

Project Manager Skills Assessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Skills Assessment for [Project Manager's Name]

Introduction

This letter outlines the assessment of the skills and competencies of [Project Manager's Name] in relation to the project management role.

Assessment Criteria

- **Leadership Skills:** [Description]
- **Communication Skills:** [Description]
- **Risk Management:** [Description]
- **Budget Management:** [Description]
- **Time Management:** [Description]

Overall Evaluation

[Summary of the project manager's performance, strengths, and areas for improvement.]

Conclusion

Based on this assessment, I recommend the following steps for [Project Manager's Name] to enhance their skills and effectiveness in their role.

Thank you for your attention to this assessment.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]