# Project Management Tools Assessment Exercise

I/We currently use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as our primary project management tool.

|  |  |  |
| --- | --- | --- |
|  | 1 = poor/not at all  2 = I can, but need to work around  3= pretty good  4 = great | Prioritize 1 being the highest priority – 16 being the lowest |

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| --- | --- | --- |
|  | Rate Current | How Important |
| I can track both start AND due dates |  |  |
| I can create a visual timeline and/or calendar view |  |  |
| I can see the impact of missed deadlines on the entire timeline |  |  |
| I can see the critical path, key decisions, and bottlenecks |  |  |
| I can clearly identify specific roles and responsibilities |  |  |
| I can track the status of the project |  |  |
| I can communicate key information about the project |  |  |
| I can be consistent in my communication to project staff/partners/team |  |  |
| I can find key documents related to my project |  |  |
| Other team members can view the project status/plan |  |  |
| Other team members can modify/change/edit plan |  |  |
| We can track key discussions, notes, issues |  |  |
| The tool can be accessed easily by whoever needs access |  |  |
| The data/information is updated |  |  |
| The tool easily understood/learned by team/partners |  |  |
| I can track budget and financial information |  |  |