

## SKILLS PROFICIENCY TEST

Assistant Director, Continuing Education/Workforce Development

### PROJECT MANAGEMENT PROCESS FLOW CHART

Creating a flowchart is the first step toward managing a process in a Continuing Education and Workforce Development office. Because we are primarily a visual species, a picture of a process conveys information more efficiently than writing or speaking about it.



A **Project Management Process Flow Chart** (see attached document) has been created for you. Write a 2-3 paragraph essay that turns this process flow chart into a **narrative** that can be placed as an example (or model) in an SOP Handbook for the office. Here are things to remember:

- a. Provide a title for this project you are tasked to lead, and follow the process flow chart as drawn for you in your discussion of the management of this special project;
- b. Match responsible individuals occupying certain positions to specific tasks that lead to efficiency and effectiveness of implementation; and
- c. Incorporate a timeline to the whole process of managing the project from start to completion.

Please include your name at the top of the page. Save your work on the flash drive provided for you, with this filename: LastNameSKILLSTEST. (e.g. RodriguezSKILLSTEST). Please return flash drive with your work on it to \_\_\_\_\_.

You have 15 - 20 minutes to complete this skills proficiency test.

Approved by HR Administrator  
Approved by EEO

Date 10.20.14  
Date 10/22/14

# Project Management Process Flow Chart

