

Group based Assessment Center Activities for Project Manager

Instructions for using this Template during Assessment Center

The purpose of this template is to provide a guide for using these Group Based Exercises during an Assessment Center for hiring new candidates.

It provides a structured approach to evaluating candidates based on their technical and behavioral competencies required for the role.

Please follow the instructions below to ensure a fair and consistent evaluation of each candidate.

1. **Review the Technical and Behavioral Competency Requirements for the Role:** Please refer to Section 1 to review the technical and behavioral competency requirements for the role. This will help you understand the key skills, knowledge, and behaviors that are essential for the candidate to possess to be successful in the role.
2. **Use the Group-Based Exercises as Assessment Center Activities:** Please refer to Section 2 & 3 of this template to understand the different group-based exercises that you can use to assess the candidates. Each exercise has been designed to evaluate specific competencies required for the role.
3. **Complete the Assessor Evaluation Form:** Please use the Assessor Evaluation Form provided towards the end of Section 2 & 3 to record your ratings and observations about the candidate during the specific assessment center activity. This form will help you capture your feedback on the candidate's performance during the exercises and their overall fit for the role.
4. **Maintain Objectivity and Fairness:** Please ensure that you remain objective and fair throughout the assessment process. Avoid making assumptions or drawing conclusions based on factors that are not related to the candidate's



Template Collection

performance. Also, ensure that you provide feedback based on the candidate's demonstrated behaviors rather than their personality or personal characteristics.

Section 1: Competencies Required For Project Manager

Technical Competency Requirements:

- Leads project teams to deliver on-time and within budget.
- Utilizes project management methodologies and tools effectively.
- Monitors project progress and manages risk and change.
- Ensures compliance with project budget and financial management.
- Communicates project status and issues with stakeholders.

Behavioral Competency Requirements:

- Leads project team members with clear communication and direction.
- Adapts to changing project requirements and constraints.
- Solves problems creatively and effectively.
- Demonstrates a commitment to quality and continuous improvement.
- Builds trust with stakeholders through transparent communication.

Section 2: Group Based Exercise -1

Activity Description: Role-play simulation

Name of Group Based Exercise: "Navigating Uncertainty"

Objective: Assess the technical and behavioral competencies related to project risk management, including leading project teams, utilizing project management methodologies, monitoring project progress, managing risk and change, and communicating project status and issues with stakeholders.

Competencies that will be assessed:

- Leads project teams to deliver on-time and within budget.
- Utilizes project management methodologies and tools effectively.
- Monitors project progress and manages risk and change.
- Ensures compliance with project budget and financial management.
- Communicates project status and issues with stakeholders.
- Adapts to changing project requirements and constraints.

Instructions for the assessor:

- Divide participants into project teams.
- Provide each team with a project scenario that includes potential risks and uncertainties.
- Instruct teams to develop a risk management plan that identifies, assesses, and mitigates the risks associated with the project.
- Observe and assess each team's ability to effectively lead their project team, apply project management methodologies and tools, monitor project progress, manage risks and changes, and communicate project status and issues to stakeholders.
- Evaluate their adaptability, problem-solving skills, commitment to quality, and ability to build trust through transparent communication.

Instructions for the participants:

- Read the project scenario and familiarize yourself with the objectives, constraints, and potential risks provided.

- Collaborate with your team members to develop a risk management plan that includes risk identification, assessment, mitigation strategies, and contingency plans.
- Monitor project progress, identify any changes or emerging risks, and adapt your plan accordingly.
- Communicate project status and any significant issues or risks to stakeholders through regular updates and transparent communication channels.
- Demonstrate your ability to lead the team, utilize project management methodologies and tools effectively, solve problems creatively, ensure quality, and build trust with stakeholders.

List of Job Aids that will be required to perform the activity:

- Project scenario description with potential risks and uncertainties
- Risk management templates (e.g., risk register, risk assessment matrix)
- Project management tools (e.g., Gantt chart, project management software)
- Communication tools (e.g., email, collaboration software)
- Whiteboard or flipchart for brainstorming and visualizing risk management strategies

Assessment Center Activity Assessor Evaluation Form

Participant Name:	
Assessor Name:	
Date:	

Instructions: Please provide ratings and observations based on the participant's performance during the assessment center activity. Use the rating scale below and provide specific examples to support your ratings.

Rating Scale:

- 1 = Below Expectations
- 2 = Meets Expectations
- 3 = Exceeds Expectations

<i>Competencies Assessed</i>	<i>Rating</i>	<i>Observations</i>
Leads project teams to deliver on-time and within budget.		
Utilizes project management methodologies and tools effectively.		
Monitors project progress and manages risk and change.		
Ensures compliance with project budget and financial management.		
Communicates project status and issues with stakeholders.		
Adapts to changing project requirements and constraints.		

Overall Assessment:

Based on the above criteria, please provide an overall assessment of the participant's performance during the assessment center activity.

Rating	
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Observations:

Please provide any additional comments or feedback about the participant's performance during the assessment center activity.

Additional Comments:

Signature	
Assessor	
Date	

Section 3: Group Based Exercise -2

Activity Description: Workshop/Group discussion

Name of Group Based Exercise: " Elevating Quality Standards "

Objective: Assess the technical and behavioral competencies related to quality management, including leading project teams, solving problems creatively and effectively, demonstrating a commitment to quality and continuous improvement, and building trust through transparent communication.

Competencies that will be assessed:

- Leads project teams to deliver on-time and within budget.
- Solves problems creatively and effectively.
- Demonstrates a commitment to quality and continuous improvement.
- Builds trust with stakeholders through transparent communication

Instructions for the assessor:

- Divide participants into project teams.
- Provide each team with a quality improvement case study or scenario.
- Instruct teams to analyze the current quality management processes and identify areas for improvement.
- Each team should develop an action plan to address the identified quality issues and implement improvement measures.
- Observe and assess each team's ability to lead their project team, solve quality-related problems creatively and effectively, demonstrate a commitment to quality and continuous improvement, and build trust through transparent communication.

Instructions for the participants:

- Read the quality improvement case study or scenario and understand the existing quality management processes.
- Collaborate with your team members to analyze the current quality issues and identify areas for improvement.

- Develop an action plan that outlines specific steps and measures to address the quality issues and improve overall quality standards.
- Present your action plan, explaining the rationale behind your proposed improvements and the expected impact on quality.
- Engage in group discussions to evaluate and provide constructive feedback on other teams' proposed solutions.
- Demonstrate your ability to lead the team, solve quality-related problems creatively and effectively, demonstrate a commitment to quality and continuous improvement, and build trust through transparent communication.

List of Job Aids that will be required to perform the activity:

- Quality improvement case study or scenario
- Quality management tools (e.g., fishbone diagram, Pareto chart)
- Action plan template
- Communication tools (e.g., presentation software, collaboration software)
- Evaluation forms or scorecards for assessing the proposed solutions and presentations.

Assessment Center Activity Assessor Evaluation Form

Participant Name:	
Assessor Name:	
Date:	

Instructions: Please provide ratings and observations based on the participant's performance during the assessment center activity. Use the rating scale below and provide specific examples to support your ratings.

Rating Scale:

- 1 = Below Expectations
- 2 = Meets Expectations
- 3 = Exceeds Expectations

<i>Competencies Assessed</i>	<i>Rating</i>	<i>Observations</i>
Leads project teams to deliver on-time and within budget.		
Solves problems creatively and effectively.		
Demonstrates a commitment to quality and continuous improvement.		
Builds trust with stakeholders through transparent communication		

Overall Assessment:

Based on the above criteria, please provide an overall assessment of the participant's performance during the assessment center activity.

Rating	
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Observations:

Please provide any additional comments or feedback about the participant's performance during the assessment center activity.



Additional Comments:

Signature	
Assessor	
Date	