

## Assessment Techniques

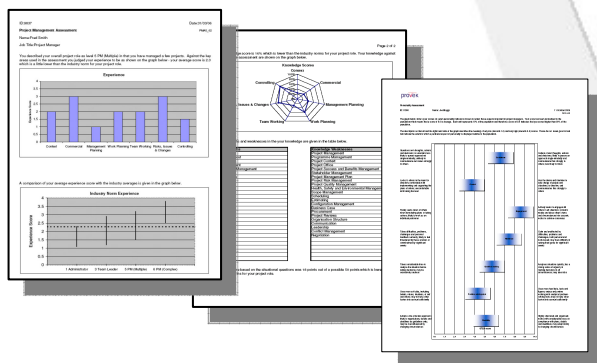
Provek deploys an integrated range of assessment techniques to ensure the best value to our clients across solutions related to training, personal development, recruitment, benchmarking and methods. These techniques include: Provek's own programme and project management competence framework; PMA5 - the leading UK online programme and project management assessment tool; novel scored CV techniques; structured competency based interviews; comprehensive assessment centres; and, best practice organisation health checks.

### PPM Competence Framework

Developed from Provek's extensive experience the framework is consistent with the leading relevant bodies of knowledge and competency frameworks from the Office of Government Commerce, Association for Project Management and the Project Management Institute. Fifteen areas of programme and project management (e.g. management planning, evaluation and stakeholder engagement) are described at five levels of competence based experience. Clients use the framework in specifying the level of programme and project staff in recruitment and selection exercises and for determining their stock of competence based experience within their staff. Provek holds extensive benchmarks of the expected levels for different programme and project roles.

Programme and Project Management Competence						
COMPETENCE MATRIX						
Description	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Risk management</b> Risk management includes identification, analysis, responding and monitoring, while key deliverables are the risk management plan and risk registers.	Has no direct experience of a formal risk management process applied to a significant project.	Has supported some aspects of a formal risk management process on a significant project.	Has contributed to aspects of a formal risk management process and seen all the risk documentation on a significant project.	Has led all aspects of a formal risk management process, including the continual use of risk management tools and documents, throughout significant projects.	Has implemented and managed a comprehensive risk management strategy for a major programme and its identified projects.	Has led and implemented a comprehensive risk management strategy for a major strategic programme and its identified projects.
<b>Change control</b> All programmes and projects will experience requests for change and responding to a change request in a controlled and structured manner is essential.	Has no experience of a formal change control process for a significant project.	Has provided administrative support to the formal change control process for a significant project.	Has contributed to all aspects of the change control process and seen the change documentation for a significant project.	Has been responsible for managing all aspects of the change control and recommending actions, throughout significant projects.	Has implemented a comprehensive change control process to deliver the optimum time, cost and quality outputs for a large complex project.	Has managed proposed changes on a major strategic programme to deliver the optimum profile of realisable benefits.
<b>Work planning</b> Developing a well structured plan of the project or programme work is necessary to enable the appropriate approval, baselining and control to be undertaken.	Has no experience of creating or using a bar chart showing the activities for a significant project.	Has used actively bar charts and resource plans which showed my work on a significant project.	Has developed a bar chart plan with resource responsibilities for more than 50 activities within a significant project.	Has created the work breakdown structure, activity network, master bar chart and resource schedule for significant projects comprising more than 200 activities.	Has been responsible for the development and optimisation of a comprehensive work plan of at least 1000 activities for a large complex project.	Has prepared dependency plans of the major outputs of the identified projects and the planned the timescales for a major strategic programme.

### PMA5 Online Assessment



Provek's leading online assessment tool, PMA5, has been deployed with over 4000 programme and project staff and provides the most comprehensive, tailorable and affordable online assessment. It has four principal sections covering competence based experience, knowledge, decision making ability and personality indicators. Delivered over the internet and taking approximately 45-60 minutes to complete, the tool provides industry benchmarked assessment of staff which can support a range of development and selection activities.

### Scored CVs

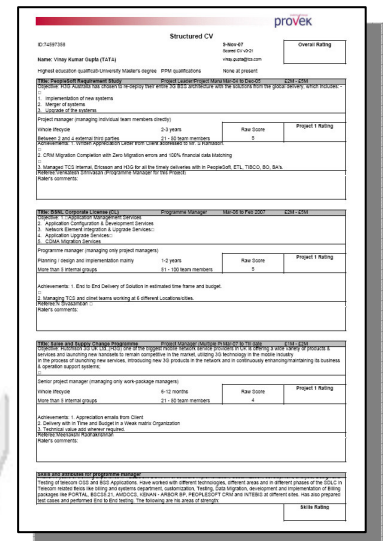
Pioneering and novel work has been developed recently by Provek in the area of scored structured CVs. The aim is to assess both quantitatively and qualitatively the programme and project management experience of an individual. Completed online, and manually evaluated by a consultant, the specific role and achievements of programme and project managers together with the level of complexity of the programmes or projects they worked on are evaluated and scored.



# Assessment Techniques

## Structured Interviews

Provek will support clients with planning and conducting competence based interviews. Using our expertise and experience, Provek has developed interview plans and undertaken many interviews for both selection and training needs analysis purposes either individually or as part of panels.



## Assessment Centres

The APM Practitioner Qualification is a 48 hour assessment centre for which Provek is a leading provider with a substantial track record and a number of qualified assessors amongst its consultants. The assessment centre comprises individual and group exercises as well as interviews and assessment is made against 30 criteria.

## Best Practice Health Checks

A health check can be undertaken to review organisational programme and project performance and effectiveness or to review a specific programme or project's ability to deliver. A typical health check would cover: fitness for purpose of programme and project methods; realism and completeness checks on programme and project plans; adherence to programme and company standards; and quality of work completed. Provek's standard checklist and templates may be used or the organisation's own templates to assist the health check process.

Assessment Techniques	People	Organisation	Processes
<b>PPM competence framework</b> – Provek's comprehensive programme and project management competence framework, aligned to the OGC, APM and PMI competence frameworks.	✓	✓	
<b>PMA5 online assessment</b> – leading UK online assessment tool providing the most affordable, comprehensive and tailorable assessments to over 4000 programme and project staff.	✓		
<b>Leading-edge scored CVs</b> – a pioneering Provek technique for assessing the real experience of programme and project managers using quantitative and qualitative scoring.	✓		
<b>Structured interviews</b> – structured and scored against Provek's proven interview frameworks and undertaken by expert consultants.	✓	✓	✓
<b>Assessment centres</b> – multiple criteria assessment centres using individual and group exercises deployed by Provek with 100's of programme and project managers.	✓		
<b>Best practice health checks</b> – rigorous and flexible health checks of programmes, projects or organisations against industry standards undertaken by experienced consultants.		✓	✓

