## Section 1: Basic Information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager |   | Project Timeline |   |
| **Functional Manager** |   | **Project Name** |  |

## Section 2: Project Goals and Objectives

*Describe your goals and objectives for the project or the for the upcoming project phase. (E.g. Skills and knowledge development, learning about new campus partner areas, processes, tools, etc. and work performance factors such as: Client Service, Working Relationships, Communication, Job Knowledge and its Application, and Taking the Initiative to Make Things Better.)*

|  |  |
| --- | --- |
| Date |  |

## Goals and Objectives

|  |  |
| --- | --- |
| What are my individual project goals and objectives for this project? | **How can I achieve these goals in this project?** |
| 1. Xxxx
2. xxxx
 | 1. xxxx
2. xxxx
 |

## Strengths

|  |  |
| --- | --- |
| What are my core strengths for this project? | **How will I use these strengths as a member of the project team?** |
| 1. Xxxx
2. xxxx
 | 1. xxxx
2. xxxx
 |

## Development Opportunities

|  |  |
| --- | --- |
| What knowledge or skills can I enhance as a member of this project team? | **What would be the benefits of developing these skills?** |
| 1. Xxxx
2. xxxx
 | 1. xxxx
2. xxxx
 |

## Section 3: Interim Review

*Completion of a significant project phase is an appropriate time for you, the Project Manager, and your Functional Manager to reflect on your achievements, accomplishments and responsibilities relative to your goals and objectives. (E.g. what did you accomplish and with what impact? What were you unable to accomplish and why? What are your goals for the remainder of the project?)*

|  | **Comments** | Recommended Actions | **Date** |
| --- | --- | --- | --- |
| Project Manager  |  |  |   |
| Functional Manager  |  |  |   |
| Individual |   |  |   |

## Section 4: Final Review

*At project close-out, capture comments and feedback from you, the project manager, and your functional manager relative to your performance on the project as well as your strengths or areas for further development. (Note: this feedback can be a result of personal observation and/or feedback collected from project team members or other relevant stakeholders. Feedback can be obtained through informal discussions or through a 360 degree feedback survey.)*

|  | **Comments** | Recommended Actions | **Date** |
| --- | --- | --- | --- |
| Project Manager  |  |  |   |
| Functional Manager  |  |  |   |
| Individual |   |  |   |