

## Provek Scored CV

The Provek Scored CV is a highly structured method of accurately measuring the programme and project management experience of a project manager. It combines the rigorous capture of key quantifiable aspects of a project manager's recent projects with the expert marking by a Provek consultant of the project manager's description of their achievements in the projects. The Scored CV is used in high stakes assessment of capability, including selection and recruitment, as well as in detailed training needs analysis. It has been deployed by Provek to over 1000 programme and project managers and is benchmarked to the International Association for Project Management's (IPMA) four levels of project manager, i.e. Levels A to D.

### Benefits

The Scored CV brings the following benefits:

- Confidently profile groups of project managers against industry standards
- Identifies the project manager's real depth of project experience
- Supports the selection of project managers for recruitment or development purposes
- Can be used alongside Provek's PMA5 online project management assessment for more comprehensive profiling for capability or development purposes

### Example Applications

**High stakes assessment:** The Scored CV was deployed to 400 project managers together with PMA5 in a process to identify the most capable project managers.

**Training needs analysis:** A group of 25 project managers were assessed by PMA5, Scored CV and selected interviews to identify the priority project management development topics.

### Features

- Takes each candidate approximately 60 minutes
- Uses highly bounded answers as well as free text answers
- Highly structured, quantitative and qualitative scoring of PPM experience
- Additional qualitative evidence
- Marked and moderated against IPMA Levels A-D
- Marked by at least one Provek consultant
- Supplied in an easy to complete Excel spreadsheet format
- Management summary report produced for organisation

### Overview

There are four sections to the Scored CV: personal details, career history, specific details of three recent projects (including free form statement of objectives and achievements) and a self appraisal of the participant's skills and attributes. The grade of A, B, C or D only is assigned to the career history, each of the three projects and the skills and attributes section from which an overall grade is then assigned. A sample of CVs is always marked independently by two consultants to ensure consistency and to moderate borderline CVs.



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### Benchmarking the grades A to D

The International Project Management Association (IPMA) has defined broadly four levels of project staff namely A – projects director, B - senior project manager, C - project manager and D - project management associate. For each level attributes are defined by IPMA for the minimum years of project experience, project role, project life cycle and organisational complexity. Provek has taken these forward and defined specific details around eleven attributes for each level which together with the evaluation of the free form statements has enabled an overall level to be given to each participant’s CV.

The screenshot shows a 'Structured CV' form with the following sections:

- Header:** Name: Emily Kumar (1434), Role: Project Manager, Overall Rating: 8.
- Section 1: Project Management Experience:**
  - 1. Implementation of new systems: 2-3 years, Max Score: 8, Project Rating: 8.
  - 2. CRM Migration Completion with Zero Migration errors and 100% Financial data Reconciliation.
- Section 2: Programme Management:**
  - 1. Design and implementation mainly: 1-2 years, Max Score: 8, Project Rating: 8.
- Section 3: Senior Project Manager:**
  - 1. Aggressive analysis from Client.
  - 2. Delivery well in Time and Budget in a mixed matrix organization.
- Section 4: Skills and Attributes:**
  - 1. Delivery well in Time and Budget in a mixed matrix organization.

### Career history

Four aspects of career history are captured which include the number of years in project management, most senior project role held, number of years in most senior role and the number of other organisations the participant has worked in. These four aspects together with a review of the actual roles from the three projects given in the next section are used to arrive at a mark.

### Past projects

For each of the recent past programme or project on which the participant has worked, the eleven aspects completed by the participant are assessed along with the free form objectives and statement of achievements. The eleven aspects are: role, role duration, lifecycle stage, management team size, project duration, project team size, team complexity, technical complexity, strategic importance, and overall risk. These together with the free form descriptions of the project’s objectives and the participant’s achievements enabled the consultant to give a mark for each project.

### Skills and attributes

This section comprised a single free form text answer to the question “please describe your key skills and how these support you in your role within a project management environment”. It was marked by a consultant based on the inclusion of certain aspects of project management, such as, managing the team and stakeholders, leadership, work planning and standards, and recognising and dealing with differences in people for example.

### Track record

As an assessment-led programme and project management solutions company, Provek has a blue-chip track record of assessing thousands of programme and project staff. The PMA5 online assessment has been undertaken by over 7000 programme and project professionals and the Scored CV has been used by over 1000 project managers.