Info folder for the certification as Project Manager pma/IPMA® Level C

1 General information 2
1.1 Overview of the certification process 2
1.2 Requirements for the certification 2
1.3 Overview of the certification process as Senior Project Manager 3
2 Application process 4
2.1 Selection of the certification date 4
2.2 Self-assessment General information on Self-assessment of PM competences: 6
2.3 Project experience (incl. Executive Summary Report) 8
2.4 Confirm and submit application 12
3 Payment modalities and general conditions 14
4 Consent or declaration of consent under data protection law for participation in the pma certification programme (independent certification body of pma - Projekt Management Austria) 15
5 Information on Exercising the Right of Revocation - Cancellation Policy 16
6 Certification briefing 16
7 Report process 16
7.1 Report 17
7.2 Feedback on the report 18
7.3 Structure of the report for certification as Senior Project Manager 18
8 Certification day 20
Objectives of the certification day 20
8.1 Content of the certification day – for an “on-site certification” 20
8.2 Content of the certification day – for an “online-certification” 21
9 Overall assessment 22
10 Assessors 22

Relevant certification documents:

- Info folder Senior Project Manager pma/IPMA® Level C
- The ICB for project management Version 4.0
- The latest version of the pm baseline

Application for certification takes place online. The first step is to register on the pma website with your personal password. You can then log in and access the "Self Service Tool".

All documents can be downloaded free of charge from www.pma.at. If you have any questions, please contact: zertifizierung@pma.at

1 General information

1.1 Overview of the certification process

The certification process is segmented into the following steps:

- Application
- Admission
- (online) certification briefing
- Report
- Certification day
- Overall assessment
- After successful certification, the candidate receives a certificate with a validity of 5 years

1.2 Requirements for the certification

For this certification the ICB4, the methods & processes of the latest pm baseline and further literature in accordance with the pma literature list are relevant.
We recommend a standard PM reference work.

Knowledge:

- Detailed knowledge of the ICB4
- Methods and processes of the latest pm baseline

Experience: (= min. 3 years of experience in project management in the last 6 years)

- At least 540 person days (PD) of experience as a project manager (1 year = 180 PD), including
- At least 360 person days (PD) acting as solely responsible project manager of less complex projects. This includes:
    - Person days as project manager
    - Person days as project team member with leadership of a sub team

Participation in an online certification briefing: Briefing dates can be found on the pma website under **events.**

1.3 Overview of the certification process as Senior Project Manager

Online application via the self service tool

(**at least 3 months** previous to the certification date)

If required: Feedback from the assessor regarding the application documents via the self service tool. If necessary, modification of the application documents by the candidate via the self service tool.
(**at the latest 2 months** previous to certification day)

Admission to the certification via self service tool

Invoicing
(the invoice will be sent by post or e-mail approx. 2 months previous to the certification date)

Payment

If required: PM qualification by further training (self-assessment by the candidate)

Binding participation in a certification briefing/an online certification briefing
Events

Preparation of the report

Submission of the report via self service tool

(**at least 3 weeks** previous to the certification date)

Feedback on the report from the assessor via f service tool
Communication of the time schedule for certification day
(**at the latest 1 week** previous to the certification date)

Individual preparation for the PM certification

Certification day:
On-site certification: pm test (open questions) and interview respectively
Online certification: oral exam (open questions) and interview
oral feedback (no additional written feedback)

if certification is not successful you will receive **within 2 weeks** after the certification day an email with the result and further options

if certification is successful - the certificate is available for download in the pma "Self Service Tool" under "Certifications" / "Certificates." If you select the "printed certificate by mail" option (for an additional fee), delivery takes approximately 2 weeks from the date of certification.
The certificate is valid for 5 years.

Processing time: 4 months

2 Application process

The **online application process** is segmented into the following steps:

- Registration on the website
- Fill in the online registration form: (Points marked in **bold** are explained below)
  - **Certification date**
  - Core (personal) data
  - Invoice
  - Certificate
  - School and higher education, further education, studies, additional training (optional)
  - Previous training and further education in project management (optional)
  - Previous training and continuing education people competences and leadership (optional)
  - Career
  - **Self-assessment**
  - **Project experience (incl. Executive Summary Report)**
  - Brief description of the company or area of business
  - References
  - **Confirm and send Application**
- Review of the submitted application form by the **Certification Body**
- Admission to the certification by the **Certification Body**

Please note that each individual step/section of your registration (e.g.: entry of core data, invoice, project experience, Self-assessment, ...) must be saved by pressing the **"Save" button** so that the data you have entered is permanently available and you can **continue or complete your certification process at any time.**

2.1 Selection of the certification date

Select **"Certifications"** in the menu selection field of the pma Self Service Tool and then click on the button **"Register for a certification date".**

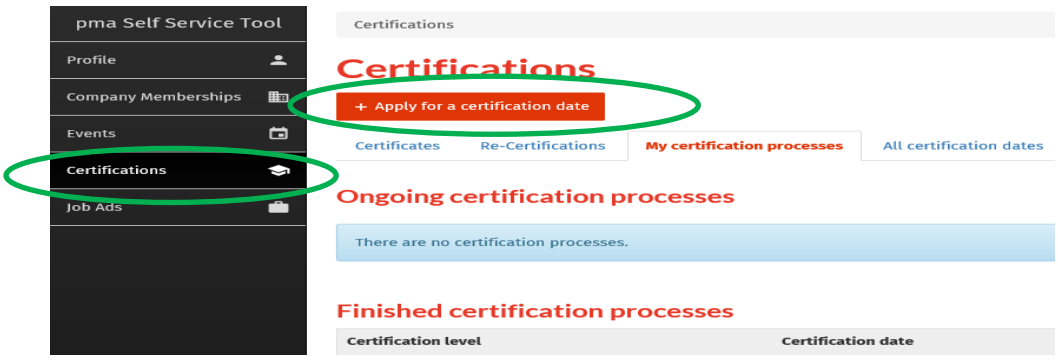

Figure 1: Registration for a certification date

Please select first the **certification level "IPMA® Level C" and then select the Domain "Project Manager"**. Then please make the decision regarding the **type of certification date. Public** (still available) **dates** are displayed in the form of the following drop-down menu **„Certification date"**.

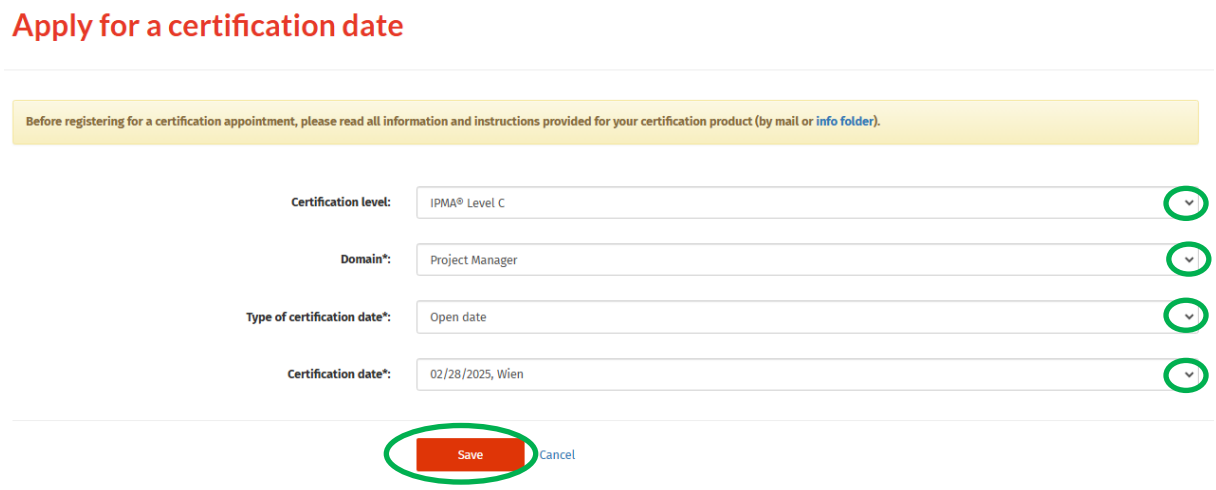

Figure 2: Option 1 - Registration for an open certification date

Closed dates for companies are not automatically displayed. For this purpose select the option **"Closed date"** under **"Type of certification data".** You will then be asked to enter the desired certification date manually. Then enter your company/organisation under **"Organisation".**

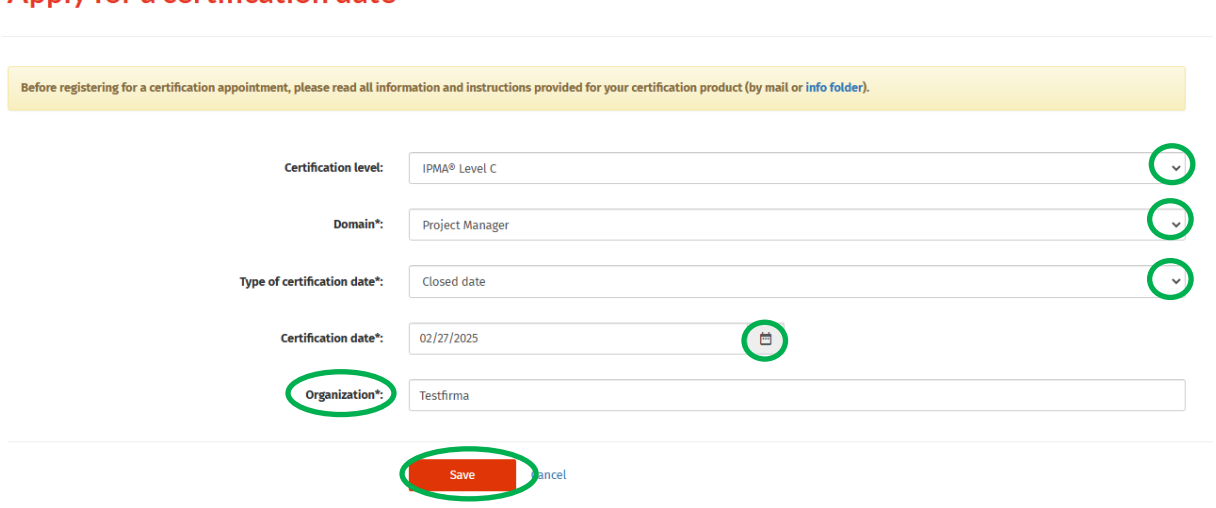

Figure 3: Option 2 - Registration for a closed certification date

2.2 Self-assessment

General information on Self-assessment of PM competences:

The PM competences are divided into three competence areas:

- Perspective competences
- People competences
- Practice competences

For better orientation and easier assessment of the PM competences, the corresponding competence indicators of the respective competence elements are shown. (see Figure 4: Self-assessment - using the competence element "personal communication" as an example).

The following Self-assessment is to be carried out conscientiously and truthfully. It therefore requires some time.

The Self-assessment of your PM competences is to be carried out using the ICB4 six-stage taxonomy (see page 2), whereby stage 6 represents the absolute maximum. To be able to carry out the corresponding self-assessment it is necessary to familiarise yourself with the description of the corresponding competence elements in the ICB4. Your own competences should be assessed based on these descriptions.

Explanation of the taxonomy

- **Stage 1 Knowledge:**
Recollection of basic concepts (theories, specific details, terminological knowledge, individual facts), recollection of patterns, processes, methods, categories, criteria, awareness of suitable material, minimum reorganisation

- **Stage 2 Comprehension:**
Simplest level of understanding, recognising simple connections, showing awareness of what is being discussed, using material (without relating it to other materials, or recognising its broadest sense), translating, using one's own words, interpreting, extrapolating, recognising what has been learned in another context

- **Stage 3 Application:**
Use and implementation of unidimensional learning content in a new and specific situation, use of project management methods

- **Stage 4 Analysis:**
Examine and break more complex information into fundamental elements and parts, identification of elements, clarification of organisational principles and (explicit and implicit) structures or hierarchies, recognition of connections, explanation of relationships between the elements, making diagnoses and case studies. This is a question of breaking down the whole (=project) into its parts (plans in the project hand book), in particular observing relationships and effects (interactions) between the individual elements

- **Stage 5 Synthesis:**
Putting together elements and parts to form a whole, developing, producing a new structure or plan, interweaving experiences, developing hypotheses, networking, optimising the weighing up of pros and cons using an interdisciplinary approach, uniting two or more elements to form a new unit. Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions, by using the optimized project management methods in highly complex situations. Taking into account personal experiences and using methods from other areas

- **Stage 6 Evaluation:**

Assessing, evaluating, judging a solution, a model, a procedure in terms of its usefulness, functionality, coherence and quality, discovering logical errors and defending opinions. Reviewing projects and guiding others in the area of project management in order to optimise the project management approach. Other project managers can be coached

In the online registration form, please tick the box indicating your assessment of the respective competence element! **Only your highest rating per competence element is to be marked.**

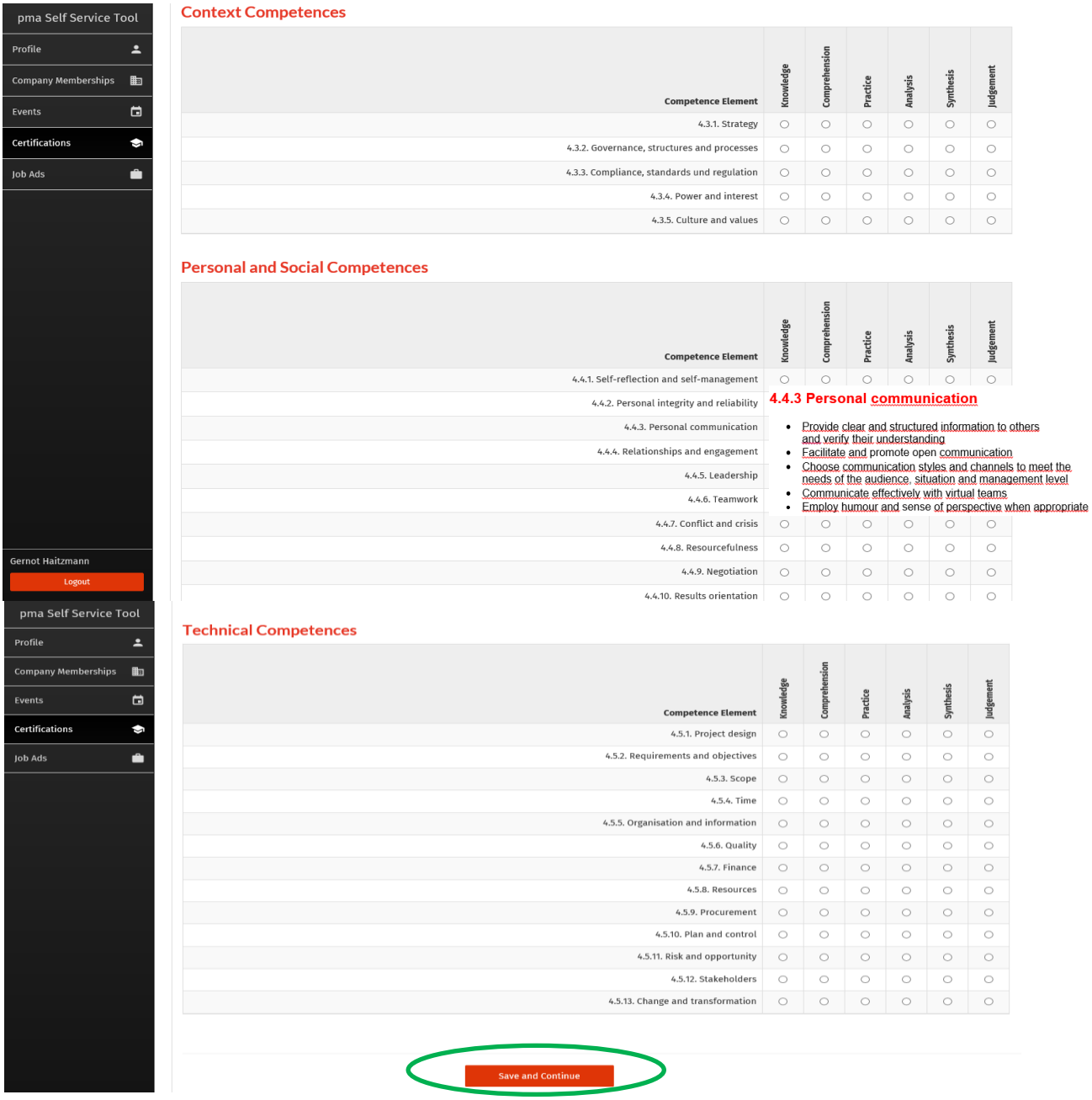

Figure 4: Self-assessment

2.3 Project experience (incl. Executive Summary Report)

Step 1: Please enter here your projects (during the last 6 years) with which you will reach the required person days (PT):

- **at least 540 PT as project manager** and thereof
- **at least 360 PT activity as overall responsible project manager** of **moderate complex projects,** can be counted:
  - Person days as project manager
  - Person days as project team member with leadership of a sub team

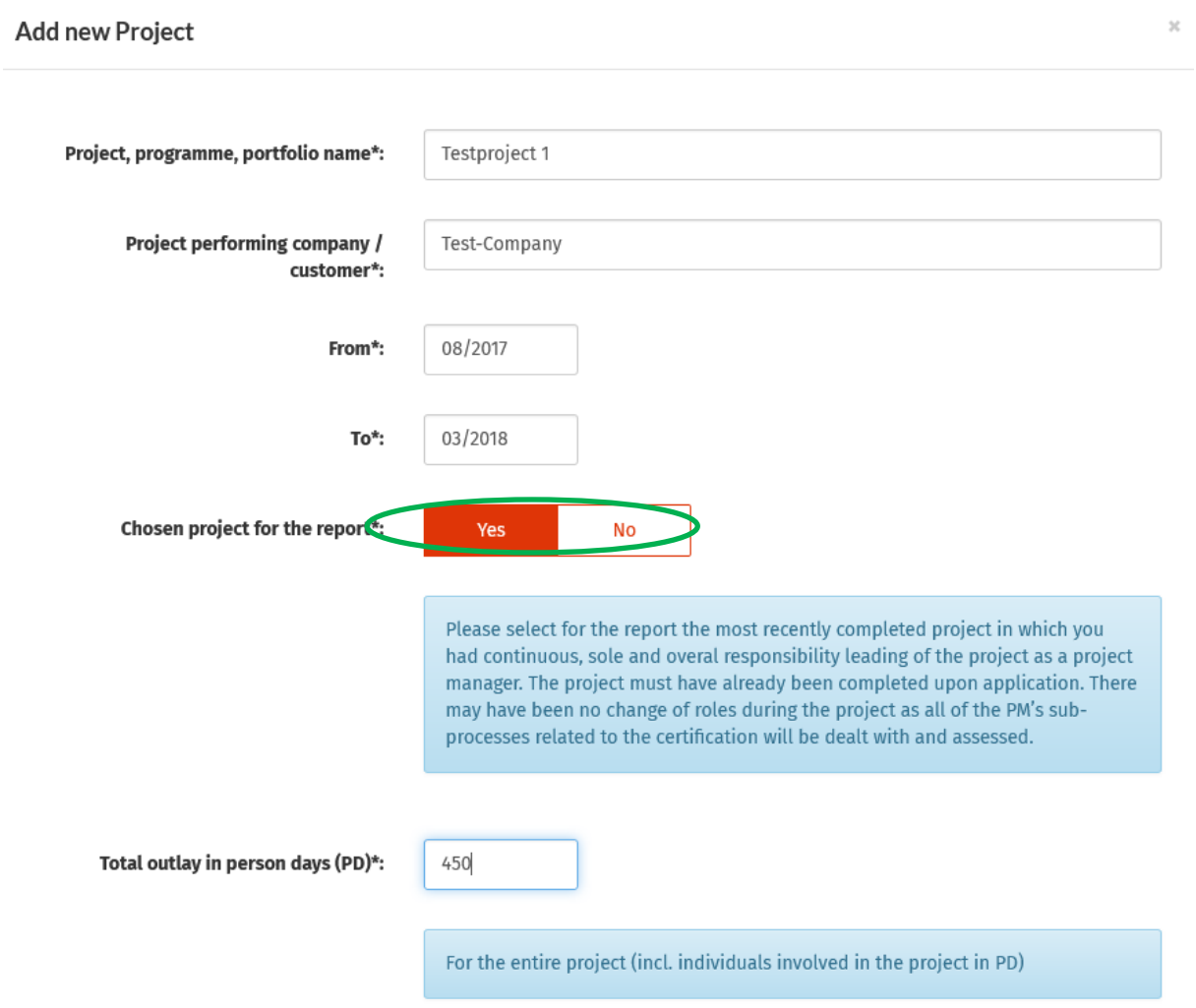

Figure 5: add a new project

Below are listed 3 examples with project details including your person days (PT) according to your project role(s):

Example 1: Project manager with 40 person days (PT) project management.

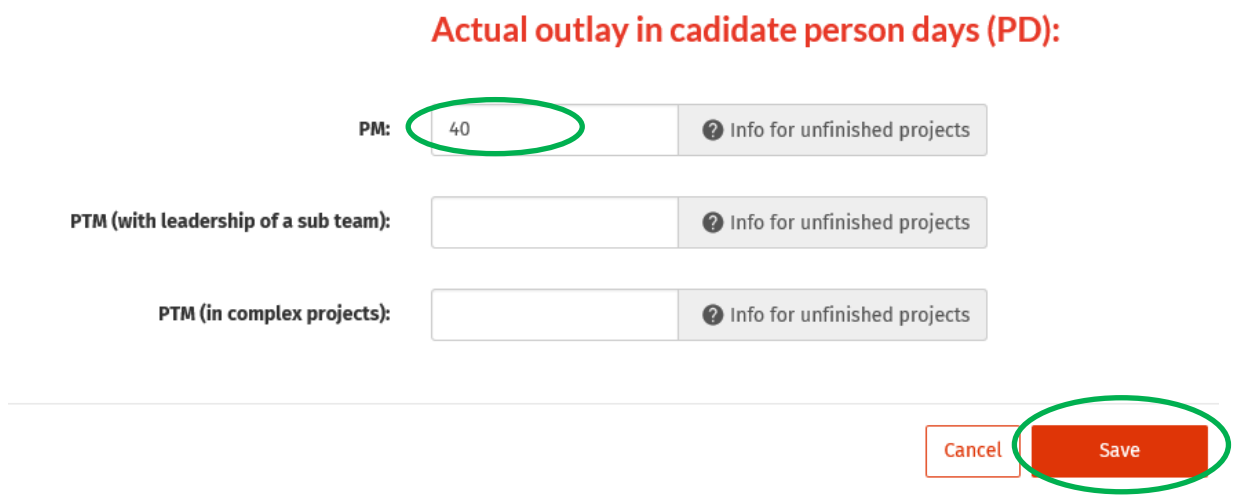

Figure 6: Create project example 1

Example 2: Project manager with 45 person days (PT) project management and 50 person days (PT) as project team member with leadership of a subteam.

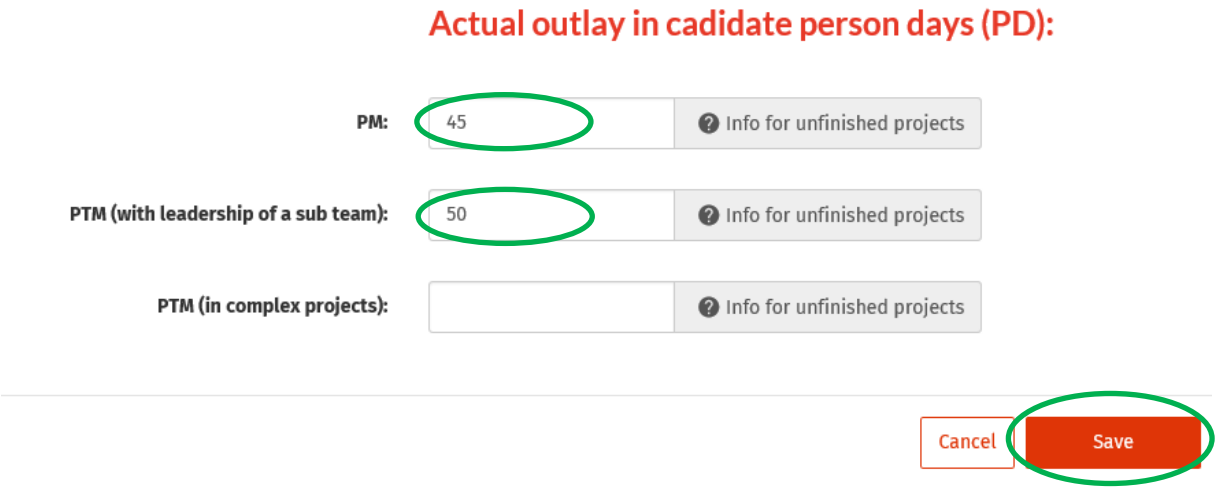

Figure 7: Project with indication of person days as PM and as PTM with leadership of a subteam

Example 3: Project team member in complex projects with 90 person days (PT)

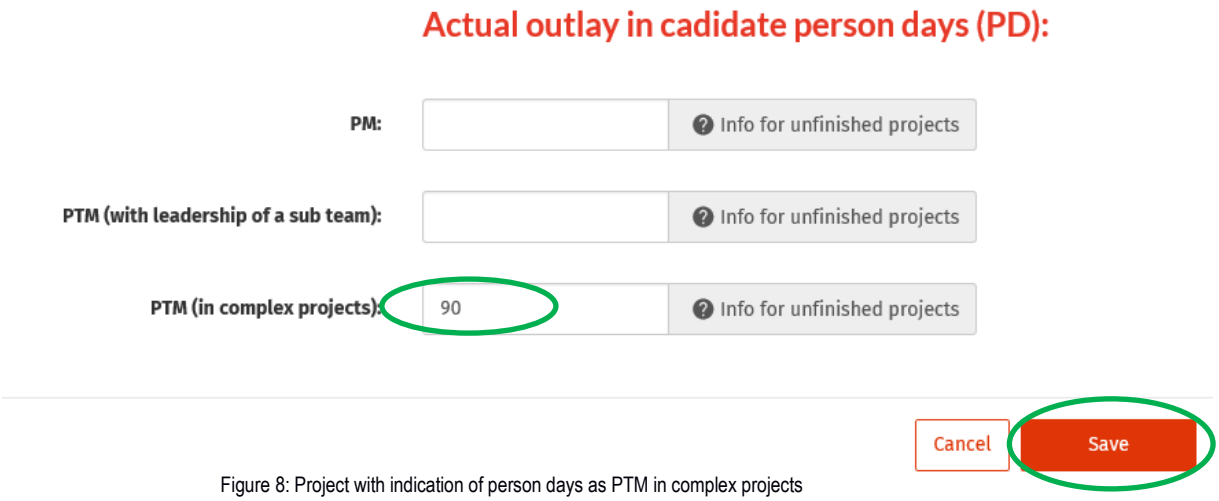

Figure 8: Project with indication of person days as PTM in complex projects

When **saving the specified projects,** the **specified person days are automatically added up** according to your specifications and a corresponding check is performed to ensure that you meet the required person days (PT) for pma/IPMA® Level C.

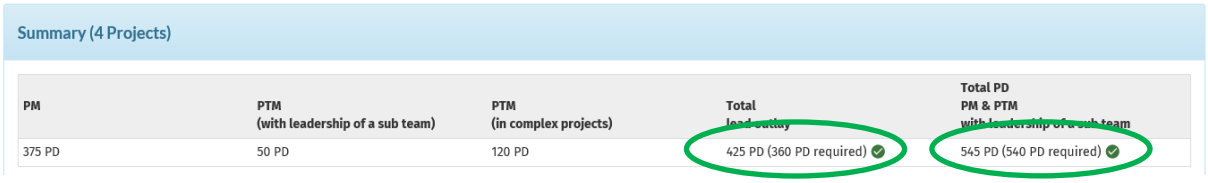

Figure 9: Total number of person days (PT)

An Executive Summary Report (ESR) must be created for the following projects:

For **all projects** (including the project you select for the report) with which the minimum of **360 person days (PT) are achieved as project manager**. These consist of **person days (PT) as "PM" and person days (PT) as "PTM with leadership of a subteam".**

The aim of the Executive Summary Report (ESR) is to provide the assessors with detailed information on the projects.

For example 1 and example 2 above: Role as PM - An Executive Summary Report (ESR) must be created here.

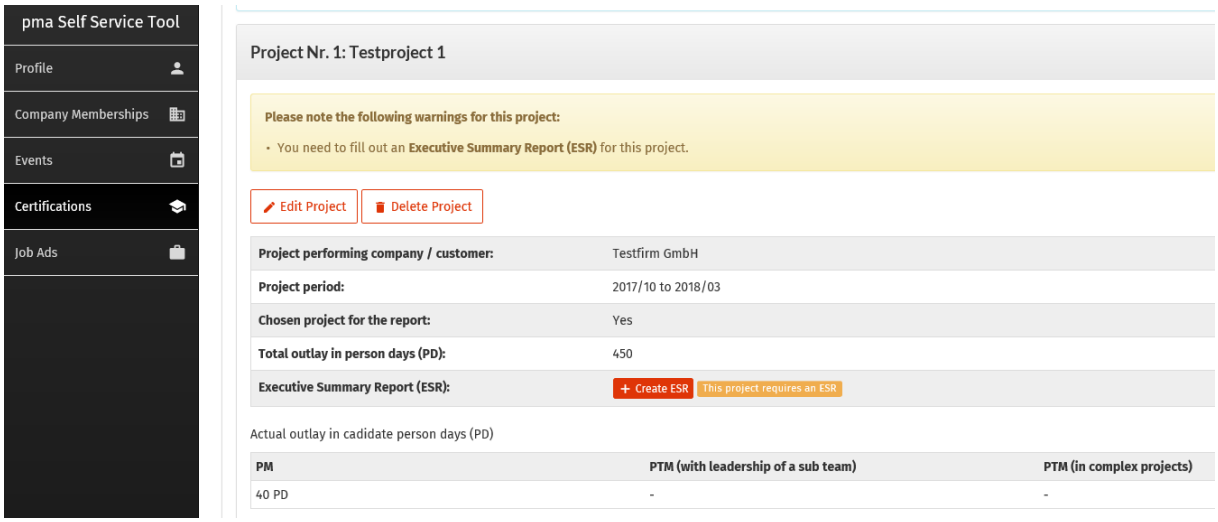

Figure 10: create an ESR

For example 3 above: Not in the role of PM - no Executive Summary Report (ISR) is to be created here.

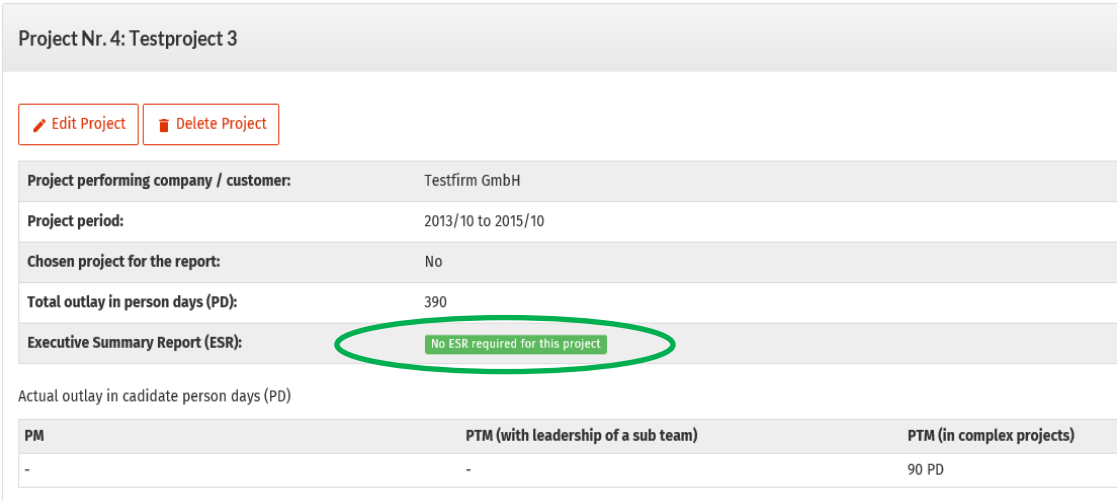

Figure 11: Project without default to create an ESR

Step 2: Creating an Executive Summary Report (ESR) by specifying the total budget, project objectives and results (Please note the separate presentation of the project objectives and project results), number of people involved in the project team, number of suppliers, stakeholder explanations and PM challenges for each project to achieve the required 360 person-days (PT) as project manager.

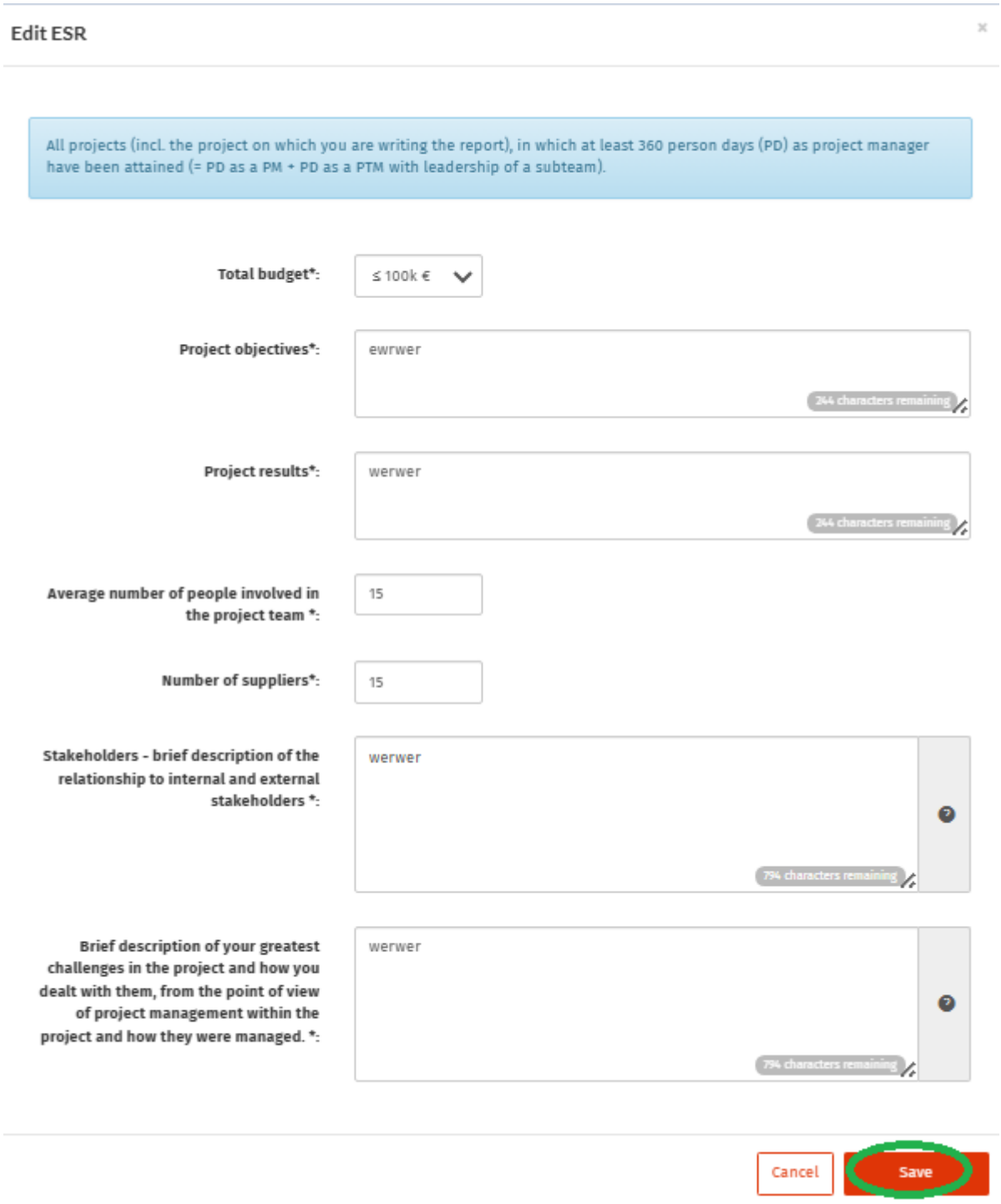

Figure 12 Example - Creating an Executive Summary Report (ESR)

2.4 Confirm and submit application

You have now completed the registration form. You will be informed about the currently valid payment modalities. Please read these carefully. You must agree to the terms of payment in order to complete the registration process.

The **current certification fees** can be found on the pma website.

Furthermore, you have to select with the **"Yes/No"** button whether you agree or disagree with **"The publication of the first and last name on the pma and IPMA® website in case of successful certification".**

Finally, you must agree that you have read and agree to "confirm the correctness of the data provided"; the provisions and guidelines of the imprint, the general terms of use, the data protection provisions, the right of withdrawal for consumers, the pma code of ethics as well as the rules of conduct; the consent or declaration of consent under data protection law to participation in the pma certification programme as well as the information on exercising the right of withdrawal - revocation instruction. By doing so you accept the terms and conditions and register bindingly for the certification exam.

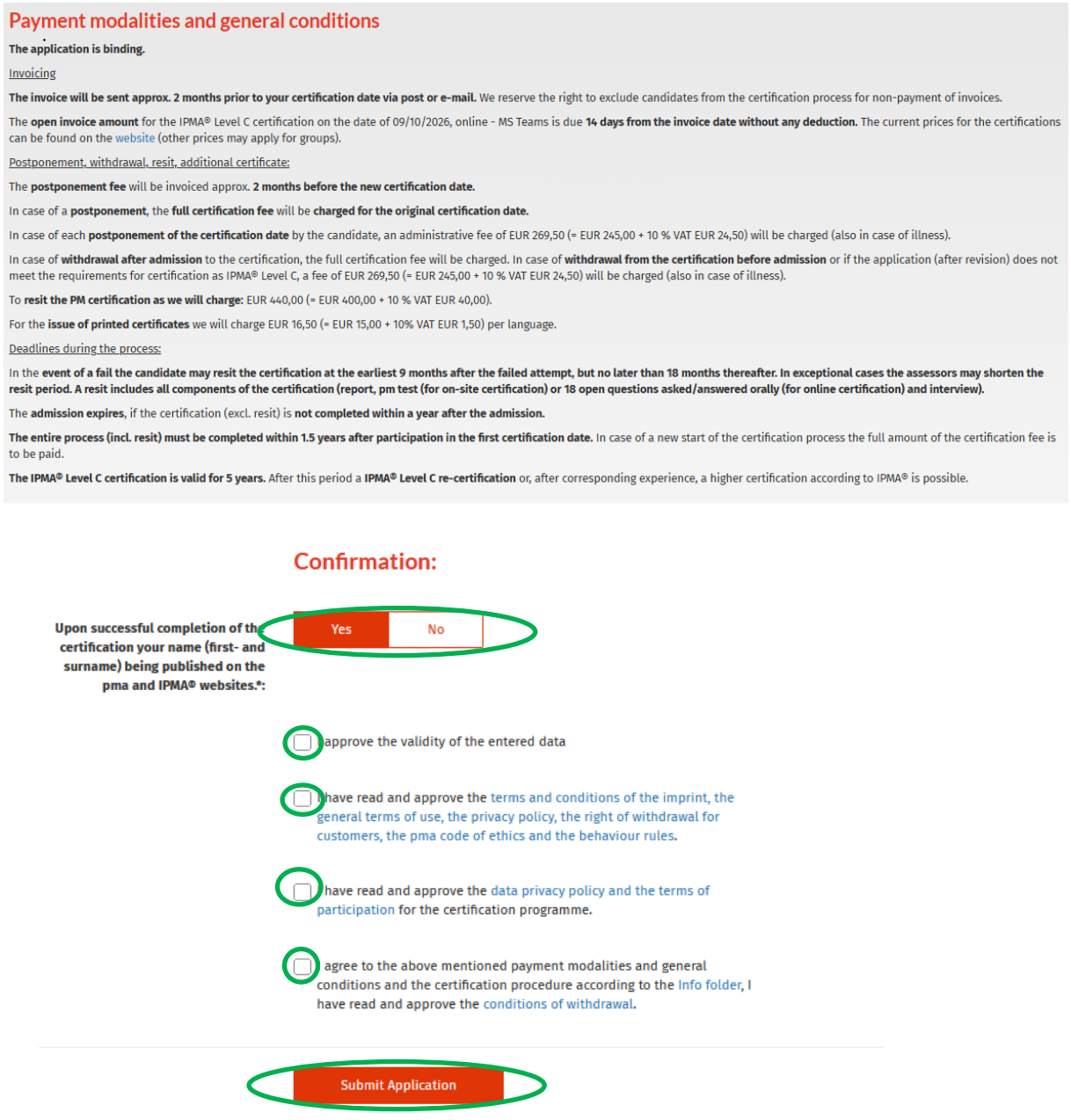

Figure 13: Completion of the registration process

Your registration will be confirmed by pma and subsequently checked. With your **Login** on the **pma website (pma Self Service Tool)** you can now track the current status of your registration and view, download and print details of your registration as a PDF file.

3 Payment modalities and general conditions

The application is binding.

Invoicing

The invoice will be sent approx. 2 months prior to your certification date via post or e-mail. We reserve the right to exclude candidates from the certification process for non-payment of invoices.

The **open invoice amount** for the pma/IPMA® Level C certification on the date of the registered certification date according to the registration is due **14 days from the invoice date without any deduction.** The current prices for the certifications can be found on the pma website (other prices may apply for groups).

Postponement, withdrawal, resit, certificate:
The **postponement fee** will be invoiced approx. **2 months before the new certification date**.
In case of a **postponement**, the **full certification fee** will be **charged for the original certification date**.

In case of each **postponement of the certification date** by the candidate, an administrative fee of EUR 269,50 (= EUR 245,00 + 10 % VAT EUR 24,50) will be charged (also in case of illness).

In case of **withdrawal after admission** to the certification, the full certification fee will be charged. In case of **withdrawal from the certification before admission** or if the application (after revision) does not meet the requirements for certification as IPMA® Level C Project Manager, a fee of EUR 269,50 (= EUR 245,00 + 10 % VAT EUR 24,50) will be charged.

To **resit the PM certification as Project Manager** we will charge EUR 440,00 (= EUR 400,00 + 10 % VAT EUR 40,00).

During application, if you select a printed version of the certificate, a fee of EUR 16,50 (= EUR 15,00 + 10% VAT, EUR 1,50) will be charged for each printed certificate (in German or English).

Downloading the certificate is free of charge and can be done multiple times until the last day of the certificate's validity.

Deadlines during the process:

In the **event of a fail the candidate may resit the certification at the earliest 9 months after the failed attempt, but no later than 18 months thereafter. In exceptional cases the assessors may shorten the resit period. A resit includes all components of the certification (report, pm test (for on-site certification) or 18 open questions asked/answered orally (for online certification) and interview).**

The **admission expires**, if the certification (excl. resit) is **not completed within a year after the admission**.

The entire process (incl. resit) must be completed within 1.5 years after participation in the first certification date. In case of a new start of the certification process the full amount of the certification fee is to be paid.

The pma/IPMA® Level C certification is valid for 5 years. After this period a **pma/IPMA® Level C re-certification** or, after corresponding experience, a higher certification according to pma/IPMA® is possible.

4 Consent or declaration of consent under data protection law for participation in the pma certification programme (independent certification body of pma - Projekt Management Austria)

I hereby declare my consent to the collection, storage and processing of my data within the framework of the admission procedure and my participation in the certification programme of pma (independent certification body of pma - Projekt Management Austria).

In particular, this includes the following information: Name, first name, maiden name, title, date of birth, place of birth, nationality, membership number, address, gender, identification number, private and business contact details (telephone number, e-mail address), details of my employer (including name, address and contact details of my employer), details of my qualifications (in particular details of projects, references, my CV) and details of my assessment of skills in accordance with the required documents, as well as details of references (confirmation of project activities by persons with company name, name, function, telephone number, e-mail address).

In all other respects the consent is valid for the data which can be seen from the registration forms and the documents of pma - Projekt Management Austria requested during the certification process.

I also declare my consent that my aforementioned data will be passed on to the assessors who are entrusted with my admission procedure for certification as well as with the implementation of my certification procedure. Furthermore, I consent to pma - Projekt Management Austria passing on my name (first and last name), the certification level and the number of my certificate to IPMA® (IPMA® International Project Management Association, http://www.ipma.world) for listing in the Database of Certified Professionals (http://ipma.world/individuals/certification/database-of-certified-professionals). In addition, I agree that pma - Projekt Management Austria will publish my name (first and last name) as well as the certification level of my certificate on the website of pma - Projekt Management Austria - in the category Certified Project Managers https://www.pma.at/en/certification/certified-project-managers - with a valid certificate.

Consent is given to pma - Projekt Management Austria (independent certification body of pma - Projekt Management Austria), Türkenstraße 25/2/21, 1090 Vienna, Tel.: +43 3192921 – 0, issued as responsible.

I have been informed that I can revoke this consent for the publication of my data at IPMA® and pma at any time free of charge.

The revocation of my consent can be made by e-mail to office@pma.at.

In addition, I have been informed of the rights to which I am entitled, in particular my rights to information, correction and deletion of the data collected about me as well as my right to object to data processing and disclosure of the data.

My data which is collected during the admission procedure and my participation in the certification programme of pma (independent certification body of pma - Projekt Management Austria) will not be passed on to third parties (with the exception of the bodies named in this consent).

I am also aware that I am entitled to appeal to the responsible regulatory authority.

I declare that I voluntarily give this consent in accordance with the above information and explanations in order to participate in the admission procedure and certification programme of pma - Projekt Management Austria.

The candidate confirms that he/she has taken note of the code of ethics and will act accordingly as a certified Project Manager (pma/IPMA® Level C) or as a pma member.

The candidate confirms that his/her details are correct and expressly consents to the electronic processing and storage of his/her data (personal data, examination documents, etc.) by pma and by bodies expressly authorised to do so by pma.

5 Information on Exercising the Right of Revocation - Cancellation Policy

You have the right to revoke this contract for (re-)certification registration within fourteen days without giving reasons. The revocation period shall be fourteen days from the date of conclusion of the contract. The revocation of an application for (re-)certification requires a new application for (re-)certification with all associated costs and deadlines.

In order to exercise your right of revocation, you must inform us of your decision by stating your name, address, telephone number and e-mail address in a clear statement (e.g. a letter sent by post, e-mail). You have the right to revoke this contract within fourteen days without giving reasons. You can use the sample revocation form linked in the imprint of the pma website.

6 Certification briefing

Certification briefings are binding informative meetings for IPMA® Level B & C candidates, at which the certification process (application/report/certification day) is discussed in detail. Certification briefings take place online as a webinar.

We recommend participating in the certification briefing prior to preparing the report.

- Briefing dates can be found on the pma website at **Events**

7 Report process

The report process is segmented into the following steps:

- Preparation and submission of the report to the assessor by the candidate via self service tool and
- Feedback on the report by the assessor, also via self service tool.

7.1 Report

- The candidate describes his/her own PM competences based on the STAR method and in accordance with the report structure (according to 7.3.)
- We recommend the use of the PM methods and plans in the latest pm baseline. Please use **your project plans** "**as is**" for the report and if necessary address **any differences to the PM methods and plans** of the pm baseline.
- **Relevant explanations** regarding the PM plans are to be directly included in the plans in the report, as well as direct references to other/related PM plans, where applicable.
- The aim of the report is for the assessor to be able to evaluate the certification candidate's PM qualifications (knowledge and experience).

Criteria for the selection of a project for the report

Please select for the report exclusively

- the most recently completed
- in which you had continuous, sole and overall responsibility leading of the project

Please note:

- The project must have been completed prior to submission of the application.
- The candidate has to make sure that the project performing company agrees with the project being used for the report (the corresponding confirmation is not required by pma).

Formal rules

- The report is to be prepared by the candidate herself/himself.
- The project description has to be clearly understandable for the assessors.
- Real, not fictitious: Project data can be anonymous but must not be modified.
- Additional PM plans can be attached in the Appendix – if useful.
- Selected competences will be discussed (perspective, people and practice competences):
  - Exactly the required number of competence elements has to be treated.
  - Each competence element according to the ICB4 competence element number has to be marked as a text heading and should be linked with the general table of contents of the report.
- The report is to be uploaded via the **self service tool** by the specified date:
  - File format & size: **PDF or in the case of two documents as a zip file** (using a Windows-compatible standard ZIP programme), max. 5 MB, font size 11, line spacing 1.5.
  - It must be ensured that the report can be printed in A4 format in black and white and is legible prior to submission.
  - A maximum of 2 documents will be accepted (report + 1 appendix).
  - The number of pages of the report (+ appendix) should not exceed **40 pages.**

- For security reasons Excel and MS Project files are to be saved as pdf documents and only these pdf documents are to be used in the report or the appendix.

Timetable

- Upload via self service tool of the **complete** report **3 weeks at the latest** prior to certification day.
- Receipt of feedback from the assessor **1 week at the latest** prior to the certification date via self service tool as well.

7.2 Feedback on the report

Only **full reports** which follow the guidelines mentioned in point 7.3 will be assessed. Following feedback from the assessor there is no need to upload a revised report.

7.3 Structure of the report for certification as Senior Project Manager

The table below lists

- the necessary chapters
- a description of the necessary chapter contents and
- the required number of pages.

For guidance the relevant competence element according to the ICB4 is indicated.

Chapter	Contents	Number of pages
Chapter 1: Description of the project performing company	• Name and brief description of the project performing company or area of business respectively (4.3.2. Governance, structures and processes) • Brief description of the customer	1 page
Chapter 2: Brief description of the project	• Aims, contents, type and scope (relevance, complexity), general characteristics and background (4.5.2. Requirements and objectives)	1 page
Chapter 3: Description & interpretation of the project in a short project handbook (PM plans)	• Project assignment (4.5.1. Project Design) • Project environment – Analysis (4.5.12. Stakeholders) • Project organisation chart (4.5.5. Organisation and information) • Work breakdown structure (4.5.3. Scope) • Project bar chart (4.5.4. Time) • Project responsibility matrix (4.5.8. Resources) • Project personnel plan (4.5.8. Resources) • Project cost plan (4.5.7. Finance) • Risk analysis (4.5.11. Risks and opportunity) • Progress report (4.5.10. Plan and control) Any reflection on these plans is to follow in chapter 4	10-13 pages

Chapter 4:
Management challenges (general)
	The main chapter of the report should contain:
	• Description of the PM challenges of each competence element based on the KCIs
	• Number of competence elements for each competence area:
	  ○ **Perspective: 3**
	  ○ **People: 7**
	  ○ **Practice: 7**
	• The competence elements should be discussed from the candidate's personal point of view according to the following structure:
	  ○ Heading with KE number and designation and KCI number(s)
	  ○ **S**ituation & Challenges
	  ○ **T**asks
	  ○ **A**ctivities
	  ○ **R**esults
		8-9 pages

Chapter 5: Summary	Management summary of PM challenges at the project, the lessons learned, as well as a short reflection and additionally the company's view of the project.	1 – 2 pages
Total number of pages:		**maximum 25 pages**
Appendix	• Possible alternative plans • Relevant company or project documentation • Minutes, reports, etc.	maximum 15 pages

8 Certification day

Requirements:

- Admission to the certification
- A completed report uploaded on time via self service tool

On certification day the following certification steps take place:

- pm test (open questions) - for an "on-site certification"

  respectively

  oral examination (open questions) – for an "online certification"
- Interview

After completion of the (online-) certification, you will receive an oral feedback from your assessor. There will be no additional written feedback (any queries should therefore be addressed directly to the assessor. If necessary, you can also make a note of this oral feedback).

Identification with official photo ID on certification day.

Objectives of the certification day

- Completion of the certification
- Assessment of the candidate's project management competence according to the ICB4 and the methods & processes of the latest pm baseline

8.1 Content of the certification day – for an "on-site certification"

- **pm test (open questions)**
  - Answering open questions on the computer, i.e. the answers are formulated as free text.
  - 18 questions

  Duration: 1.5 hours
- **Interview**
  - Interview on the PM competences (perspective, people and practice competences) acc. to the ICB4 and the methods & processes of the latest pm baseline
  - Participants: 2 assessors, 2 candidates

  Duration: 1.5 hours

8.2 Content of the certification day – for an "online-certification"

- **oral examination (open questions)**
  - you will be asked 18 open questions orally, which you will answer orally
  - 18 questions
- **Interview**
  - Interview on the PM competences (perspective, people and practice competences) acc. to the ICB4 and the methods & processes of the latest pm baseline

Participants: 2 assessors, 1 candidate

Duration: total 120 minutes (oral examination and interview)

Video Conference Tool

The online certification is done via a Video Conferencing Tool (MS Teams). You can join a video conference directly via PC, laptop, notebook or tablet without downloading the client.

Together with your invitation for online-certification you will receive the time schedule, the link and instructions for logging in.

The certification is not recorded by pma. Recording by the candidate is expressly prohibited.

IMPORTANT: please note that video and audio transmission must be guaranteed during the entire online certification in the video conference tool. The candidate must ensure that a stable internet connection is available during the online certification. The constant visibility and audibility of the candidate via video must be ensured for the entire online certification in order to evaluate it.

The following **requirements** are necessary **for** an **online certification** and must be provided **by the candidate**:

Headphones/microphone:

Please test your audio equipment in advance so that our pma employee can understand you well. We recommend the use of a high quality headset.

Video:

You will need a webcam or a camera from your PC, laptop, notebook or tablet to participate in the online certification. Please test beforehand whether you are clearly visible in the picture and remove objects from the background that should not be visible to our assessors.

9 Overall assessment

The overall assessment covers the entire certification process: report, pm test (open questions) and interview.

The candidate must demonstrate throughout the certification process that he/she masters at least 80% of the competence elements of the ICB4 for project management in moderate complex project situations.

10 Assessors

The list of current assessors can be found on the **website**.

Please go through the list: should you (due to a professional circumstance - e.g. competition, tender, etc. - not for personal reasons) have to rule out an assessor, please send notification of this, including justification, upon submitting your application:: zertifizierung@pma.at