

2025 Project Manager Candidate Capabilities Test

This capabilities test is only for applicants who have been invited to participate in the second round of the application process and who will be provided access to a Monday.com workspace.

Overview and Evaluation

This exercise is designed to evaluate your ability to translate a project scope of work into an actionable project management framework using Monday.com. This simulation mirrors how a Project Manager at Civic Thread might structure a new project from initiation through completion.

Your submission will be evaluated on your ability to:

- Structure and manage complex, multi-component projects.
- Develop clear and logical **workback schedules** that demonstrate an understanding of sequencing, dependencies, and pacing.
- Plan for effective and timely delegation, showing how responsibilities would be distributed and tracked to ensure progress.
- Think through implementation details with foresight and practicality.
- Communicate a clear, organized plan that others could follow

Instructions and Assignment

You are the Project Manager for Civic Thread overseeing the **Meadowview Neighborhood Active Transportation Assessment Project**.

Your task is to build-out Phase 1 activities under Task 2.3 in Monday.com. As part of this assignment, you will need to develop a workback schedule, define key workstreams and subtasks, and delegate to your team to ensure smooth planning and execution.

Civic Thread uses **standard templates across all projects**, which are already available in the workspace. You are encouraged to **customize your project board** to best fit the needs of this specific project.

Materials Provided

You will use the following project materials to inform your buildout:

- Scope of Work (SOW)
- Budget
- Timeline

Assignment Overview

Please complete the following components in Monday.com:

1. Project Overview Page

Create a Project Overview Page, utilizing the existing template, that provides a high-level snapshot of the project. This page should serve as an at-a-glance reference for anyone joining the project workspace and should include:

- Civic Thread project team and their roles
- Project details, including contract information and timeline
- High-level project summary, describing the overall purpose, goals, and scope

2. Phase 1 Build-Out

Design a Monday.com project board, utilizing the existing template, that demonstrates how you plan, organize and manage Phase 1 of the project. Your build-out should include:

- **Develop a Workback Schedule**
 - Create a clear timeline for Phase 1 implementation.
 - Demonstrate sequencing, dependencies, and overlapping workstreams.
 - Include key milestones, deadlines, and deliverables that reflect realistic pacing and coordination.
- **Identify Key Workstreams and Subtasks**
 - Break down the work into logical categories (e.g., planning, outreach, coordination, logistics, materials, facilitation, evaluation, etc.).
 - Highlight the major subtasks that would be required to complete each activity.
- **Consider Materials and Logistics**
 - Think through what kinds of materials, support, and coordination might be needed for successful delivery (e.g., communications, event preparation, data collection, social media, etc.)

- Demonstrate awareness of the resources and steps involved in execution – without creating any actual materials.
- **Outline Team Roles and Responsibilities**
 - Assign team members to specific tasks and deliverables.
 - Show how you would use Monday.com's ownership, status, and progress tracking tools to ensure accountability and progress visibility.

Submission Requirements

Complete your Monday.com workspace and submit the workspace link to gyhill@civicthread.org **by 11:59 PM on Monday, November 3, 2025.**