



# COMPASS Quick Start Guide

# COMPASS Login Screen

The screenshot shows the COMPASS login screen. At the top, there is a navigation bar with links for 'Help', 'Sign in', and 'Register for COMPASS'. The main header features the COMPASS logo and the text 'Welcome to QA Compass' and 'the competence management system for project professionals'. Below the header is a menu bar with 'My Assessments' and 'Assessing Others'. The main content area includes a 'Welcome to QA Compass' section with a description of the tool and a 'What is COMPASS' link. On the right, there is a 'Getting Started' section with links for 'Existing Users', 'New Users', and 'Need help?'. Below that is a 'More' section with links for 'What is Compass?', 'Try Compass for free', and 'Visit QA.com'.

Log in or Register here. Click "My Profile" when you have logged in to view and edit your COMPASS profile, including resetting your password

The Quick Links provide easy access to key functions within COMPASS

Find out more about COMPASS and QA using the links

Use the menu bar to go to "My Assessments" and "Assessing Others"

# My Assessments Screen

Use the Tabs to locate assessments that have been allocated to you, and ones that have been started, completed and validated

The screenshot shows the COMPASS web interface. At the top, there is a navigation bar with 'Help', 'My Profile', 'Log out', and 'Admin' tabs. Below this is a header with the COMPASS logo and 'competency assessment tool'. The main content area is divided into two tabs: 'My Assessments' (orange) and 'Assessing Others' (pink). Under 'My Assessments', there is a sub-section with a title 'My Assessments' and a description: 'Here you will find any Compass assessments available in your account. This will build into an invaluable record of your personal development. To start or continue an assessment click on the title of the assessment you would like to work on.' Below this are four tabs: 'Start New', 'In Progress', 'Submitted', and 'Validated'. The 'Start New' tab is active. It displays a list of three assessments, each with a 'Launch' button. The first two are 'APM Competence Framework v1 2008' and 'APM Competence Framework v2 2015', both with the text 'Not yet started, click Launch to work on this assessment.' The third assessment is partially visible. To the right of the main content is a 'Complexity Questionnaire' section with a 'Retest' button. An information icon (i) is next to a note: 'Note... you can only have one working copy of an assessment at a time, so if you do not have the option to copy an assessment then you will need to submit any 'In Progress' assessments first.'

COMPASS  
competency assessment tool

Help My Profile Log out Admin

My Assessments Assessing Others

## My Assessments

Here you will find any Compass assessments available in your account. This will build into an invaluable record of your personal development. To start or continue an assessment click on the title of the assessment you would like to work on.

Start New In Progress Submitted Validated

1	APM Competence Framework v1 2008	Launch
2	APM Competence Framework v2 2015	Launch
3		Launch

### Complexity Questionnaire

Records show that you have already completed a Complexity Questionnaire for the Compass Assessment. Overall, your experience shows that the projects you have worked on are **deemed to be complex** allowing to score competence indicators at or above 6 points in the assessment.

Retest

**Note...** you can only have one working copy of an assessment at a time, so if you do not have the option to copy an assessment then you will need to submit any 'In Progress' assessments first.

If you haven't completed a Complexity Questionnaire, then you can do it here. This determines if you have worked on complex projects or non-complex projects

Simply click the "Launch" button for an Assessment to launch it

# Assessment Navigation

The result of your complexity questionnaire is shown here. You will be limited in what you can score if you have not completed the questionnaire or the results shows you have only worked on non-complex projects

You can invite your Line Manager and up to 4 others to complete an assessment of you. Once invited, you can manage your invitations here

My Assessments

Welcome Role Profile Instructions Complexity **Assessment Home**

**Before you start**

You are currently performing a SELF assessment.  
Please complete the tasks below before working on your Assessment.

**Your Complexity Questionnaire**  
Task completed  
Your Complexity Questionnaire ascertained that overall, your experience shows that the projects you have worked on are deemed to be complex allowing you to score competence indicators at or above 6 points in the assessment.

**Line Manager Review**  
Awaiting completion  
You are yet to invite your Line Manager.

Name \* Email address: \*

Send Line Manager Invitation

**Self Assessment Home**

Click on a segment in the wheel below to work on that competence domain.

- 0% Complete
- 0% Complete
- 0% Complete

8 competencies  
HE Contextual Competencies  
21 competencies  
Technical Competence  
6 competencies  
Behavioural Competence

Click on the tabs at the top to jump to specific tasks. When you start COMPASS it will automatically take you through each tab in turn

The 'Wheel of Competence' acts as your navigation and shows progress through the assessment. Click on a segment to go to that section

# Competence Detail Screen

Click on the "Competence Domain" drop down list to switch between domains and see progress

Roll over the slider to indicate your score. You will get a 'tool tip' that appears as you rollover, to explain what each score means

When you score at the Indicator level, you have individual sliders for Knowledge and Experience

You can switch between "Indicator" or "Average" scoring. If you choose "Average", a single pair of sliders will appear to set the Average competence score

Use the "Prev", "Pause", "Clear", "Next" buttons to navigate through the competencies

You can add in evidence to justify your score.

The screenshot displays the 'My Assessments' interface. At the top, there is a navigation bar with 'My Assessments' and a 'Dashboard' button. Below this, a dropdown menu shows 'Technical Competence Domain'. The main content area is titled 'PROJECT SUCCESS AND BENEFITS MANAGEMENT (TC02)'. It includes a 'Definition' section and an 'Indicators' section. The 'Indicators' section contains three rows, each with a number, a description, and two sliders for 'K' (Knowledge) and 'E' (Experience). The first indicator is '1 Analyses and understands the project and its context within the proposed business change and how these can enable the expected benefits (indirect, direct, financial and non-financial)'. The second is '2 Agrees success criteria for the project with the sponsor, ensuring they are measurable'. The third is '3 Identifies critical success factors for the project with stakeholders'. To the right, a 'Dashboard' panel shows 'Indicator' and 'Average' scoring modes, 'Switch Scoring Mode' button, and navigation buttons: 'Prev', 'Pause', 'Clear', and 'Next'. Below the dashboard, it shows 'Competence: 2 of 21' and 'Answered: 49%'. At the bottom, there is a 'Supporting Evidence' section with a text input field.

Competence	K	E	Level
CONCEPT	5	5	D
PROJECT SUCCESS AND BENEFITS MANAGEMENT	Not Answered		
STAKEHOLDER MANAGEMENT	Not Answered		
REQUIREMENTS MANAGEMENT	Not Answered		
PROJECT RISK MANAGEMENT	Not Answered		
BUSINESS CASE	Not Answered		
PROJECT REVIEWS	Not Answered		
DEFINITION	Not Answered		
SCOPE MANAGEMENT	Not Answered		
MODELLING AND TESTING	Not Answered		
METHODS AND PROCEDURES	Not Answered		
PROJECT QUALITY MANAGEMENT	Not Answered		
SCHEDULING	Not Answered		
RESOURCE MANAGEMENT	Not Answered		

