

## PROJECT MANAGEMENT

Effectively manages project(s) by appropriately focusing attention on the critical few priorities; effectively creates and executes against project timelines based on priorities, resource availability, and other project requirements (i.e., budget); effectively evaluates planned approaches, determines feasibility, and makes adjustments when needed.

NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS
<b>Project Planning</b> Does not take adequate time or consideration prior to the execution of a project to plan an approach.	Spends time up front planning an approach and develops reasoned and feasible work plans.	Possesses exceptional planning skills and is relied upon by others for providing valuable critique on their project plans.
<b>Milestones</b> Does not establish intermediate goals throughout the project; does not adequately track progress toward the project goal, allowing the project to fall behind schedule.	Establishes key milestones, adequately monitors progress, and takes action to ensure timelines are met.	Consistently drives the project toward the completion of milestones, anticipates obstacles, and takes action to ensure that timelines are met.
<b>Contingency Planning</b> Fails to recognize and take action when a project plan needs to be revised given changing or unexpected circumstances.	Quickly and effectively modifies project work plans as appropriate when unexpected circumstances arise.	Proactively develops contingency plans by anticipating the most likely risks to the plan and implements changes quickly when needed.
<b>Communicating Progress</b> Provides on-going project updates infrequently, incompletely or less effectively than others.	Provides on-going project updates to keep others informed of status and outstanding issues.	Consistently provides complete and informative reports on progress, deficiencies and/or difficulties encountered, attempts made to resolve relevant issues, and risks to project completion or timelines.