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(A simple) Competency / Skills Assessment Worksheet

Identifying Opportunities for Personal Growth

COMPETENCE AREA	Business Knowledge	Analytic Knowledge	Information Sharing	Tools / Applications	Infrastructure	Project Management
Competence area description	*Understanding* of the business problems that are most important / relevant within your particular context*	*Understanding* of the techniques and concepts underlying analysis of data.*	*Understanding* of how knowledge effectively flows between and among entities.*	*Understanding* of the software and hardware necessary to provide answers to analytic questions.*	*Understanding* of the structures (networking, hardware, software, vendor, facilities, HR, functional, etc.) necessary to support timely and comprehensive answers to analytic questions.*	*Understanding* the tools, techniques and processes required to effectively identify, specify and implement project work.*
Important knowledge areas involved in competence area *lists are not meant to be comprehensive*	• Finance • Accounting • Economics • Management Strategy • Domain specific knowledge • Sociology and psychology	• Statistics (descriptive and inferential, applied and theoretical) • Mathematics • Research methodology • Information structures • Analytic 'best practices'	• Knowledge management • Storytelling • Sociology and psychology • Communications (written, presentation and verbal)	• Stats packages – R, SAS, SPSS, MatLab • Data visualization – Tableau, Excel, Crystal Reports, PowerBI • Database – SQL and specific RDMBS implementations (Oracle, Microsoft) • Big data environments – Hadoop, MongoDB, Cassandra, BigQuery	• IaaS - AWS, Windows Azure, Google Cloud • Big data environments – Hadoop, MongoDB, Cassandra, BigQuery • Networking – Cisco, SAN • Infrastructure design (including risk management)	• PM methodologies (PMI-ish, agile, etc.) • Sociology and psychology • Communications (written, presentation and verbal) • Organizational implementation
Personal inventory of competence areas						
Organizational inventory of competence areas						
Environmental inventory of competence areas						
Areas of opportunity and/or deficiency (e.g., gaps)						

** The term "understanding" encompasses both knowing and do-ing.*