Assessing My Project Management Skills

Directions: Use this rubric to help you successfully manage your project.

	4	3	2	1
Setting Goals	I set challenging, achievable goals.	I set achievable goals.	I begin the task without clearly defined goals.	I make no effort to identify a goal.
Developing Timeline	I create a well-reasoned, detailed timeline.	I create and stick to a useful timeline.	I create an incomplete timeline.	I do not create a timeline.
Monitoring Progress	I consistently review my progress and learning experiences to resolve problems that may be interfering with achieving my goals.	I usually review my progress and learning experiences to resolve problems that may be interfering with achieving my goals.	With help, I review my progress and learning experiences to resolve problems that may be interfering with achieving my goals.	I rarely review my progress and learning experiences to resolve problems that may be interfering with achieving my goals.
Managing Time	I consistently manage time and resources in an efficient manner to achieve goals.	I usually manage time and resources in an efficient manner to achieve goals.	I manage time and resources with some help to achieve goals.	I need ongoing help in managing time and resources to achieve goals.
Implementing Feedback	I ask for and take into account feedback from many sources.	I take into account feedback from many sources.	I take into account some feedback.	I do not take into account feedback from others.
Staying on Task	I monitor my commitment to goals, and I develop and apply a wide variety of techniques to stay on task.	I monitor my commitment to goals, and I develop and apply some techniques to stay on task.	I do not monitor my commitment to goals. I apply techniques to stay on task with help.	I do not consider techniques to stay on task. I easily give up on tasks.
Using Criteria	I consistently identify and describe the criteria and performance standards for quality work.	I usually identify and describe the criteria and performance standards for quality work.	I identify and describe criteria and performance standards for quality work with some help.	I cannot identify or describe the criteria and performance standards for quality work.
Learning Continuously	I reflect continuously to help me set new goals. I effectively incorporate lessons learned from successes and failures.	I reflect at the end of my work to help me set new goals. I incorporate lessons learned from successes and failures.	I do not use reflections to help me set new goals. I may consider but do not incorporate lessons learned from successes and failures.	I reflect on work and set new goals with help. I do not consider lessons learned from success or failures.