Project Management – Initiates, structures, and carries out steps to complete projects and tasks

Level	Demonstrated Behavior	Associated Skills	Example
Level I *Basic Experience*	Follows the various steps in a project plan to complete a task.	Communication Skills Organizational Skills	Bethany was assigned a project and was provided with due dates for the three separate steps in the project. She asked questions of her supervisor to ensure she stayed on track and organized her work to meet the necessary deadlines.
Level II *Practical Application*	Follows the timeline for implementation of tasks and responsibilities. Communicates to stakeholders to keep the project on schedule.	Communication Skills Organizational Skills Initiative Task Analysis	As the department's office assistant, Bret prioritized the project's due dates into various stages, organized who should complete tasks and tracked deliverables individually to be sure that all areas of the project were covered and completed on time. He sent weekly updates to the team.
Level III *Advanced Application*	Uses the tools of project management to keep a project on track by setting goals and measuring the success. Leverages technology.	Communication Skills Organizational Skills Systematic Thinking	One of Riena's greatest assets was communicating with the cohort of volunteers by providing important information about upcoming events that required their assistance. She completed all necessary tasks in a timely manner. By specifying deadlines for the assignments, and following through with each volunteer, she kept the project on target and event deadlines were successfully met.
Level IV *Subject Area Expertise and Application*	Sets goals and charts progress on project. Breaks down tasks and sets deadlines. Implements and monitors progress, problem solving along the way. Possesses strong communication skills to implement and direct project teams.	Communication Skills Collaboration Critical Thinking Digital Literacy Hold others Accountable Influencing Initiative	The office faced the challenging task of merging two complicated student surveys. Jordan was instrumental in providing support for this effort. He created an Excel file of all the questions which could easily be shared with stakeholders across campus, enabling them to compare questions and weigh in on which ones to keep or eliminate. His work simplified a large and complex amount of information into a manageable format, saving a huge amount of time and reducing the likelihood of errors.
Level V *Mastery and Extensive Application*	Ability to plan, implement and execute projects independently, leveraging required resources and directing others in the work to achieve the goal. Monitors results and adjusts process.	Communication Skills Collaboration Critical Thinking Digital Literacy Hold others Accountable Influencing Initiative Leadership Operational Effectiveness Forecasting Team Building	Renee compiled detailed numerical data from several different sources for the project. The data was in various formats which needed to be structured and then converted into a standardized format to be useable in the project. Renee considered several ways to interpret the data and consulted stakeholders for input. After analyzing different approaches, she came up with a new, more efficient way to merge the data and created the next steps for the department project. She was able to finish the project in less time and also reduced the risk of errors. She documented the process for future use and shared the information with the department.