zep Skill Matrix

Team: _____ **As of:** _____

CATEGORY	SKILL	MINIMUM LEVEL	NEEDED	1 (Name / Role)	2 (Name / Role)	3 (Name / Role)	4 (Name / Role)	5 (Name / Role)	6 (Name / Role)	7 (Name / Role)	8 (Name / Role)	9 (Name / Role)	10 (Name / Role)	COUNT AT MINIMUM LEVEL

LEVELS

- **blank · No knowledge** — Skill not present or not rated
- **1 · Basic knowledge** — Knows the basics from training or self-study, needs guidance
- **2 · Some practice** — Has used the skill in projects, works with support
- **3 · Independent** — Applies the skill independently on projects
- **4 · Expert** — Handles complex tasks and advises colleagues
- **5 · Lead** — Owns the topic, develops methods further and trains others

The matrix shows who fits. ZEP Business shows who is free. Book a demo: **zep.de/en/book-demo**

Example: skill matrix of a consulting team

CATEGORY	SKILL	MINIMUM LEVEL	NEEDED	Anna Becker Senior Consultant	Jonas Wagner SAP Consultant	Leyla Demir Project Manager	Tobias Krüger Data Analyst	Mira Hoffmann Business Analyst	David Schulz Data Engineer	Sofia Lange Junior Consultant	Felix Brandt Logistics Consultant	PEOPLE AT MINIMUM LEVEL	AVG. LEVEL	GAP	STATUS
Methods	Process modelling (BPMN)	3	3	5	3	2		4		1	3	4	2.3	0	Covered
	Requirements management	3	3	4	4	3	2	3	1	2	2	4	2.6	0	Covered
	Scrum	3	2	3	2	4		2	3	1		3	1.9	0	Covered
	Workshop facilitation	4	2	5	3	4		2		1	2	2	2.1	0	Tight
	Change Management	3	2	4		3		2			1	2	1.3	0	Tight
Technology	SQL	3	2	1	2		5	3	4	2		3	2.1	0	Covered
	Power BI	3	2	2	1		4	3	2	3		3	1.9	0	Covered
	Python	3	3				4	1	5	2		2	1.5	1	Shortage
	SAP S/4HANA	3	2	2	4		1				3	2	1.3	0	Tight
	Microsoft Azure	3	2				2		4	1		1	0.9	1	Shortage
Industry	Logistics	3	2	4	3	1	2				4	3	1.8	0	Covered
	Mechanical engineering	3	1	2	1	3			1		3	2	1.3	0	Covered
	Financial services	3	1		2		3	4		1		2	1.3	0	Covered
Languages	English	4	4	5	4	4	3	4	4	3	2	5	3.6	0	Covered
	French	3	2			3		2				1	0.6	1	Shortage
			SKILLS AT LEVEL 3+	**7**	**6**	**7**	**5**	**6**	**5**	**2**	**4**				
			SKILLS AT LEVEL 5	**3**	**0**	**0**	**1**	**0**	**1**	**0**	**0**				

HOW TO READ THE MATRIX

The colour shows the level. The darker, the deeper the knowledge.

The status column shows where the team is too thin. In the example, people are missing for Python, Microsoft Azure and French.

The row “Skills at level 3+” shows who has broad skills and who focuses on a few topics.

LEVELS

blank · No knowledge

1 · Basic knowledge

2 · Some practice

3 · Independent

4 · Expert

5 · Lead