**TEAM MEMBER PERFORMANCE ASSESSMENT**

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| **Project Title:** |  |  | **Date Prepared:** |  |

**Technical Performance**

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| **[Scope](#Scope" \o "Rate the team member’s ability to deliver the scope of the project and product. Provide comments that describe instances or aspects of scope performance that justify the rating.)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| [**Quality**](#Quality) | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| [**Schedule**](#Schedule) | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| **[Cost](#Cost" \o "Rate the team member’s ability to deliver within budget. Provide comments that describe instances or aspects of cost performance that justify the rat-ing.)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |

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**Interpersonal Competency**

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| **[Communication](#Communication" \o "Rate the team member’s ability to communicate effectively. Provide comments that illustrate instances of communication that justify the rating.)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| **[Collaboration](#Collaboration" \o "Rate the team member’s ability to collaborate effectively. Provide comments that illustrate instances of collaboration that justify the rating.)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| **[Conflict Management](#Conflict_Management" \o "Rate the team member’s ability to manage conflict effectively. Provide comments that illustrate instances of conflict management that justify the rating.)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| **[Decision Making](#Decision_Making" \o "Rate the team member’s ability to make decisions effectively. Provide comments that illustrate instances of decision making that justify the rating)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |
| **[Leadership](#Leadership" \o "Rate the team member’s leadership ability. Provide comments that illustrate instances of leadership that justify the rating.)** | * Exceeds Expectations
 | * Meets Expectations
 | * Needs Improvement
 |
| Comments: |

**TEAM MEMBER PERFORMANCE ASSESSMENT**

**[Strengths](#Strengths" \o "Describe the team member’s technical and interpersonal strengths. Give explicit examples.)**

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**[Weaknesses](#Weaknesses" \o "Describe the team member’s technical and interpersonal weaknesses. Give explicit examples.)**

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**Areas for Development**

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| --- | --- | --- |
| **[Area](#Area" \o "List technical or interpersonal areas for development.)** | **[Approach](#Approach" \o "Describe the development approach, such as training, mentoring, or coaching.)** | **[Actions](#Actions" \o "List the actions necessary to implement the development approach.)** |
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**[Additional Comments](#Additional_Comments" \o "Document any comments that provide additional insight or information into the team member’s performance.)**

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