**Ateneo de Manila University**

John Gokongwei School of Management

Department of Quantitative Methods and Information Technology

**MIS 141/ITM 121 IT AND PROJECT MANAGEMENT TOOLS**

**Project Team Leader’s Assessment Form**

Project Team Name : Big Bang

Project Manager : Joy Federico

The team members must grade their project manager on the following criteria, and give them an equivalent rank. They can give a grade between 1 – 5 per criteria. At the end, they will have to average the final score. The team members must fill up this document, then submit this to me, typewritten, in a sealed letter envelope on WEDNESDAY, OCTOBER 10, along with the final paper, with the following in the front of the envelope:

<<Team Name>>

<<Project Manager>>

<<Name of Group member who submitted>>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Meaning | Score  (1 – 5)  A | Multiplier  B | TOTAL  A X B |
| 1. Commitment | The project manager was committed to the project from beginning to end and has a clear vision in mind all throughout. S/he did not waver from the vision of the project | 5 | X 1.5 | 7.5 |
| 2. Challenges | The project manager has embraced all the challenges that came his/her way and did not shirk from his/her duties. | 5 | X 1.5 | 7.5 |
| 3. Strong Teambuilding Skills | The project manager has continually encouraged the team and has set a positive tone in terms of work ethics and work attitudes during the project duration without becoming too bossy or too nagging. | 4 | X 1 | 4 |
| 4. Strong Interpersonal Skills | The project manager is continuously concerned about the issues of each team member but at the same time, also being as professional as possible. She is also sensitive to the needs of the client and knows how to balance the needs of the client with his/her teams welfare. | 4 | X 2 | 8 |
| 5. Discipline | The project manger has continually been conscious about completing each phase of the project within the specified time and scope | 4 | X 3 | 12 |
| 6. Communication Skills | The project manager knows when and to whom to communicate to when there is a need. She keeps everyone well informed about the status and issues about the project. | 5 | X 2 | 10 |
| 7. AGAIN? | I would like to be under this project manager again. | 4 | X 3 | 12 |
| **Total** | | | | 61 |
| **Average (Total/14)** | | | | 4.36 |

Other comments:

Joy is a very capable project manager, considering the enormous size of the group (15 members). She delegates tasks effectively and efficiently, and her work ethics set a good example for the group members.



Name: Raymond JNC Cruz Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_