

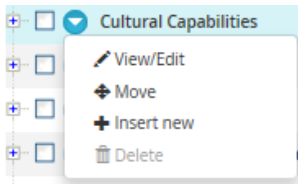
Quick Reference Guide

1

Create Competency

Administrator view >
Competency Framework

HINT: Use the sub-menu to enter a competency under an existing branch

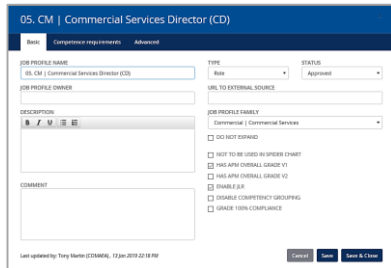


2

Create Job Profile

Administrator view >
Job Profile List

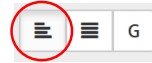
HINT: If the Job Profile Family you want does not exist then you will need to create a new one. Go to:
Administrator View > Configuration > Manage job Family Category



3

Map Competency to Role

Administrator view >
Job Profiles Requirements Matrix >
Tree View



HINT: Set the Job Level Requirements (JLR) for a whole job family at a time. Use the **List view** to see only the competencies included for the selected roles



Technical Competence Domain	01. FSM PROJECT SUPPORT	02. FSM ASSISTANT PROJECT MANAGER	03. FSM PROJECT MANAGER
TC01 Concept	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC02 Project Success And Benefits Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC03 Stakeholder Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC04 Requirements Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC05 Project Risk Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC06 Estimating	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC07 Business Case	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC08 Marketing And Sales	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC09 Project Review	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC10 Delivery	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC11 Scope Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC12 Modelling And Testing	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC13 Method-And Procedures	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC14 Project Quality Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC15 Scheduling	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC16 Resource Management	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC17 Information management and reporting	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]
TC18 Project management plan	[R][D][C][E][A][X]	[R][D][C][E][A][X]	[R][D][C][E][A][X]

4

Create Competency Grouping

Administrator view >
Job Profiles Requirements Matrix >
Group View



HINT: If the Competency Group you want does not exist then you will need to create a new one. Go to:
Administrator View > Configuration > Competency Grouping

	REQUIREMENT LEVEL	JOB COMPETENCE GROUP ID
Technical Competencies		
TC02 Project Success And Benefits Management	[R][D][C][E][A][X]	Technical Competencies
TC03 Stakeholder Management	[R][D][C][E][A][X]	Technical Competencies
TC05 Project Risk Management	[R][D][C][E][A][X]	Technical Competencies
TC06 Estimating	[R][D][C][E][A][X]	Technical Competencies
TC11 Scope Management	[R][D][C][E][A][X]	Technical Competencies
TC13 Methods And Procedures	[R][D][C][E][A][X]	Technical Competencies
TC14 Project Quality Management	[R][D][C][E][A][X]	Technical Competencies
TC15 Scheduling	[R][D][C][E][A][X]	Technical Competencies
TC16 Resource Management	[R][D][C][E][A][X]	Technical Competencies
TC17 Information management and reporting	[R][D][C][E][A][X]	Technical Competencies
TC18 Project management plan	[R][D][C][E][A][X]	Technical Competencies
TC20 Change Control	[R][D][C][E][A][X]	Technical Competencies
TC21 Implementation	[R][D][C][E][A][X]	Technical Competencies
TC23 Budgeting and cost management	[R][D][C][E][A][X]	Technical Competencies
TC25 Issue management	[R][D][C][E][A][X]	Technical Competencies
Leadership & Management Competencies		
BC01 Communication	[R][D][C][E][A][X]	Leadership & Management Competencies
BC02 Teamwork	[R][D][C][E][A][X]	Leadership & Management Competencies
BC04 Conflict management	[R][D][C][E][A][X]	Leadership & Management Competencies
BC05 Negotiation	[R][D][C][E][A][X]	Leadership & Management Competencies
BC07 Behavioural characteristics	[R][D][C][E][A][X]	Leadership & Management Competencies
BC09 Professionalism and ethics	[R][D][C][E][A][X]	Leadership & Management Competencies

