**Evidence of competence in project or task management**

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| **1** The best example. |  |
| **2** Context: brief details of  the circumstances, project or task selected. |  |
| **3** Level of responsibility on  this occasion. The scale and scope of the work or event. |  |
| **4** Personal contribution: what I did. |  |
| **5** The approach I took – my strategy, and the alternatives I considered. |  |
| **6** Who else was involved –  and what they did. How I involved or worked with others on this occasion. |  |
| **7** The outcomes. What was achieved? |  |
| **8** What worked well on this  occasion? |  |
| **9** What lessons did I learn  from this occasion? |  |
| **10** What would I do differently on another occasion? |  |
| **11** How typical is this example for me (a daily/weekly/occasional/rare occurrence)? |  |
| **12** Brief details of a recent (or second) example. |  |
| **13** Brief details of a third, preferably contrasting, example. |  |
| **14** How could this competence be applied to other situations? |  |
| **15** How do I measure my success for this competence? |  |