

Add a document title

[Empty text box for document title]

Add your team info.

Your Company Name :

Your Name :

Team, Process, or Skills Capability: :

Total Number of Processes/Tasks Defined :  /10

Total Number of Staff Members Defined :  /5

- 1 Required Proficiency | No Current Competency
- 2 Required Proficiency | Partial Competency Level
- 3 Required Proficiency | Good Competency Level
- 4 Required Proficiency | Advanced/Trainer Competency Level

List your team members

List your team skills requirement

		Process or Task Descriptions here										Staff Member Proficiency Level
		1)	2)	3)	4)	5)	6)	7)	8)	9)	10)	▼
Staff Member Names	1)											0%
	2)											0%
	3)											0%
	4)											0%
	5)											0%
Process / Task Proficiency Cover ►		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	

Populate each box with a 1-4 rating

You will need to download the excel version to see the % proficiency score / level

