and add your text.
2. Uploading a document which include a long description or something you created which demonstrates the competency.

Evidence and Documents will appear on your printed assessment.

The Evidence Tab

PMO Competency Framework 2021

GUIDE SELF-ASSESSMENT LEVEL EVIDENCE UPDATED APPROVED DOCUMENTS

Context	Evidence	Updated	Approved
Project Context [PROJECT]			
PMO-01 P3M Administration [PROJECT]	F I A E X		
PMO-02 PMO Management [PROJECT]	F I A E		
PMO P3M Delivery Support [PROJECT]			
PMO P3M Enabling [PROJECT]			
Programme Context [PROGRAMME]			
PMO-01 P3M Administration [PROGRAMME]	F I A E X	26 May 2021	✓
PMO-02 PMO Management [PROGRAMME]	F I A E		⊖
PMO P3M Delivery Support [PROGRAMME]			
PMO P3M Enabling [PROGRAMME]			
Portfolio Context [PORTFOLIO]			
Centre Of Excellence Context [COE]			

Evidence

Completed full onboarding for multiple staff across many projects

Save

Document Upload

Document archive

SELECT DOCUMENT CATEGORY

Competency

SELECT FILE TO UPLOAD

Browse... No file selected. Upload


Close

Full Knowledge, Skills and Behaviours

See the knowledge, skills and behaviours

Alongside the full competency assessment, you can also complete the full knowledge, skills and behaviours.

Choose the right-hand side drop down menu and choose Knowledge, Skills and Behaviours

Reveal each element using the  for more detail on each.

The assessment is a Yes or No with evidence/
document upload to support your assessment.

The screenshot displays the 'HOUSE OF PMO' web application interface. The user is logged in as 'Lindsay Scott'. The main navigation bar includes 'Home', 'My Competency', and 'My Actions'. The user is currently viewing the 'Competency' section for 'Lindsay Scott', specifically the 'Gap closure' tab. The interface features a left-hand sidebar with various filters and tools, including 'Filter by', 'Sort by competency group', 'Time Travel', 'Tools', 'Document Archive', 'Add job profiles', 'Print job profiles', 'Portfolio', and 'Add or remove columns'. The main content area shows a table with columns for 'GUIDE', 'SELF-ASSESSMENT LEVEL', 'EVIDENCE', 'UPDATED', and 'APPROVED'. The table is organized into sections: 'Knowledge, Skills and Behaviours', 'Knowledge', 'Skills', and 'Behaviours'. The 'Knowledge' section is expanded, showing a list of knowledge items with their respective self-assessment levels (Yes/No) and evidence status. A detailed view of the 'Knowledge, Skills and Behaviours' section is shown in the foreground, displaying a table with columns for 'GUIDE', 'SELF-ASSESSMENT LEVEL', 'EVIDENCE', 'UPDATED', 'APPROVED', and 'DOCUMENTS'. The table lists various knowledge items, such as 'Applications and tools of the organization...', 'Boundaries of authority and responsibilities...', 'Business operating model along with corporate metrics...', 'Change and Delivery methods and associated controls...', 'Content of the current portfolio...', 'Corporate language and communication, culture...', 'Corporate processes and procedures...', 'Corporate technical processes and procedures...', 'Corporate vision, strategic aims and strategy...', 'Job descriptions, role descriptions...', 'Organization, governance, assurance...', 'PSM and PMO theories and practice...', 'Professional standards and corporate norms...', 'Service management concepts and frameworks...', 'Skills, capabilities, and availability of people...', 'The organization's governance structure...', and 'Who to contact for what...'. Each item has a self-assessment level (Yes/No) and an evidence status (Yes/No).

Role Profile Assessment

The second way to carry out a self-assessment is against a role profile.

We recommend that you do carry out both.

1 To get started, choose Add Job Profile on the left-hand menu.

2 The box pops up to allow you to choose which job profiles you would like to add.

My Competency

The screenshot displays the 'House of PMO' web application interface. The user is logged in as Lindsay Scott. The main navigation bar includes 'Home', 'My Competency', and 'My Actions'. The 'My Competency' page is active, showing a table with columns for 'GUIDE', 'SELF-ASSESSMENT LEVEL', 'EVIDENCE', 'UPDATED', and 'APPROVED'. The table content is currently empty. A modal window titled 'Lindsay Scott' is open, showing the 'Job Profiles' section. The modal contains a search bar for job profiles, a dropdown menu for 'PROGRESSION' (set to 'Current'), and fields for 'FROM DATE' and 'TO DATE'. A table with columns for 'JOB PROFILE', 'PROGRESSION', 'FROM DATE', 'TO DATE', and 'COMMENTS' is visible. The modal also includes a 'Last updated by: ja' field and buttons for 'Cancel', 'Save', and 'Save & Close'. An orange arrow points from the 'My Competency' text to the 'My Competency' tab in the application. Two orange circles with numbers '1' and '2' are overlaid on the image: circle '1' points to the 'Add job profiles' option in the left-hand menu, and circle '2' points to the 'Add job profiles' button in the modal window.

Role Profile Assessment

You have a few options here which are great for supporting where you are now in your career and where you'd like to be.

Current Role

1

Choose a role profile which is closely aligned to the role you currently work within.

If you are not sure which role to choose you can select more than one.

In the progression column choose Current against the ones you've chosen.

The screenshot shows the 'HOUSE OF PMO' interface for user Lindsay Scott. The main content area displays 'Knowledge, Skills, and Behaviours' with tabs for GUIDE, SELF-ASSESSMENT LEVEL, EVIDENCE, UPDATED, and APPROVED. A modal window titled 'Lindsay Scott' is open, showing a 'Job Profiles' table. The table has columns for JOB PROFILE, PROGRESSION, FROM DATE, TO DATE, and COMMENTS. The first row is selected, and the progression is set to 'Current'. The table also includes a '+' icon for adding new profiles and a '-' icon for removing existing ones. The modal window also shows 'Last updated by: ja' and buttons for 'Cancel', 'Save', and 'Save & Close'.

JOB PROFILE	PROGRESSION	FROM DATE	TO DATE	COMMENTS
01. PMO Administrator [PROJECT]	Current			
21. PMO Administrator [PROGRAMME]	Career Step 1			
02. PMO Analyst [PROJECT]	Career Step 2			
32. PMO Analyst [PORTFOLIO]	Aspirational Role			

Role Profile Assessment

Career Steps

You can also choose roles based on where you're heading next in your career

Use the drop down to choose another role.

2

In the progression column choose Career Step 1 against the one you've chosen.

You can also add another and choose Career Step 2

The screenshot shows the 'House of PMO' interface for user Lindsay Scott. A modal window titled 'Lindsay Scott' is open, displaying 'Job Profiles'. The modal contains a table with the following data:

JOB PROFILE	PROGRESSION	FROM DATE	TO DATE	COMMENTS
01. PMO Administrator [PROJECT]	Current			
21. PMO Administrator [PROGRAMME]	Career Step 1			
02. PMO Analyst [PROJECT]	Career Step 2			
32. PMO Analyst [PORTFOLIO]	Aspirational Role			

A red circle with the number '2' is positioned over the 'PROGRESSION' column of the first row. The modal also includes a 'Last updated by: ja' label and buttons for 'Cancel', 'Save', and 'Save & Close'.

Role Profile Assessment

Aspirational

Finally, you can choose a role which could be five or ten years away for you

3 Use the drop down to choose another role.

In the progression column choose Aspirational Role against the one you've chosen.

The screenshot shows the 'House of PMO' interface for user Lindsay Scott. A modal window titled 'Lindsay Scott' is open, displaying 'Job Profiles'. The table below shows the available roles and their progression status:

JOB PROFILE	PROGRESSION	FROM DATE	TO DATE	COMMENTS
01. PMO Administrator [PROJECT]	Current			
21. PMO Administrator [PROGRAMME]	Career Step 1			
02. PMO Analyst [PROJECT]	Career Step 2			
32. PMO Analyst [PORTFOLIO]	Aspirational Role			

The 'Aspirational Role' option is highlighted with a red circle and the number '3'. The modal also includes 'Cancel', 'Save', and 'Save & Close' buttons at the bottom right.

Role Profile Assessment

Role Profiles Listed

Having selected your roles, the 'My Competency' tab will allow you to review the relevant Competence, Knowledge, Skills and Behaviours against your selected role

1 The drop-down menu on the right-hand side shows you which role profile you are viewing.

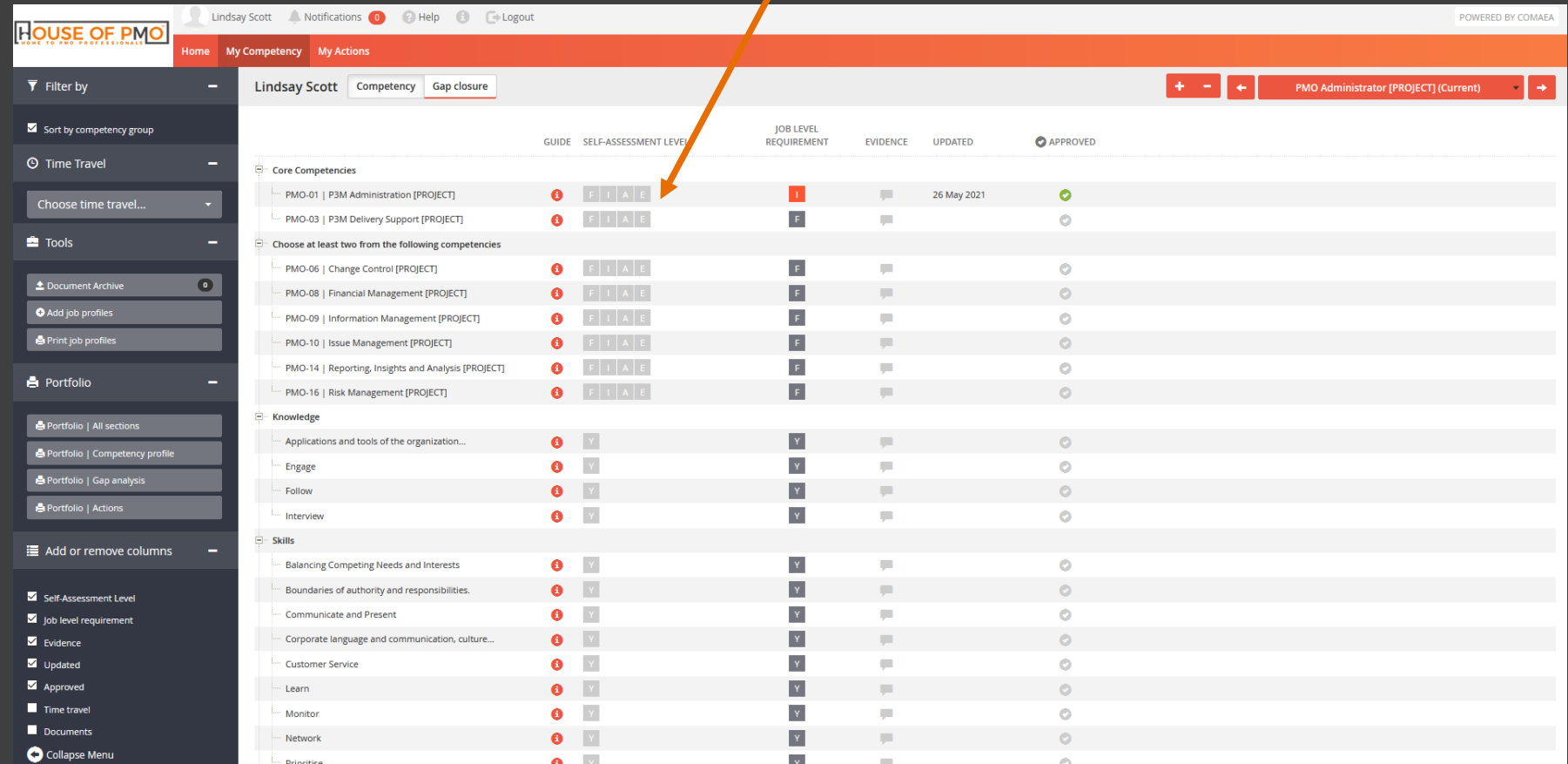
	GUIDE	SELF-ASSESSMENT LEVEL	JOB LEVEL REQUIREMENT	EVIDENCE	UPDATED	APPROVED
Core Competencies						
PMO-01 P3M Administration [PROJECT]	i	F I A E	F		26 May 2021	✓
PMO-03 P3M Delivery Support [PROJECT]	i	F I A E	F			⊙
Choose at least two from the following competencies						
PMO-06 Change Control [PROJECT]	i	F I A E	F			⊙
PMO-08 Financial Management [PROJECT]	i	F I A E	F			⊙
PMO-09 Information Management [PROJECT]	i	F I A E	F			⊙
PMO-10 Issue Management [PROJECT]	i	F I A E	F			⊙
PMO-14 Reporting, Insights and Analysis [PROJECT]	i	F I A E	F			⊙
PMO-16 Risk Management [PROJECT]	i	F I A E	F			⊙
Knowledge						
Applications and tools of the organization...	i	Y	Y			⊙
Engage	i	Y	Y			⊙
Follow	i	Y	Y			⊙
Interview	i	Y	Y			⊙
Skills						
Balancing Competing Needs and Interests	i	Y	Y			⊙
Boundaries of authority and responsibilities.	i	Y	Y			⊙
Communicate and Present	i	Y	Y			⊙
Corporate language and communication, culture...	i	Y	Y			⊙
Customer Service	i	Y	Y			⊙
Learn	i	Y	Y			⊙
Monitor	i	Y	Y			⊙
Network	i	Y	Y			⊙
Prioritise	i	Y	Y			⊙

The Quick Role Profile Assessment

To score yourself against each competency, you can do this in two ways:

In the Self-Assessment Levels column, just click the level you think you are at (this quick way is great if you have the book)


Then provide the evidence now or complete that part later.



The screenshot displays the 'HOUSE OF PMO' interface for user Lindsay Scott. The main content area shows a table of competencies with columns for GUIDE, SELF-ASSESSMENT LEVEL, JOB LEVEL REQUIREMENT, EVIDENCE, UPDATED, and APPROVED. The table is organized into sections: Core Competencies, Choose at least two from the following competencies, Knowledge, and Skills. An orange callout bubble with the number '1' and an arrow points to the 'SELF-ASSESSMENT LEVEL' column, highlighting the 'F I A E' buttons for the 'PMO-01 | P3M Administration [PROJECT]' competency.

	GUIDE	SELF-ASSESSMENT LEVEL	JOB LEVEL REQUIREMENT	EVIDENCE	UPDATED	APPROVED
Core Competencies						
PMO-01 P3M Administration [PROJECT]	1	F I A E	1		26 May 2021	✓
PMO-03 P3M Delivery Support [PROJECT]	1	F I A E	F			✓
Choose at least two from the following competencies						
PMO-06 Change Control [PROJECT]	1	F I A E	F			✓
PMO-08 Financial Management [PROJECT]	1	F I A E	F			✓
PMO-09 Information Management [PROJECT]	1	F I A E	F			✓
PMO-10 Issue Management [PROJECT]	1	F I A E	F			✓
PMO-14 Reporting, Insights and Analysis [PROJECT]	1	F I A E	F			✓
PMO-16 Risk Management [PROJECT]	1	F I A E	F			✓
Knowledge						
Applications and tools of the organization...	1	Y	Y			✓
Engage	1	Y	Y			✓
Follow	1	Y	Y			✓
Interview	1	Y	Y			✓
Skills						
Balancing Competing Needs and Interests	1	Y	Y			✓
Boundaries of authority and responsibilities.	1	Y	Y			✓
Communicate and Present	1	Y	Y			✓
Corporate language and communication, culture...	1	Y	Y			✓
Customer Service	1	Y	Y			✓
Learn	1	Y	Y			✓
Monitor	1	Y	Y			✓
Network	1	Y	Y			✓
Prioritise	1	Y	Y			✓

The Detailed Role Profile Assessment

You can also complete the scoring by using the  tab.

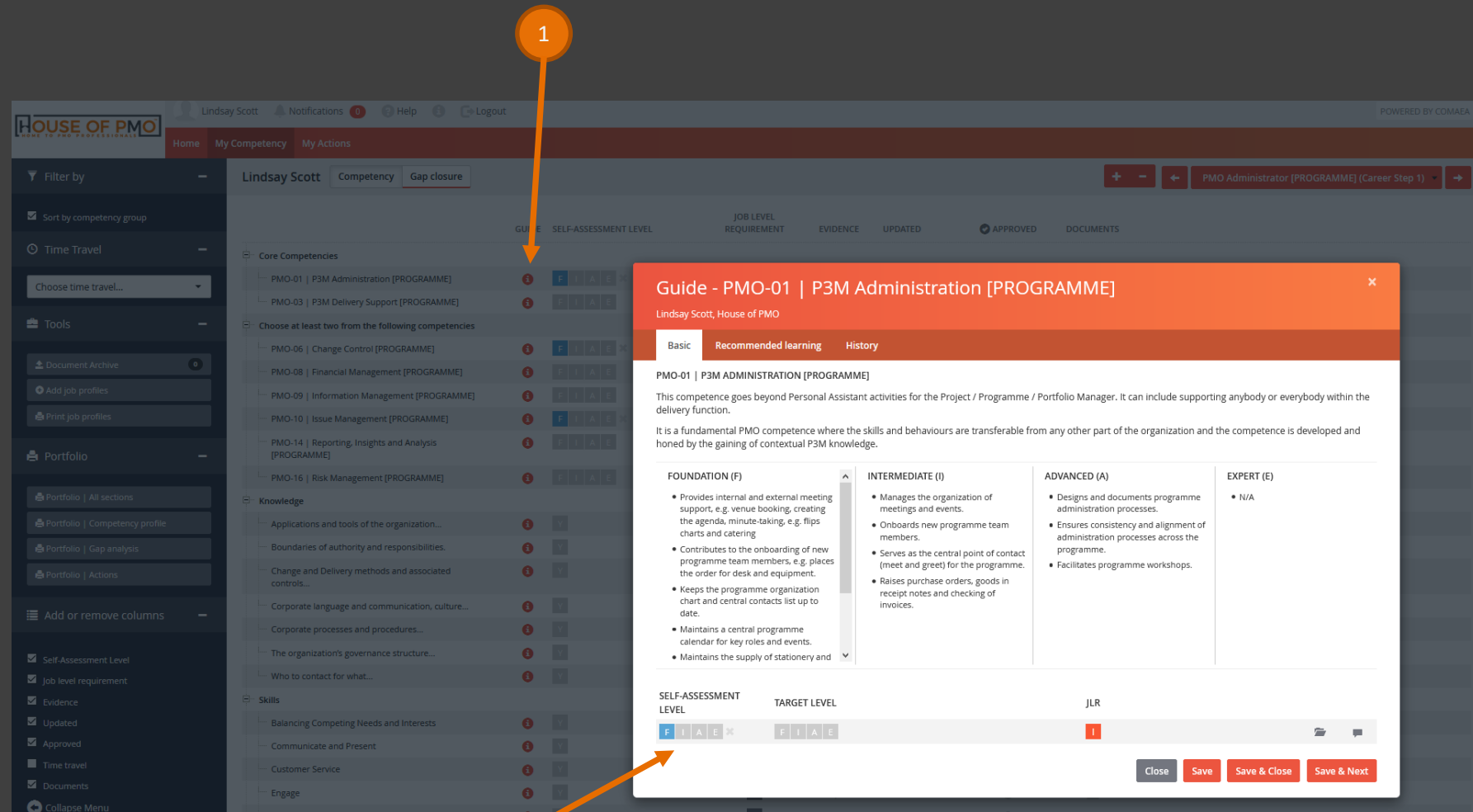
1

Click the info tab to bring up the details for the competency.

2

Read through the indicator information and then score yourself at the bottom.

Save & Close, then add the Evidence.



The screenshot displays the 'HOUSE OF PMO' interface. The main view shows a list of competencies for 'Lindsay Scott' under the 'My Competency' tab. A modal window titled 'Guide - PMO-01 | P3M Administration [PROGRAMME]' is open, showing details for the selected competency. The modal includes a 'Basic' tab with a description and a table of levels. The 'SELF-ASSESSMENT LEVEL' field is currently set to 'I' (Intermediate), and the 'TARGET LEVEL' is also 'I'. The 'JLR' field is empty. At the bottom of the modal, there are buttons for 'Close', 'Save', 'Save & Close', and 'Save & Next'.

FOUNDATION (F)	INTERMEDIATE (I)	ADVANCED (A)	EXPERT (E)
<ul style="list-style-type: none">Provides internal and external meeting support, e.g. venue booking, creating the agenda, minute-taking, e.g. flips charts and cateringContributes to the onboarding of new programme team members, e.g. places the order for desk and equipment.Keeps the programme organization chart and central contacts list up to date.Maintains a central programme calendar for key roles and events.Maintains the supply of stationery and	<ul style="list-style-type: none">Manages the organization of meetings and events.Onboards new programme team members.Serves as the central point of contact (meet and greet) for the programme.Raises purchase orders, goods in receipt notes and checking of invoices.	<ul style="list-style-type: none">Designs and documents programme administration processes.Ensures consistency and alignment of administration processes across the programme.Facilitates programme workshops.	<ul style="list-style-type: none">N/A

2

Gap Closure

Once you have completed your self-assessment, you can look at Gap Closure.

You can use Gap Closure against each of the role profiles you have previously selected.

On this screen you can quickly see where there may be gaps between your current self-assessment and the role profiles you've chosen for Current Role, Career Steps and Aspirational.

Gap Closure

Different Roles

Current Assessment Level

Competency Level Required for the Role

	GUIDE	SELF-ASSESSMENT LEVEL	TARGET LEVEL	JOB LEVEL REQUIREMENT	INDIVIDUAL DEVELOPMENT PLAN	EVIDENCE	UPDATED	APPROVED	DOCUMENTS
Core Competencies									
PMO-01 P3M Administration [PROJECT]	1	F I A E	F I A E	A			26 May 2021	✓	
PMO-03 P3M Delivery Support [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-19 Assurance [PROJECT]	1	F I A E	F I A E	I			1 Jun 2021	✓	
PMO-22 Delivery Methods [PROJECT]	1	F I A E	F I A E	I			1 Jun 2021	✓	
PMO-23 Governance Frameworks [PROJECT]	1	F I A E	F I A E	I			1 Jun 2021	✓	
PMO-24 PM3 Tools [PROJECT]	1	F I A E	F I A E	I			1 Jun 2021	✓	
Choose at least five from the following competencies									
PMO-04 Benefits and Value Management [PROJECT]	1	F I A E	F I A E	I			1 Jun 2021	✓	
PMO-05 Business Case [PROJECT]	1	F I A E	F I A E	I			1 Jun 2021	✓	
PMO-06 Change Control [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-07 Change Management [PROJECT]	1	F I A E	F I A E	I				○	
PMO-08 Financial Management [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-09 Information Management [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-10 Issue Management [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-11 Knowledge Management [PROJECT]	1	F I A E	F I A E	I				○	
PMO-12 Planning and Scheduling [PROJECT]	1	F I A E	F I A E	I				○	
PMO-13 Quality Management [PROJECT]	1	F I A E	F I A E	I				○	
PMO-14 Reporting, Insights and Analysis [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-15 Resource Management [PROJECT]	1	F I A E	F I A E	I				○	
PMO-16 Risk Management [PROJECT]	1	F I A E	F I A E	I			26 May 2021	✓	
PMO-17 Stakeholder Engagement [PROJECT]	1	F I A E	F I A E	I				○	
PMO-18 Supplier Management [PROJECT]	1	F I A E	F I A E	I				○	
Knowledge									

Reporting

Now you've completed your competency assessment, you might want to print out some details to show your manager or take to a performance review.

1 The portfolio section on the left-hand side lets you choose which report you'd like to produce.

2 Start with your Current role.

HOUSE OF PMO
HOME TO PMO PROFESSIONALS

Melissa Roden Notifications 0 Help Logout My View My Employees Administrator View POWERED BY COMAEA

Home My Competency My Actions

Choose time travel...

Tools

- Document Archive 0
- Add job profiles
- Print job profiles

Portfolio 1

- Portfolio | All sections
- Portfolio | Competency profile
- Portfolio | Gap analysis
- Portfolio | Actions

Add or remove columns

- Self-Assessment Level
- Collapse Menu

Melissa Roden Competency Gap closure

PMO Analyst [PROJECT] (Current)

	GUIDE	SELF-ASSESSMENT LEVEL	JOB LEVEL REQUIREMENT	EVIDENCE	UPDATED
Core Competencies					
PMO-01 P3M Administration [PROJECT]	i	F I A E x	A		18 Mar 2021
PMO-03 P3M Delivery Support [PROJECT]	i	F I A E x	I		17 Mar 2021
PMO-19 Assurance [PROJECT]	i	F I A E x	I		18 Mar 2021
PMO-22 Delivery Methods [PROJECT]	i	F I A E x	I		18 Mar 2021
PMO-23 Governance Frameworks [PROJECT]	i	F I A E x	I		18 Mar 2021
PMO-24 PM3 Tools [PROJECT]	i	F I A E x	I		18 Mar 2021
Choose at least five from the following competencies					
PMO-04 Benefits and Value Management [PROJECT]	i	F I A E x	I		18 Mar 2021
PMO-05 Business Case [PROJECT]	i	F I A E x	I		18 Mar 2021
PMO-06 Change Control [PROJECT]	i	F I A E x	I		19 May 2021
PMO-07 Change Management [PROJECT]	i	F I A E x	I		18 Mar 2021
PMO-08 Financial Management [PROJECT]	i	F I A E x	I		19 May 2021
PMO-09 Information Management [PROJECT]	i	F I A E x	I		28 May 2021

Report Options

Portfolio

Here's a view of the complete report. It contains an overall view of all your job roles, spider diagrams and in-depth gap analysis for all your completed competencies.

1 You can print this report by clicking on the top right.

2 You can also toggle which sections are shown using the sliders in the top middle.

Job Profile Summary

COMPETENCE GROUP	NO. OF COMPETENCIES	JOB PROFILE COMPLIANCE
Core Competencies	8	77%
Choose at least five from the following competencies	15	87%
Knowledge	9	100%
Skills	17	68%
Behaviour	12	75%
OVERALL	59	81%

Gap Analysis

Spider Chart

02. PMO Analyst [PROJECT] | Core Competencies [Current]

Legend: ● Current level, ● Required level

What Next?

You should aim to complete a self-assessment at least once a quarter.

A good time to think about your self-assessment is when:

- Performing a new task or activity at work
- Before and after a performance review
- When starting or finishing a new project or programme
- When looking for promotion or just gaining it.
- When starting or ending a period of employment

Remember to keep records and documents which can be used for Evidence.

Select

Choose to use a role profile as a starting point for your assessment or carry out the full assessment

Reflect

Take time to reflect on your career to date, thinking about the different experiences you have.

Assess

Set aside quiet time to work through the assessment, the first time should take a couple of hours.

Evidence

Gathering evidence to support your assessment is required, this is where most of your time for the assessment is taken up.

Manager Functions: For Corporate Members

Manager Functions

If you are set up as a manager, there are some additional tools that you can use to view and report on your team's competency assessments.

1 You can access these by clicking on the 'My Employees' button at the top.

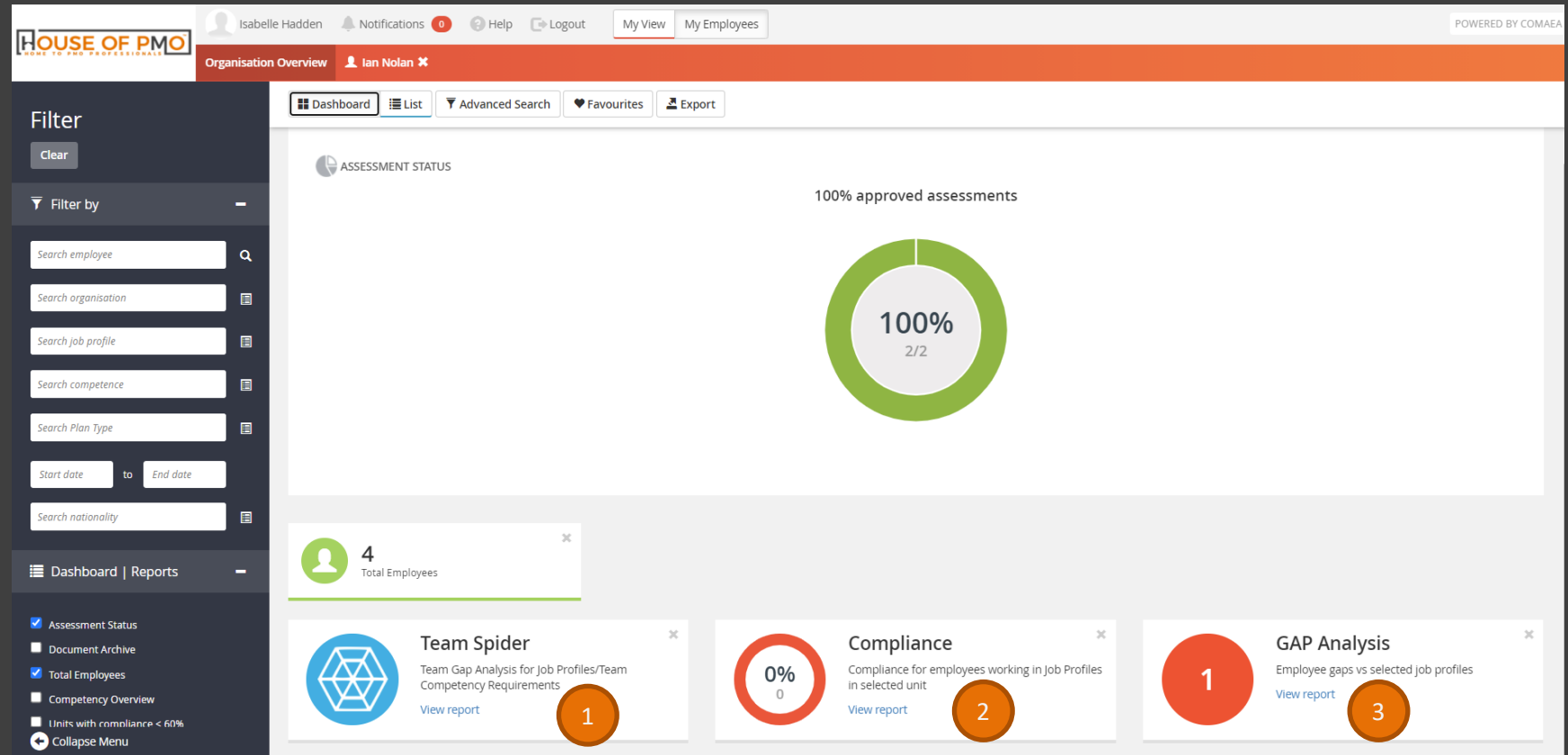
2 You will enter the Dashboard page automatically

The screenshot displays the 'HOUSE OF PMO' dashboard interface. At the top, the user 'Isabelle Hadden' is logged in, with a 'My Employees' button highlighted by a red circle labeled '1'. Below the navigation bar, the 'Organisation Overview' for 'Ian Nolan' is shown. A sidebar on the left contains a 'Filter' section with search fields for employee, organisation, job profile, competence, and plan type, along with date and nationality filters. A 'Dashboard | Reports' menu is also visible. The main content area features an 'ASSESSMENT STATUS' section with a green donut chart showing '100% approved assessments' (2/2). Below this, there are three summary cards: '4 Total Employees', 'Team Spider' (Team Gap Analysis for Job Profiles/Team Competency Requirements), 'Compliance' (0% compliance for employees in selected unit), and 'GAP Analysis' (1 employee gap vs selected job profiles). A red circle labeled '2' points to the 'Dashboard' button in the top navigation bar.

Dashboard

From the Dashboard there are several different reports you can generate.

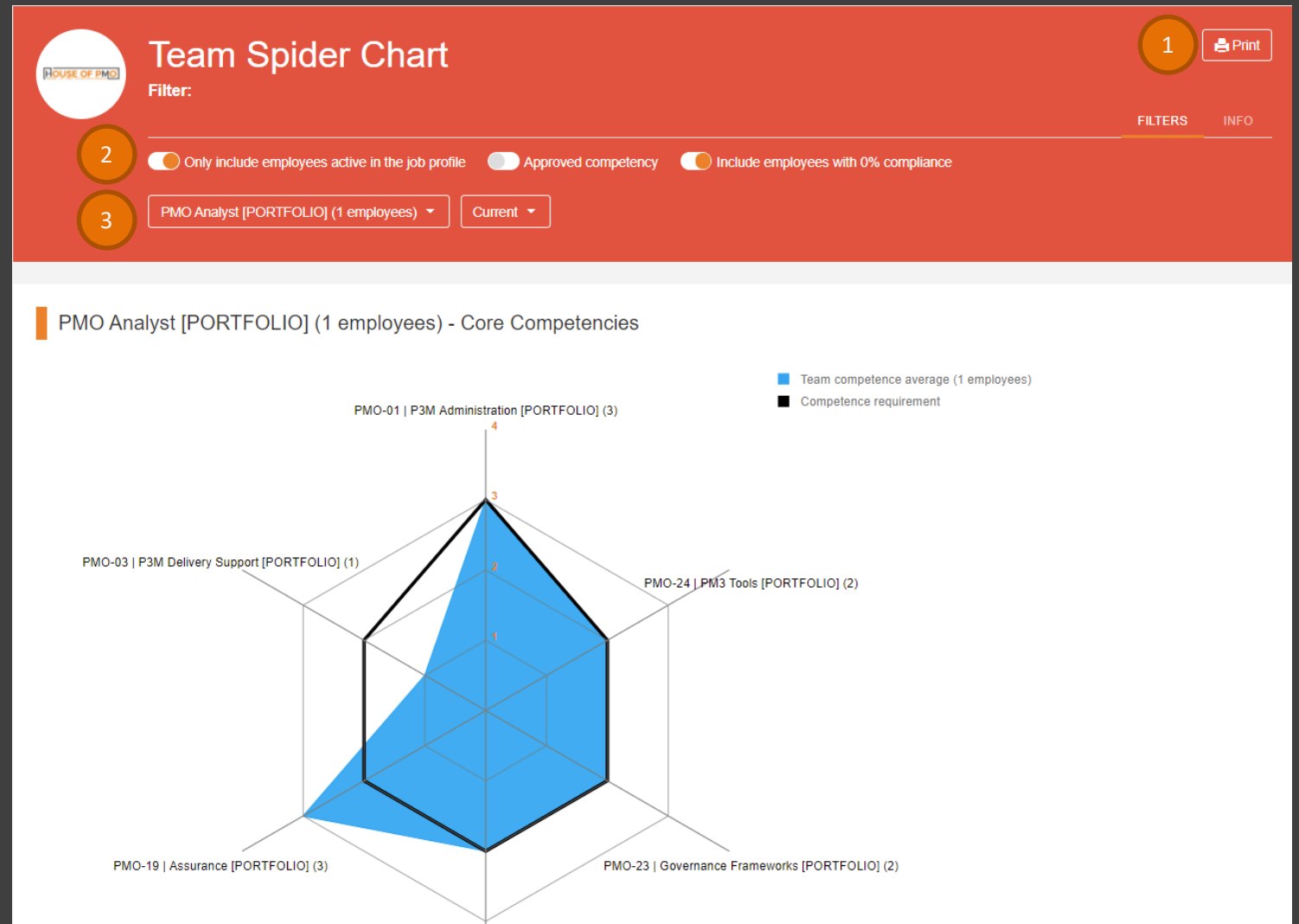
- 1 Team Spider
- 2 Compliance
- 3 GAP Analysis



1. Team Spider

The Team Spider Chart shows the spread of your employee's competences.

- 1 You can print the report from the button on the top left.
- 2 You can toggle some report settings to change the information shown.
- 3 You can use the drop-down box to change the job role currently being shown.



2. Compliance

The Compliance report shows the level of completion for each employee's competency assessment.

- 1 You can print the report from the button on the top left.
- 2 You can toggle some report settings to change the information shown.
- 3 You can use the drop-down box to change the job role currently being shown.

Compliance 1 Print

Filter:

2 Approved competency Group by organisation Include employees with 0% compliance

3 Select a job profile

JOB PROFILE	EMPLOYEES IN JOB PROFILE	JOB PROFILE COMPLIANCE
PMO Administrator [PORTFOLIO]	2	75%
PMO Analyst [PORTFOLIO]	1	88%
PMO Manager [PORTFOLIO]	1	96%

COMPLIANCE 84% **JOB PROFILES** 3 **EMPLOYEES** 4

NAME	UNIT	STATE	JOB PROFILE COMPLIANCE
▼ PMO Administrator [PORTFOLIO] 2 Employees			
Ian Nolan	Corporate PMO	Current	79%
Geraldine Warner	Corporate PMO	Current	71%
			75%
▼ PMO Analyst [PORTFOLIO] 1 Employees			
Richard Moss	Corporate PMO	Current	88%
			88%
▼ PMO Manager [PORTFOLIO] 1 Employees			

3. Compliance

The Compliance report shows the level of completion for each employee's competency assessment.

- 1 You can export or print the report from the top left.
- 2 You can toggle some report settings to change the information shown.
- 3 You can use the drop-down box to change the job role currently being shown.

Gap Analysis

Filter:

1 Export to Print

2 Include only Approved competency Sort by competency group Include employees with 0% compliance

3 Total gaps for all job profiles Current

Total gaps for all job profiles

COMPETENCY	F	I	A	E	PEOPLE WITH GAPS	F	I	A	E
▼ Portfolio Context [PORTFOLIO]									
PMO-01 P3M Administration [PORTFOLIO]		1	0	0	1	0	1	0	0
▼ PMO P3M Delivery Support [PORTFOLIO]									
PMO-03 P3M Delivery Support [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-04 Benefits and Value Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-06 Change Control [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-07 Change Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-08 Financial Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-09 Information Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-11 Knowledge Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-12 Planning and Scheduling [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-15 Resource Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-16 Risk Management [PORTFOLIO]		1	0	0	1	0	1	0	0
PMO-17 Stakeholder Engagement [PORTFOLIO]		1	0	0	1	0	1	0	0
▼ PMO P3M Enabling [PORTFOLIO]									
PMO-21 Capacity Management [PORTFOLIO]		1	0	0	1	0	1	0	0

List

To see your individual employees in more detail. You can use the list view.

1 You can switch to the list view at the top of the page.

2 You can click on each employee's name to see their assessments.

The screenshot shows the 'House of PMO' web application interface. At the top, there is a navigation bar with the user's name 'Isabelle Hadden', a notification bell with a red '0', and links for 'Help', 'Logout', 'My View', and 'My Employees'. Below this is a secondary navigation bar with 'Organisation Overview', 'Geraldine Warner', and 'Ian Nolan'. The main content area is titled 'Employees' and has a 'List' view selected. A sidebar on the left contains a 'Filter' section with a 'Clear' button and several search filters: 'Search employee', 'Search organisation', 'Search job profile', 'Search competence', 'Search Plan Type', 'Start date to End date', and 'Search nationality'. Below the filters is an 'Add or remove columns' section with checkboxes for 'Unit', 'Email', 'Position', 'Number of competencies', 'Percentage of approved competencies', and 'Collapse Menu'. The main table displays the following data:

Employees	Unit	Email	Position	#	✓	⊙
Geraldine Warner	Corporate PMO	corp_02@hopmo.test.com	PMO Administrator	31	✓	0
Ian Nolan	Corporate PMO	corp_03@hopmo.test.com	PMO Administrator	53	✓	0
Isabelle Hadden	Corporate PMO	corppmomanager@hopmo.test.com	Portfolio PMO Manager	8	✓	0
Richard Moss	Corporate PMO	corp_01@hopmo.test.com	PMO Analyst	79	✓	8

At the bottom of the table, it says '4 Results Found'.

Employee View

Once you've clicked on an employee you can see their assessment.

1 If you have clicked on multiple employees you can switch between them on the top bar.

2 You can add evidence and documents to the assessments to support each competency.

3 You can sort by job role and print reports just like on your own assessment.

The screenshot displays the 'Employee View' for Ian Nolan. The interface includes a top navigation bar with user information (Isabelle Hadden), notifications, help, and logout options. Below this, there's a sub-navigation bar for 'My Employees' with a dropdown menu showing 'Geraldine Warner' and 'Ian Nolan' (selected). A '1' callout points to this dropdown. The main content area shows a table of competencies for Ian Nolan, with columns for 'GUIDE', 'SELF-ASSESSMENT LEVEL', 'JOB LEVEL REQUIREMENT', 'EVIDENCE', 'UPDATED', 'APPROVED', and 'DOCUMENTS'. A '2' callout points to the 'EVIDENCE' and 'DOCUMENTS' columns. On the left, a sidebar menu is visible with sections for 'Status', 'Tools' (Document Archive, Add job profiles, Print job profiles), 'Portfolio' (All sections, Competency profile, Gap analysis, Actions), and 'Add or remove columns' (Self-Assessment Level, Job level requirement, Evidence, Updated, Approved, Documents, Collapse Menu). A '3' callout points to the 'Add or remove columns' section. The table lists various competencies such as 'Core Competencies' (PMO-01, PMO-03, PMO-06, PMO-08, PMO-09, PMO-10, PMO-14, PMO-16), 'Knowledge' (Applications and tools of the organization..., Boundaries of authority and responsibilities..., Change and Delivery methods and associated controls..., Corporate language and communication, culture..., Corporate processes and procedures..., The organization's governance structure..., Who to contact for what...), and 'Skills' (Balancing Competing Needs and Interests).

Need Help?

Contact Us:

support@houseofpmo.com



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