

Personal Work Goals

Specific.

Register for NDIS as a provider for Home Improvement for NDIS participants. Obtain my Diploma of Project Management (completing @ October 2020).

Measurable.

Diploma: Complete all five subjects & graduate.

NDIS: Complete & pass desktop "Verification Audit" and receive certification.

Attainable.

Complete all aspects of desktop "verification Audit" by writing Human Resource Management, Risk Management, Incident Management & Complaints Management policies. Engage nationally recognized auditors and pass the desktop audit to gain certification.

Realistic.

Having in excess of 30 years of practical building experience already, completing the Diploma of Project Management is the next logical step toward a more managerial role for the future. Having the benefit of hands-on experience as a tradesman will help me to better understand construction processes as a Project Manager. The NDIS relies on providers that are experienced and able to complete agreed Home Improvement work for its participants. Being able to complete work as per the Service Agreement between the provider and the participant is vital for effective management of the NDIS, in general.

Time targeted.

I will complete all five subjects of the Diploma of Project Management in the one-year allocated timeframe. The NDIS registration process takes approximately 7 months to complete. From the first "Application to Register" and provision of "Initial Scope of Audit", to the writing and compiling of all required policy documents, uploading of policy documents to the assigned auditors, the actual auditing process itself and successful completion of that audit, certification by the assigned auditors, and subsequent recognition by the NDIS on their provider portal.

Own Work Priorities

Specifics.

Being able to have your team members, including contractors; feel comfortable in approaching you with problems and issues that arise over the project life cycle is invaluable. In achieving this, a Project Manager needs the respect of his co-workers. A Project Manager that is a good listener and is willing to be humble and also take criticism from both his team members and stakeholders alike.

Measurable.

In the project's early stages and start up (when issues would be most common), queries and questions from your project team and contractors would be a regular occurrence. This being said, would require a certain base line level of respect to be worked on.

Achievable.

An open-door policy will encourage co-workers to build their own respect for the Project Manager. By talking to your team members on their own turf, shows an interest in what they are presently involved in. Regular team meetings could involve Brain Storming sessions to solve project problems, where participants are all of equal standing and contribute with no fear of criticism or judgement.

Realistic.

To expect the respect among the whole project team would be naïve. As there will definitely be a team member/members that will have own agenda, therefore requiring extra work on behalf of the Project Manager.

Time Targeted.

Having implemented and worked through the above measurables, would need several hours a week. A cohesive project team needs to be achieved early on, for a successful project completion.

Professional Competence Development

The Competency Assessment Matrix can be used at any time throughout the project life cycle. This document has been developed for use with the understanding that the individual's ability to perform their assigned responsibilities within the project team are being measured, with positive feedback being the outcome.

Competency Assessment Matrix					
Team Member :					
Project :					
Date :					
Task/Skill	Competency levels			Action	Comments
	Competent	Satisfactory	Up skill		
Team Working					
Communication Skills					
Problem solving					
Stress management					
Stakeholder control					
Professionalism					
Knowledge/ experience					
Emotional skills					
Leadership					
Contextual ability					
Management network					
Management Signature :					
Team Member Signature :					

In addition to the above document, contributing to on-line forums such as Linked-In provides a valuable resource for information sharing and learning.

Membership to organisations such as the Queensland Master Builders and the National Construction Code help keep you informed on upcoming changes to the building industry and project management issues relating to Humane Resources etc.