



Skills matrix

IDENTIFY THE NEED / RESOURCE SUITABILITY

What is a skills matrix?

Concretely, it is a table used to map the required skills of a team and their level of interest for the different tasks of a project.

This table helps to manage the necessary replacement of a resource, as it makes it easier for you to know which profile to look for.

When to use it?

PLANNING PHASE

- Applying the skills matrix requires first establishing the correspondence between project tasks and required skills
- Then, depending on the skills matrix, we can match the right resources to the right tasks
- It is sometimes used within a department to know which profile to recruit in case of a person's prolonged absence or departure

How to use it ?

- In the "Task / skill matrix" sheet, start with the list of tasks that are necessary for your project, and then for each task, list the necessary skills
- Then assess the mastery level of this skill by your resources on a scale of 0 to 4, using the "Skills Matrix" worksheet
- The assignment of tasks to your resources is done automatically, taking into account the mastery levels and required levels for the tasks. The result is visible from the "Tasks / Resources Matrix" sheet
- The Excel file is provided with a detailed user guide that allows you to do two things:
 - Use the file properly
 - Customize the file by modifying its settings

Document structure

- The task / resource matrix
- The tasks / skills matrix
- The skills matrix