AGENDA

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01
What people get out of a self-assessment

02
How does the PMO self-assessment work for you?

03
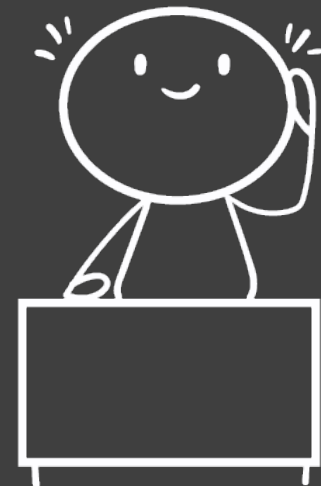Where you should put most of your energy

04
Want to have a go?

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01

What People Get Out of Self-Assessments?

What is a self-assessment?

- ## Self-evaluation
- ## Study performance in order to make improvements

What is a self-assessment?

How well am I doing?

How do I know?

How can I do better?

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Why do people do them?

|			
Gain insights	Set goals	Direct your future	Gain confidence
Feel more valued	Motivated to learn	Become more accountable	Make (continuous) improvements
Select training	Have more meaningful conversations	Better planning	Shared understanding

What it means for you?

- **More ownership is placed on you**
- **Have to think about your work and experience deeply:**
  - **That takes time and reflection**
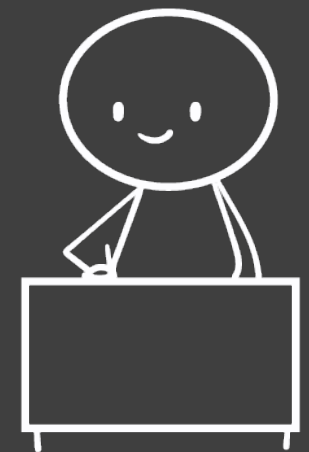
What it means for you?

Commitment — A commitment and interest in developing yourself plus doing an assessment regularly

Communication — An assessment opens up conversations and actions with managers and peers

Preparation — You have to give yourself time to carry out an assessment, it's a time for self-reflection
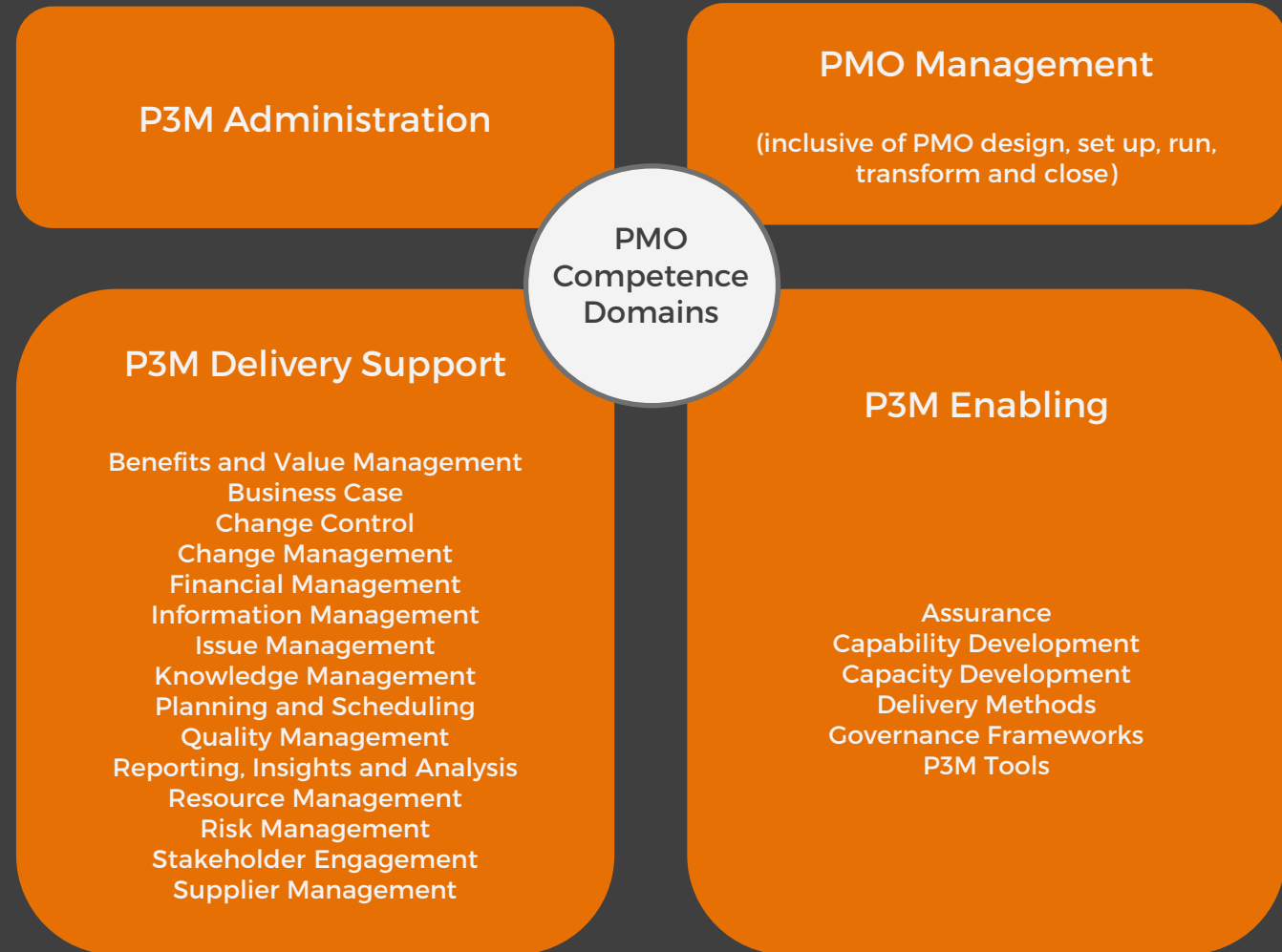
Evidence — With any assessment, you need to have the evidence to back up your scoring

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PMO Competency Framework

Project

A temporary office set up to support the delivery of a specific change initiative being delivered as a project.

Programme

A temporary office set up to support the delivery of a specific change initiative being delivered as a programme.

Portfolio

Organisation Portfolio Office: A permanent office set up to support the definition and delivery of a portfolio of programmes and projects across an organization, division, department, geographical region or business unit.

Centre of Excellence

A portfolio, programme and project management standards office, which defines standards (processes, templates and tools), skills and training, manages knowledge and may provide independent assurance

- 4 Contexts

- 4 Proficiency Levels

Foundation	Intermediate	Advanced	Expert
Has basic knowledge of the activity and terminology.	Has broad knowledge of the activity and terminology and how it is applied in the current organisation.	Has extensive knowledge of the competency and terminology and how it is applied in the current and other organisations.	Contributes to developing new knowledge and understanding of the activity.
• Demonstrates this competency in familiar, day to day situations.	• Demonstrates this competency in new situations at an operational and tactical level.	• Demonstrates this competency in complex and ambiguous situations.	• Demonstrates this competency organisation-wide, focus is on future and strategy.
• Follows established methodologies and codes of conduct	• Interprets guidelines and codes of conduct and applies them to all situations.	Takes initiative in creating and managing own workload and that of others.	• Sets direction and standards.
• Works with guidance and seeks advice on non routine activities	• Works with little guidance, seeks review of outputs and approach to work as required.	Advises others on the application of guidelines, code of conduct and methodologies.	• Accountable for the contribution and performance of others to the overall success of the organisation.
• Influences immediate colleagues in own team	• Influences colleagues, customers, suppliers and partners on short term issues.	Influences widely within the organisation at all levels on medium and long term issues.	• Influences externally, contributing to development of policy, standards and thought leadership.

PMO Competency Framework

- 16 Knowledge Areas
- 51 Skills
- 16 Behaviours
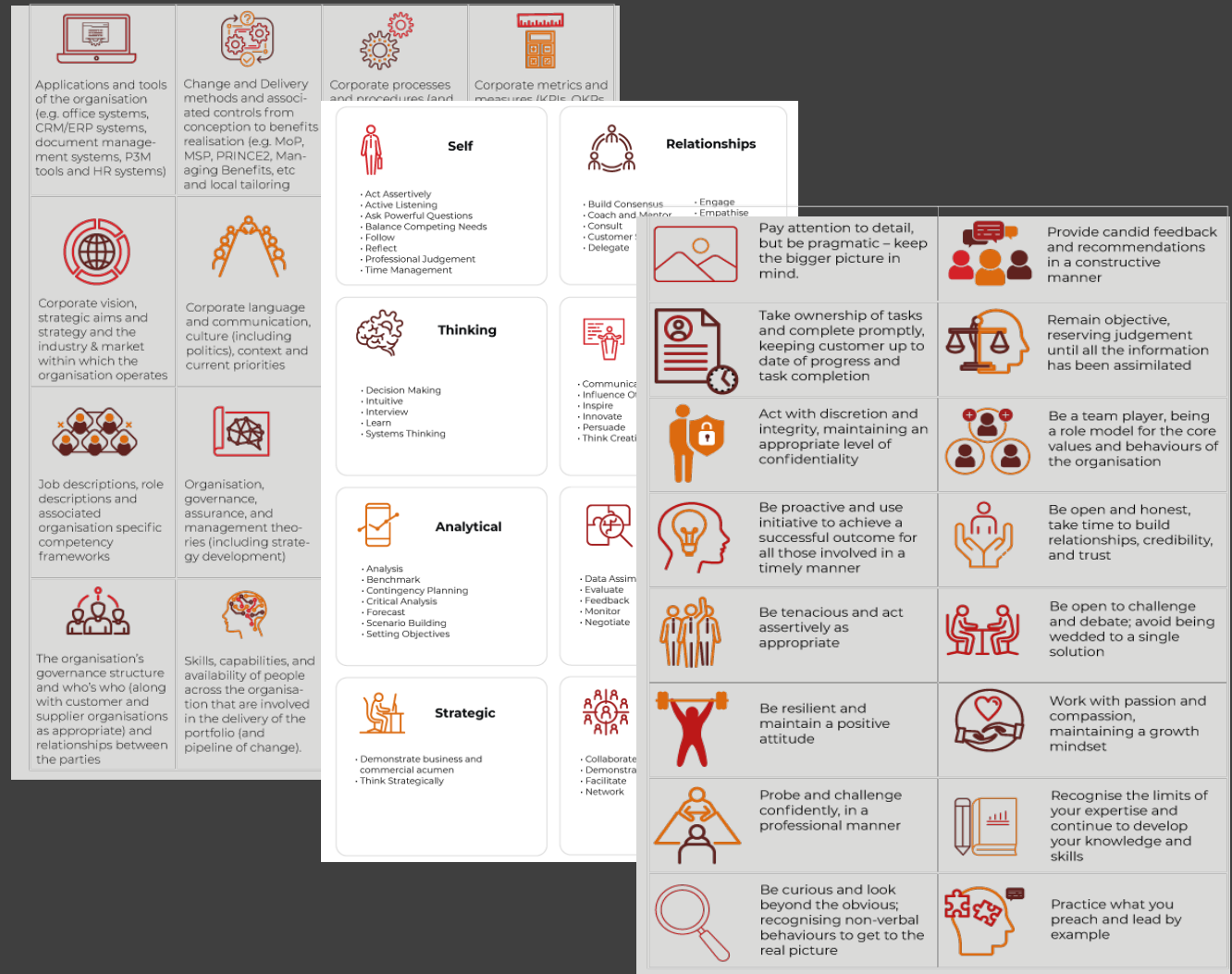
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02

How does a PMO self-assessment work for you?

How they can help in our careers?

1. Self-assessment against a standard
2. Identifying skills gaps
3. Choosing how to close identified gaps
4. Benchmark yourself
5. Find out what you need for the next level up

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How we can use them

6. Learn what competent looks like for your role
7. Understand the common language and terms
8. Use it within your performance review
9. And negotiating a salary increase or promotion
10. Use it to write your CV or resume

Individual

33. PMO Manager [PORTFOLIO] | Core Competencies [Current]

PMO-19 | Assurance [PORTFOLIO]

PMO-03 | P3M Delivery Support [PORTFOLIO]

PMO-20 | Capability Development [PORTFOLIO]

Legend
- Current level
- Required level

MO-02 | PMO Management [PORTFOLIO]

PMO-21 | Capacity Management [PORTFOLIO]...

PMO-24 | PM3 Tools [PORTFOLIO]

PMO-22 | Delivery Methods [PORTFOLIO]

PMO-23 | Governance Frameworks [PORTFOLIO]

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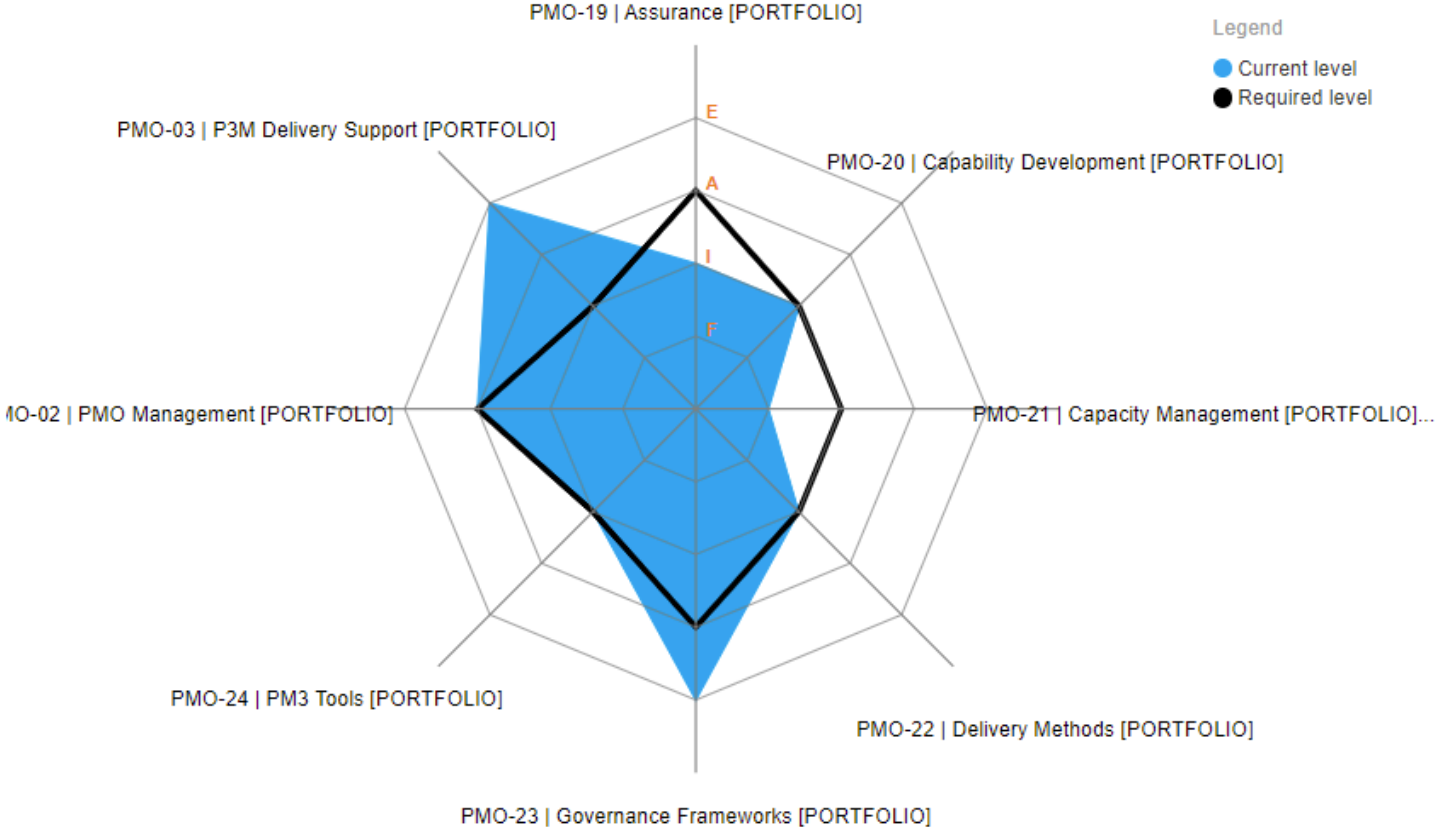
Team

PMO Analyst [PORTFOLIO] (2 employees) - Choose at least five from the following competencies

Legend:
- Team competence average (2 employees)
- Competence requirement

Competencies:
- PMO-04 | Benefits and Value Management [PORTFOLIO] (1.5)
- PMO-05 | Business Case [PORTFOLIO] (1.5)
- PMO-06 | Change Control [PORTFOLIO] (1)
- PMO-07 | Change Management [PORTFOLIO] (2.5)
- PMO-08 | Financial Management [PORTFOLIO] (0.5)
- PMO-09 | Information Management [PORTFOLIO] (1.5)
- PMO-10 | Issue Management [PORTFOLIO] (1.5)
- PMO-11 | Knowledge Management [PORTFOLIO] (1.5)
- PMO-12 | Planning and Scheduling [PORTFOLIO] (2.5)
- PMO-13 | Quality Management [PORTFOLIO] (1.5)
- PMO-14 | Reporting, Insights and Analysis... (1.5)
- PMO-15 | Resource Management [PORTFOLIO] (2)
- PMO-16 | Risk Management [PORTFOLIO] (2.5)
- PMO-17 | Stakeholder Engagement [PORTFOLIO] (1)
- PMO-18 | Supplier Management [PORTFOLIO] (2)

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Key Points

Roles

01	02	03	04
PMO Administrator	PMO Analyst	PMO Manager	PMO Director

Progression

Current
Career Step 1
Career Step 2
Aspirational

Contexts

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Indicators

Guide - PMO-01 | P3M Administration [PROJECT]

Lindsay Scott, Corporate PMO

Basic   Recommended learning   History

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)
• Provides internal and external meeting support, e.g. venue booking, creating the agenda, minute-taking, e.g. booking audio visual equipment.	• Manages the organization of meetings and events.	• Designs and documents project administration processes.	• N/A
• Contributes to the onboarding of new project team members, e.g. places the order for desk and equipment.	• Onboards new project team members, e.g. provides induction material.	• Facilitates project workshops.	
• Keeps the project organization chart and central contacts list up to date.	• Serves as the central point of contact (meet and greet) for the project.		
• Maintains a central project calendar for key roles and events.	• Raises purchase orders, goods in receipt notes and checking of invoices.		
• Maintains the supply of stationery and consumables for the project.			

SELF-ASSESSMENT LEVEL   TARGET LEVEL   JLR

Close   Save   Save & Close   Save & Next

Evidence

Yes / No

Your PMO Competency Self Assessment

- There are 4 main steps to your self assessment

- You should set aside a couple of hours to complete it properly

- Previously a self assessment has only been possible using the textbook

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.
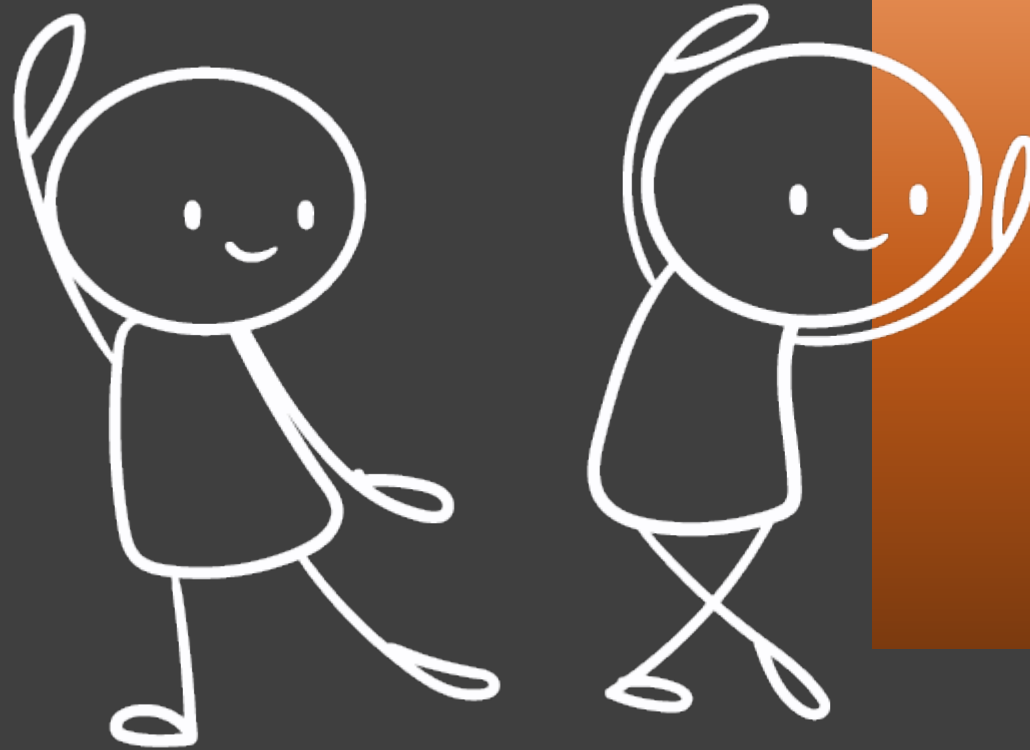
Assess
Set aside quiet time to work through the assessment, the first time should take a couple of hours.
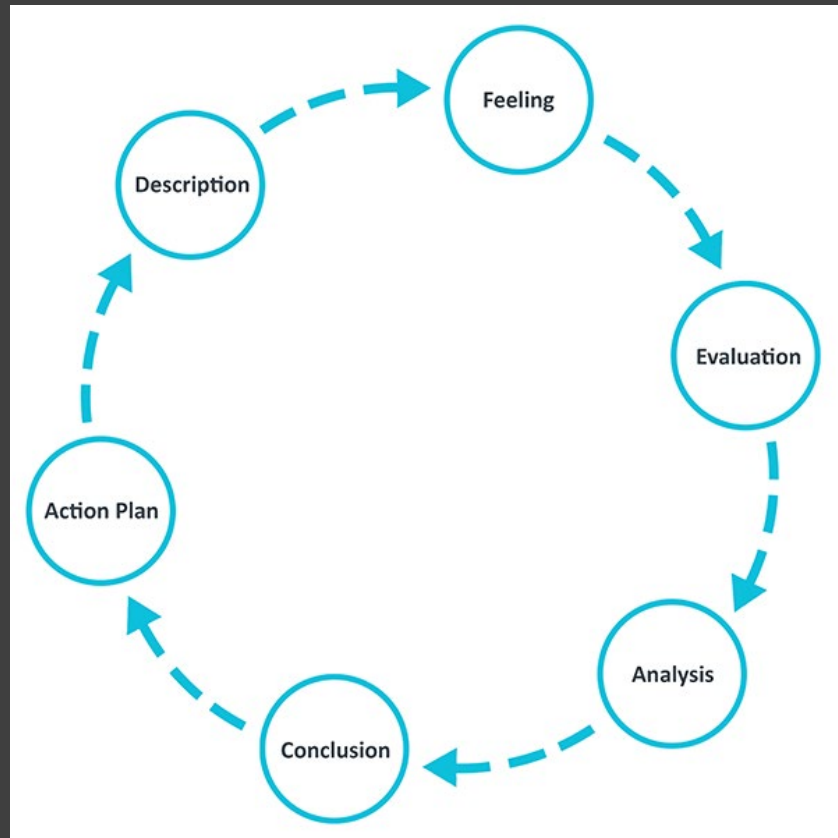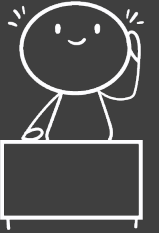
Evidence
Gathering evidence to support your assessment is required, this is where most of your time for the assessment is taken up.

03

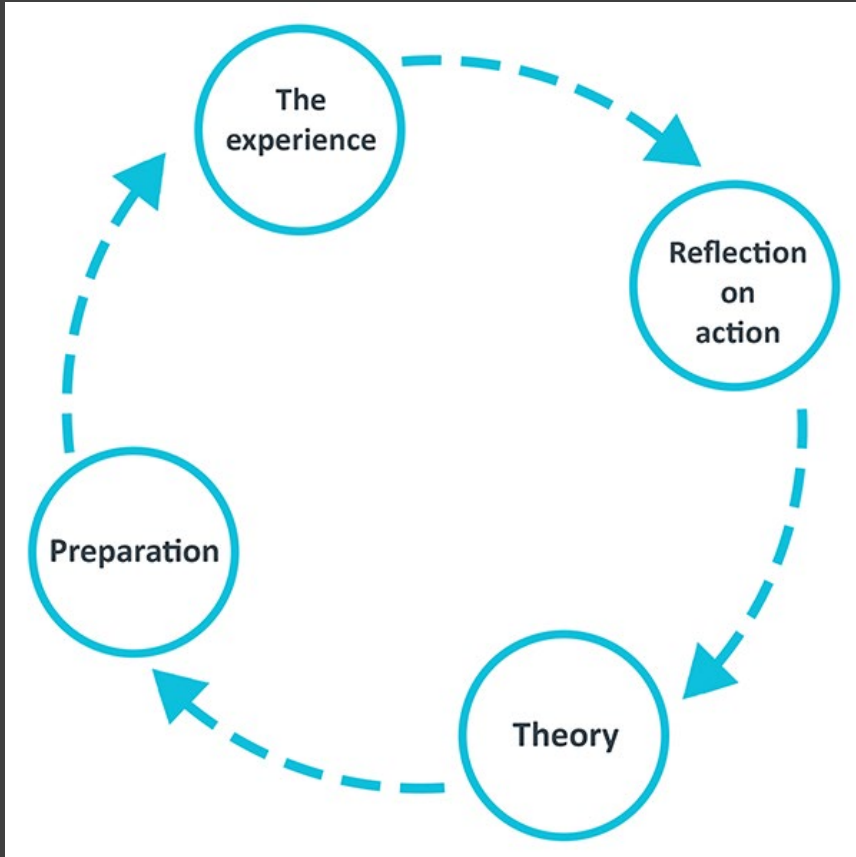**Where You Should Put Most of Your Energy**

Reflection

Gibbs' Reflective Cycle (1988)

- **Description** of the experience
- **Feelings** and thoughts about the experience
- **Evaluation** of the experience, both good and bad
- **Analysis** to make sense of the situation
- **Conclusion** about what you learned and what you could have done differently
- **Action plan** for how you would deal with similar situations in the future, or general changes you might find appropriate.

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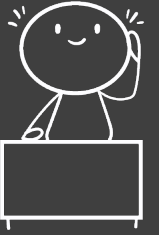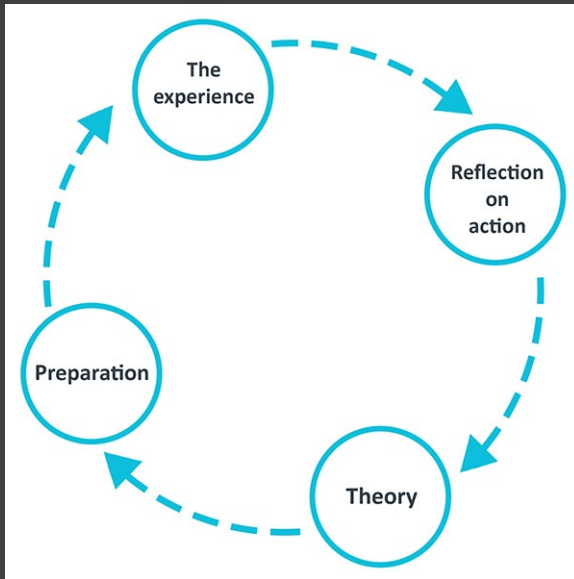
Reflection

The Integrated Reflective Cycle (Bassot, 2013)

1. **The Experience**: Describe the experience
2. **Reflection on Action**: Look at the experience and identify what went well and what could be improved. It is here you explore your thoughts, feelings, and assumptions and ask yourself why.
3. **Theory**: Think about the experience in larger context of professional literature and your own learning and personal experience.
4. **Preparation**: Using your reflection to prepare yourself for future experiences.

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Example

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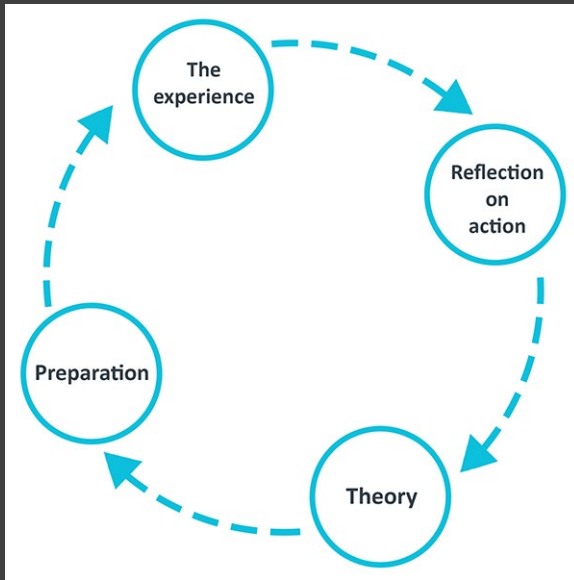
Portfolio			
Foundation	Intermediate	Advanced	Expert
• Provides internal and external meeting support, e.g. venue booking, creating the agenda, minute-taking. • Keeps the portfolio organization chart and central contacts list up to date. • Maintains a central portfolio calendar for key roles and events. • Maintains the supply of stationery and consumables for the portfolio office. • Co-ordinates and distributes incoming calls, emails and post. • Administers travel and accommodation requirements for key portfolio personnel.	• Manages the organization of meetings and events. • Raises purchase orders, goods in receipt notes and checking of invoices.	• Inducts new project and programme managers. • Facilitates portfolio workshops.	N/A

Facilitates portfolio workshops.

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Example

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Facilitates portfolio workshops.

The upfront preparation went well but I felt I lost control of the attendees

Why?

Need to read up on facilitation techniques around managing participants

I'm going to add in a different exercise that brings people back together again

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Getting Help for Your Online Self-Assessments

Take a look at the user guide and the video showing how to complete a self-assessment

User Guide v1.0 2021

House of PMO Self-Assessment User Guide

comaea

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Getting Started With Your PMO Competency Framework Self-Assessment

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04

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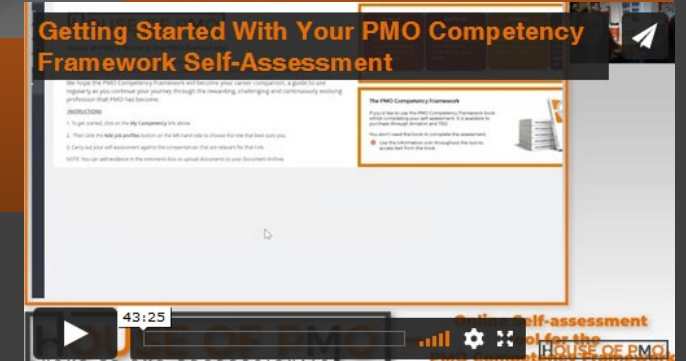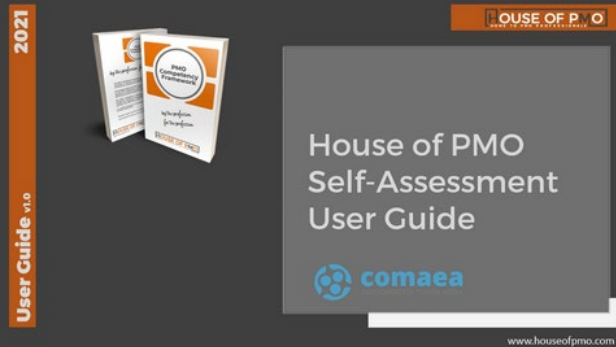
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Comaea

- Comaea are competency framework experts

- They provide access to online assessments to countries around the world, in all industries using any competency framework.

What Does Comaea Do?

- Comaea is set up with the complete PMO Competency Framework

- House of PMO Members can sign up for an account and complete a full assessment, or a role profile assessment

- Corporate Members can set up their own organizational structures allowing managers to view and report on their teams' competencies

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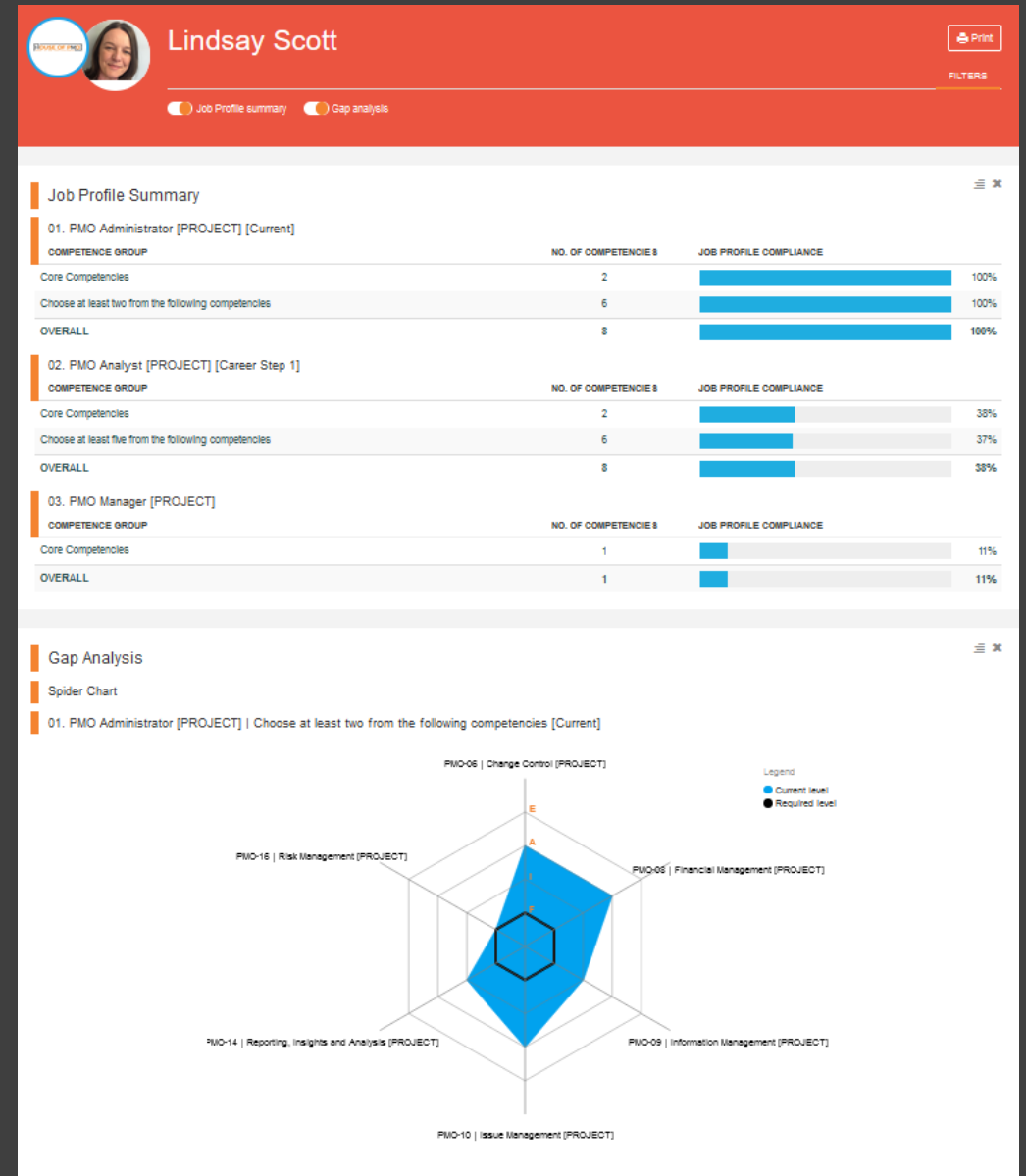
Let's Have a Look at a Self-Assessment

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Getting Help for Your Online Self-Assessments

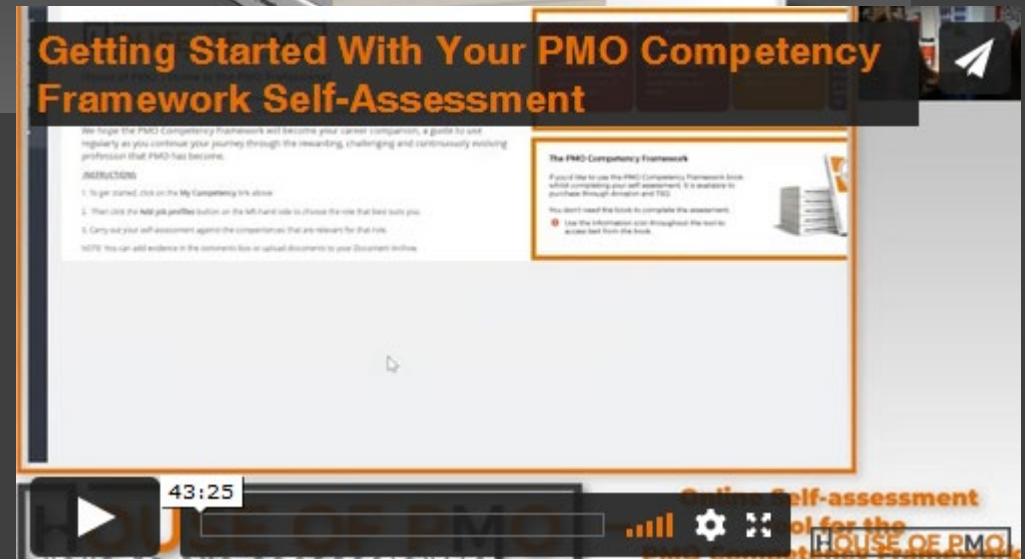Take a look at the user guide and the video showing how to complete a self-assessment

PMO Competency Framework

by the profession for the profession

HOUSE OF PMO

2021

User Guide v1.0

House of PMO Self-Assessment User Guide

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Getting Started With Your PMO Competency Framework Self-Assessment

We hope the PMO Competency Framework will become your career companion, a guide to use regularly as you continue your journey through the rewarding, challenging and continuously evolving profession that PMO has become.

INSTRUCTIONS

1. To get started, click on the My Competency link above.

2. Then click the Add job profiles button on the left hand side to choose the role that best suits you.

3. Carry out your self-assessment against the competencies that are relevant for that role.

NOTE: You can add evidence in the comments box or upload documents to your Document Archive.

The PMO Competency Framework

If you'd like to use the PMO Competency Framework book whilst completing your self assessment. It is available to purchase through donation and TBD.

You don't need the book to complete the assessment.

Use the information icon throughout the tool to access text from the book.

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Thanks!

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Any questions?