PMO
Competency
Framework

by the profession
for the profession

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House of PMO Self-Assessment User Guide

comaea
competency made easy

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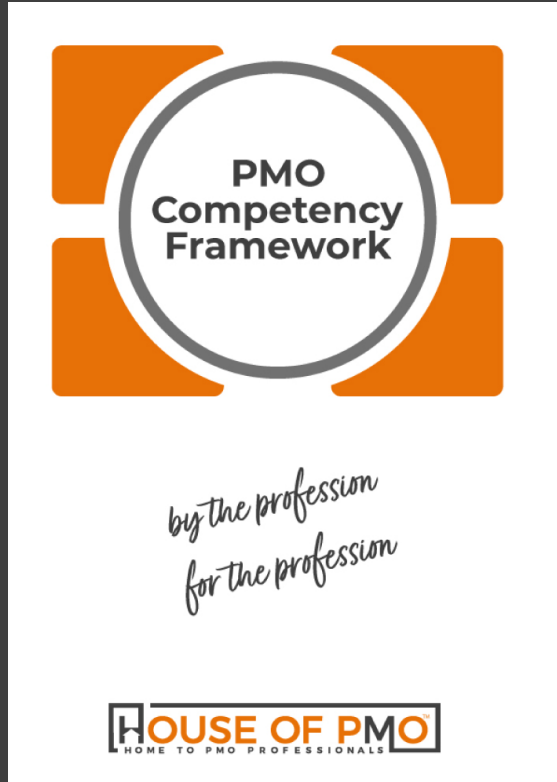
As part of your House of PMO membership you have access to carry out your PMO Competency Framework Self-Assessment online.

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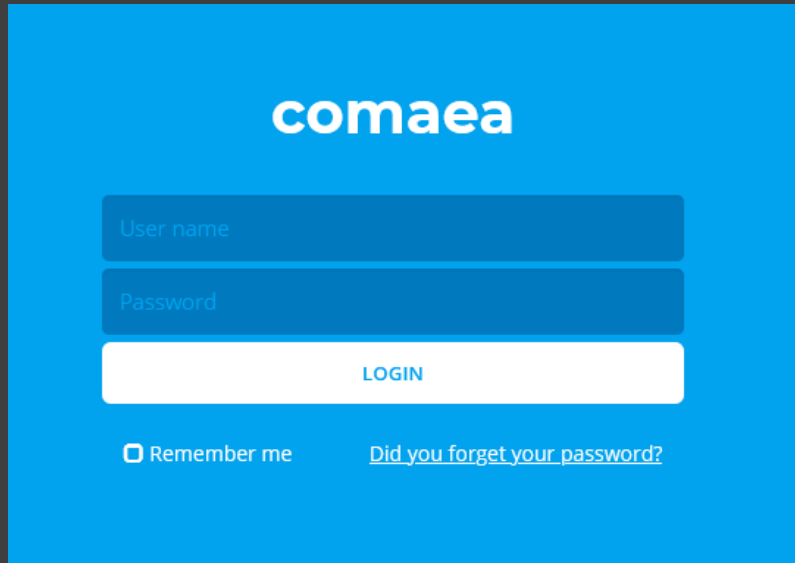
Assess
Set aside quiet time to work through the assessment, the first time should take a couple of hours.

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   <u>Did you forget your password?</u>

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 <u>support@houseofpmo.com</u> 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.

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:

Completing the Full Assessment

My Competency

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

1 **PMO Competency Framework 2021**

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

We will now complete a full assessment

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Completing the Full Assessment

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.

Reveal the full competency framework

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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)

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

Document Upload

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.

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.

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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

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.

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.

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

You can also add another and choose Career Step 2

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.

Role Profile Assessment

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

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

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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.

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The Detailed Role Profile Assessment

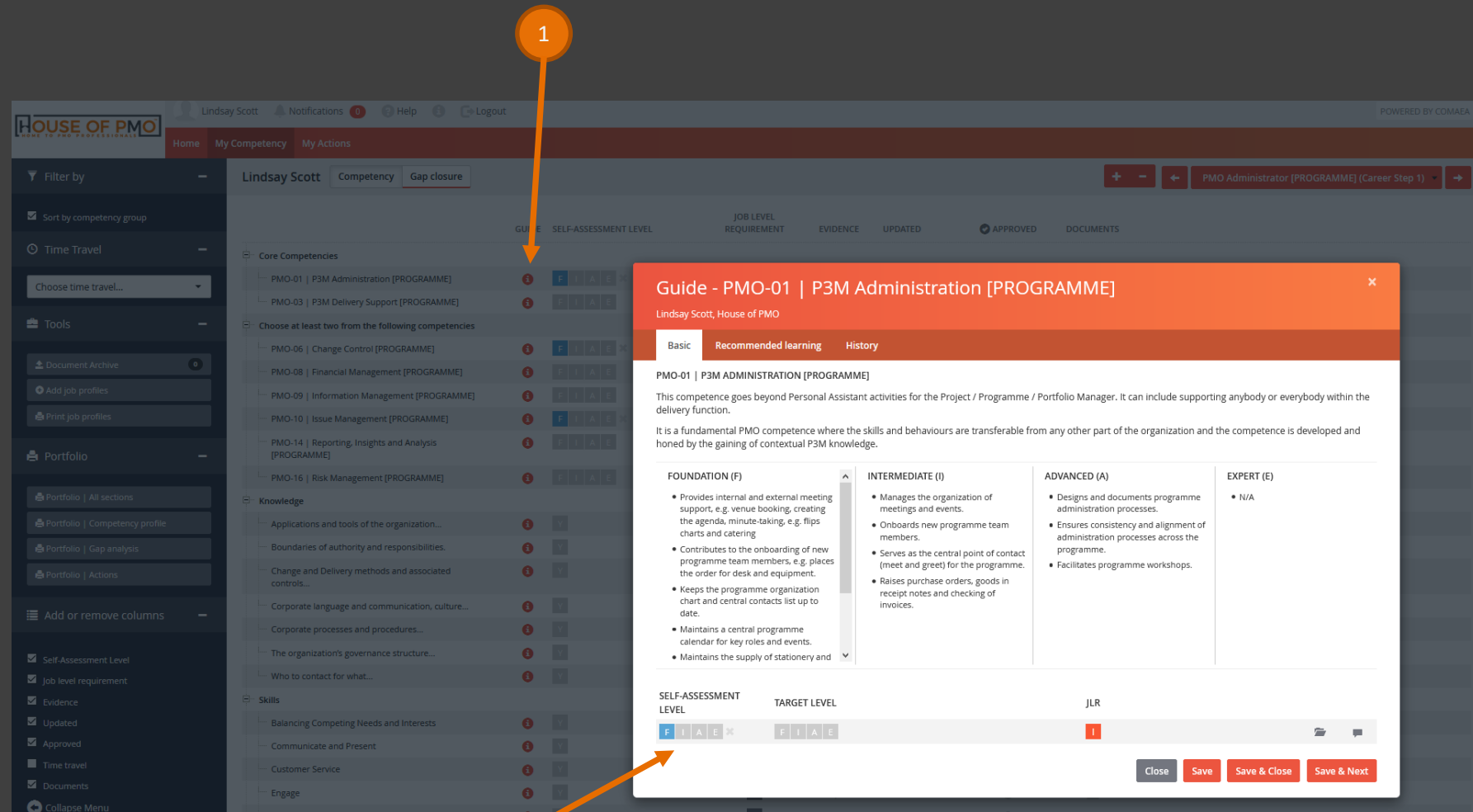You can also complete the scoring by using the [i] tab.

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.

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

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 chose which report you'd like to produce.

2 Start with your Current role.

2 Current Role

Report Options

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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.

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What Next?

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

A good time to think abut 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	**Reflect**	**Assess**	**Evidence**
Choose to use a role profile as a starting point for your assessment or carry out the full assessment	Take time to reflect on your career to date, thinking about the difference experiences you have.	Set aside quiet time to work through the assessment, the first time should take a couple of hours.	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.

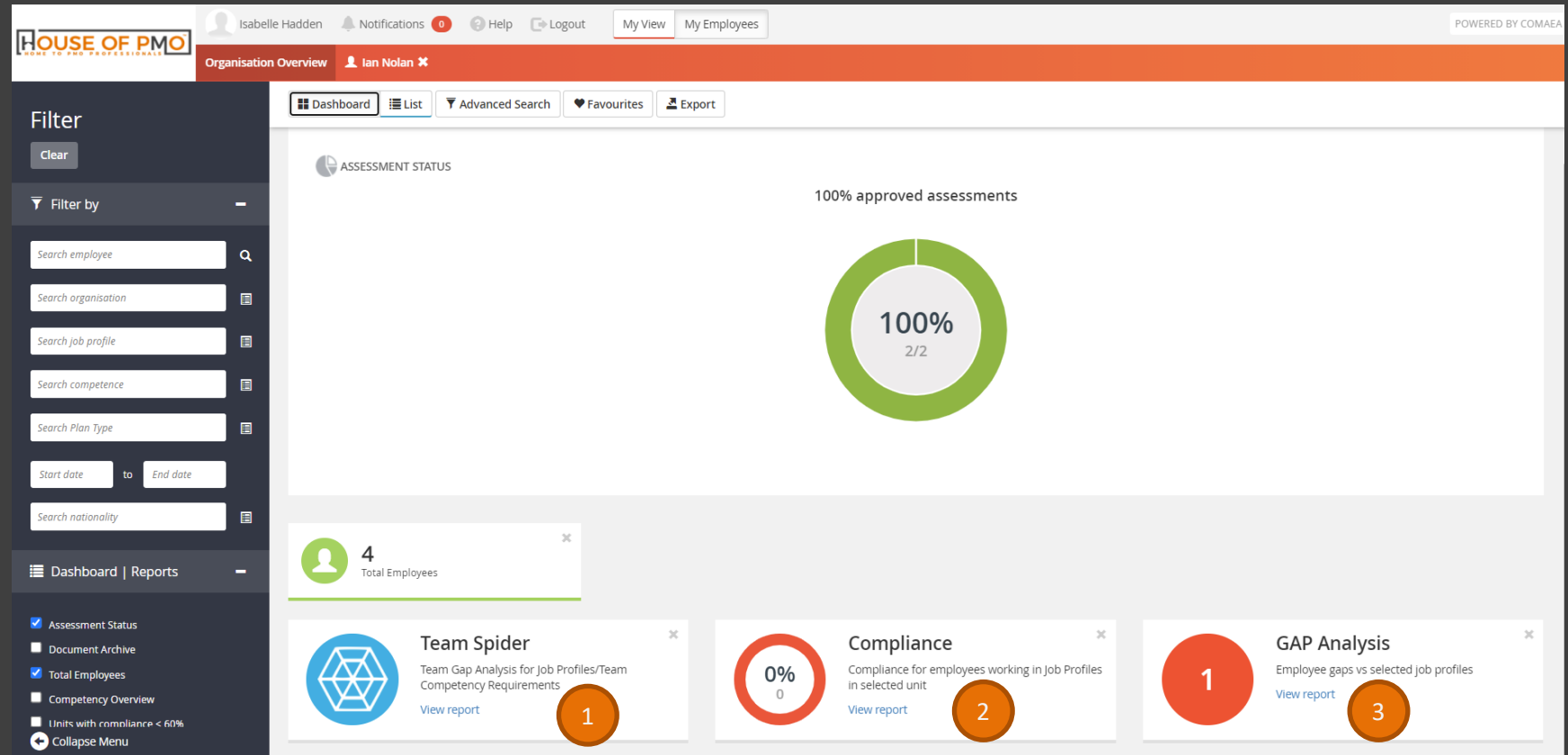**1** You can access these by clicking on the 'My Employees' button at the top.

2 You will enter the Dashboard page automatically

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Dashboard

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

1 Team Spider

2 Compliance

3 GAP Analysis

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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.

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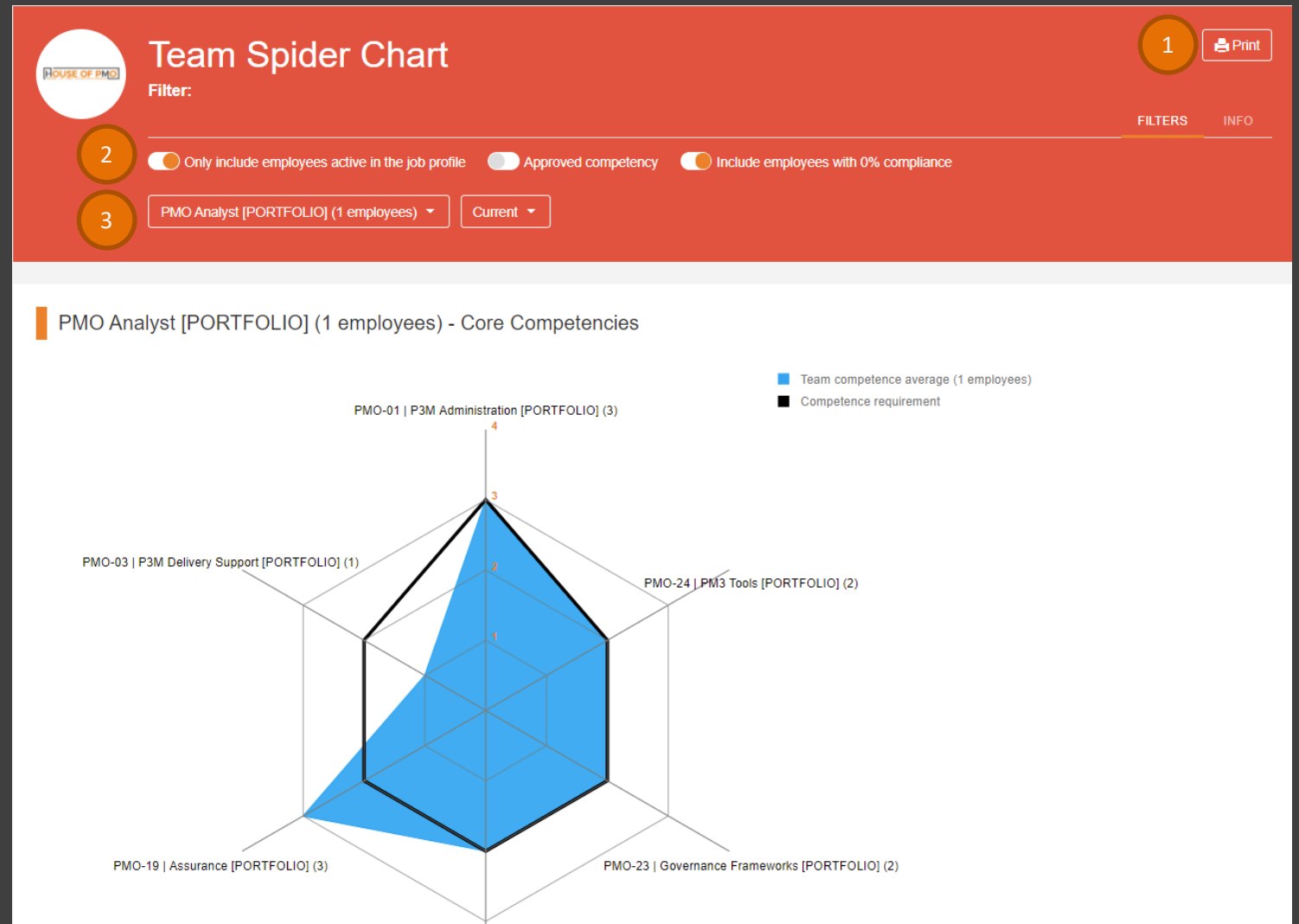
2. Compliance

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.

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.

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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.

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.

Need Help?

Contact Us:

support@houseofpmo.com

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