**102-188 Project Management – Student Inventory Worksheet** **Name**: Gunnar Forcier

City of Residence: Eau Claire

Program: IT – Data & Analytics Specialist

**Student Schedule:**

In order to effectively assign Teams, I will need you to fill out the following form concerning your schedule & software skillset (see second page):

Note the following within the cells:

* Class # (e.g. 102-188)
* I’m @ Work
* I’m @ Home

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **7:00am** | Home | Home | Home | Home | Home |
| **8:00am** | Home | Home | Home | Home | Home |
| **9:00am** | Home | Home | Home | Home | Home |
| **10:00am** | Home | Home | Home | Home | Home |
| **11:00am** | Home | Home | Home | Home | Home |
| **12:00pm** | Work | Work | Work | Work | Work |
| **1:00pm** | Work | Work | Work | Work | Work |
| **2:00pm** | Work | Work | Work | Work | Work |
| **3:00pm** | Work | Work | Work | Work | Work |
| **4:00pm** | Work | Work | Work | Work | Work |
| **5:00pm** | Work | Work | Work | Work | Work |
| **6:00pm** | Work | Work | Work | Work | Work |
| **7:00pm** | Home | Home | Home | Home | Home |
| **8:00pm** | Home | Home | Home | Home | Home |
| **9:00pm** | Home | Home | Home | Home | Home |

**Please list any other information that may impact your group project:**

**Student Skillset:** Please circle the appropriate response based on the level of your skillset.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Soft Skills** | **Skill Level** | | | | | | |
| Public Speaking (e.g. leading meetings, medium to large group public speaking opportunities, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Creative (e.g. art, design, film, photography, branding, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Analysis (e.g. research, mathematical analysis, risk planning, contingency planning, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Sales (e.g. cold-calling, pitching, relationship building, vision building, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Writing (e.g. correspondence, forward facing communication, research, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Organization (e.g. planning, mapping, scheduling, tracking, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Execution (e.g. meeting deadlines, troubleshooting, etc.) | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Did you complete the **Strength Finder** Assessment administered in the *Principles of Management* course? | NO – I am not a Business Management student. You may purchase the “Strengths 201” textbook from the bookstore. The textbook has the access code attached to login and take the online assessment. **OR** highlight the strength listed that best describes you | | YES - Highlight the strength to the right that identifies your strength. | Strategic Thinking | Executing | Influencing | Relationship Building |
| **Technical Skills** | **Skill Level** | | | | | | |
| Microsoft Word | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Microsoft Excel | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Microsoft PowerPoint | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Microsoft Project | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| MS Teams | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Microsoft Outlook | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| Google Applications | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |
| SharePoint | NA | Not Proficient | | Somewhat Proficient | Proficient | Very Proficient | |