



# CERTIFICATION BRIEFING

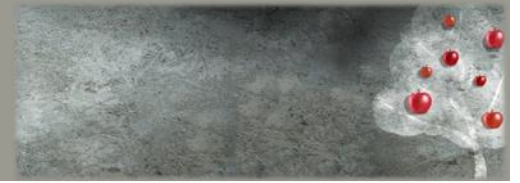
member of

**IPMA**»  
international  
project  
management  
association

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A-1090 Wien



## AGENDA:



### 1. information

- pma
- IPMA

### 2. processes

- process overview
- report
- self service tool

### 3. certification day

- time schedule
- valuation



# 1. information

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### history pma

- founded in the 1960s

### mission pma

- promotion of the job profile "project manager"

### facts pma

- more than 18,100 certified project managers
- over 1,200 members



### history IPMA

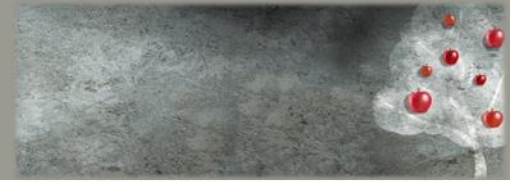
- founded in 1965 as Non-Profit-Organisation called „INTERNET“ until 1994

### IPMA worldwide

- 68 member associations
- promotor for international project management
- IPMA world congress

### IPMA benefits

- quality standard for certifications
- ICB – Individual Competence Baseline
- IPMA young crew



## 2. processes

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## overview I





## certification level : IPMA level B project management– what is expected?

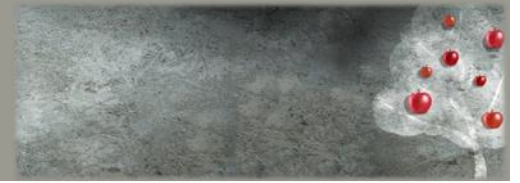
- management of complex projects
- coaching/mentoring of PMs or PTMs
- orientation beyond project boundaries (relation to corporate goals, etc.)
- management questions: „From your experience, how would you introduce PM?’ or ‚How could you improve the PM?’“
- reflection of the applied methods of the currently applicable pm baseline
- explaining a method to people with little PM know-how
- clear understanding of the PM methods



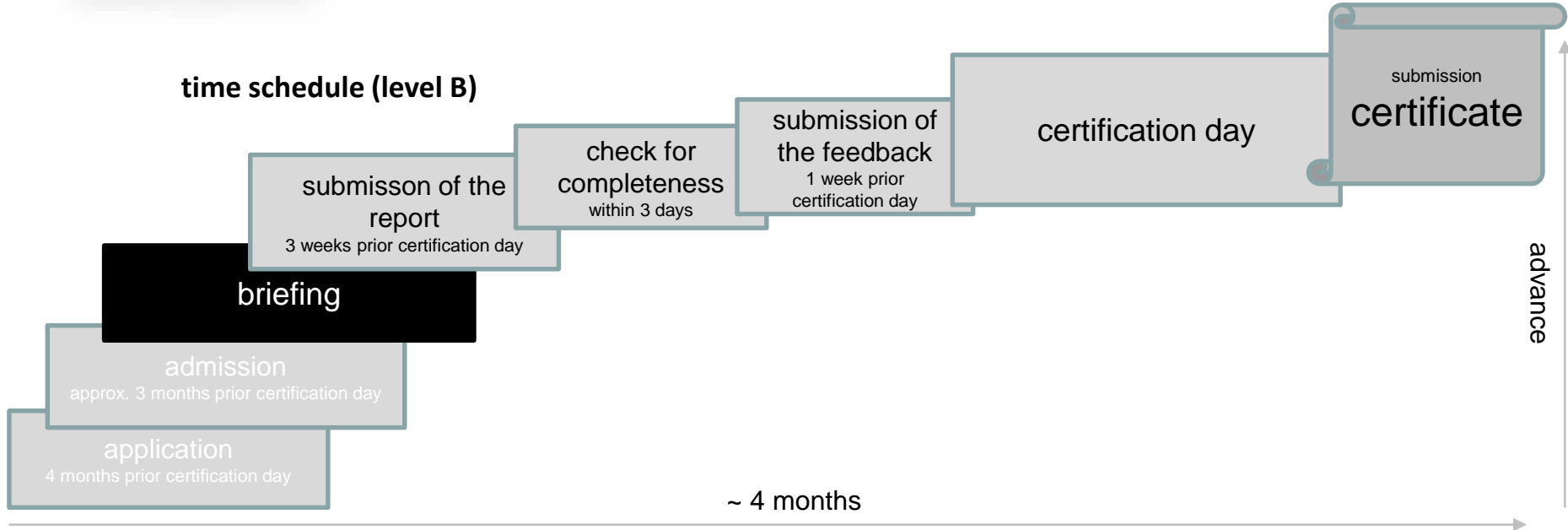


### certification level: IPMA level C – what is expected?

- management of minor complex projects
- orientation beyond project boundaries
- questioning: ‚How could you improve your PM?‘
- reflection of the applied methods of the currently applicable pm baseline
- explaining a method to people with little PM know-how
- clear understanding of the PM methods

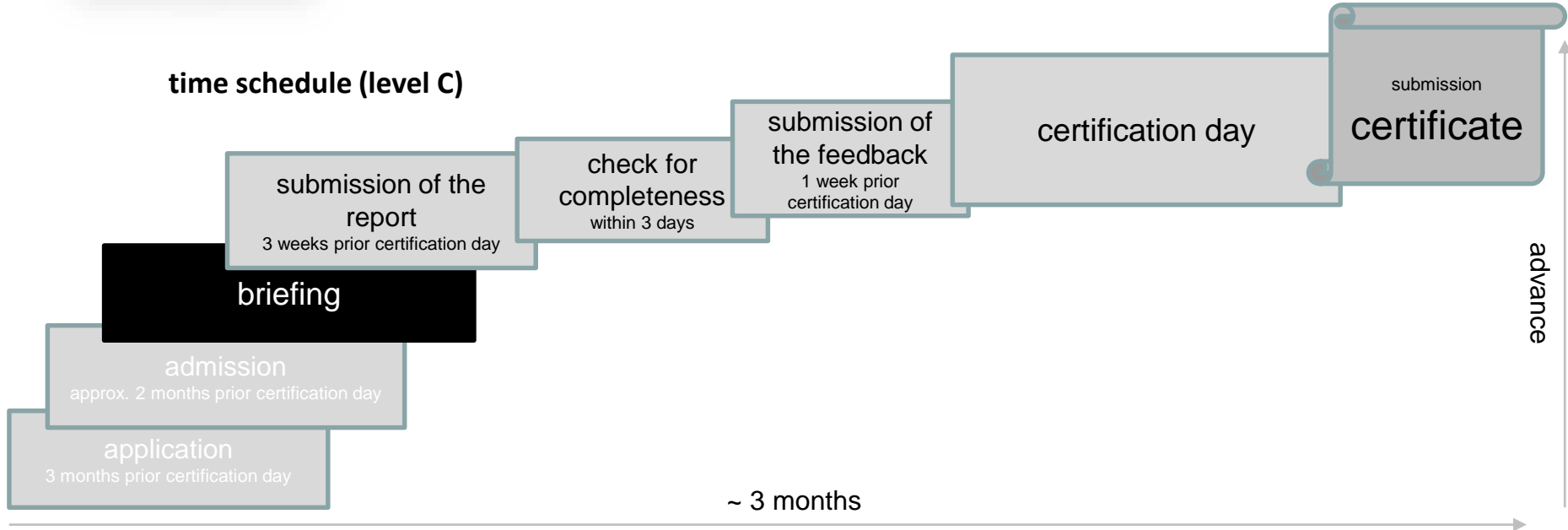


## time schedule (level B)





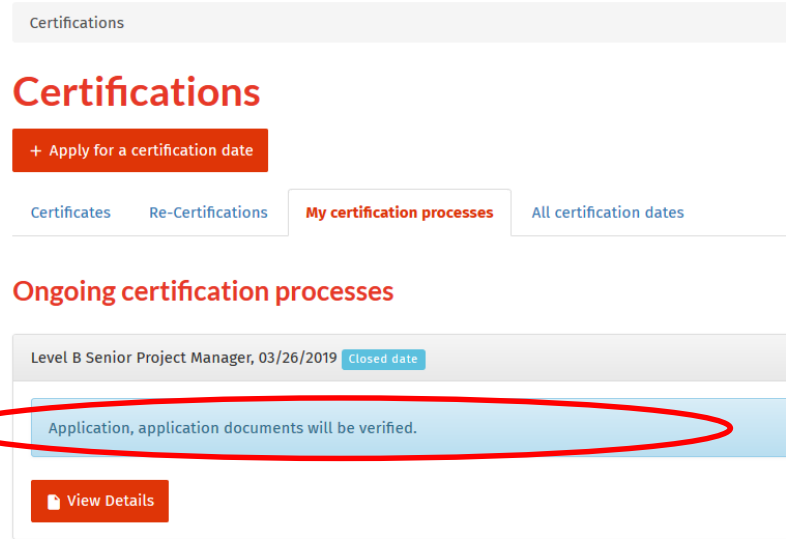
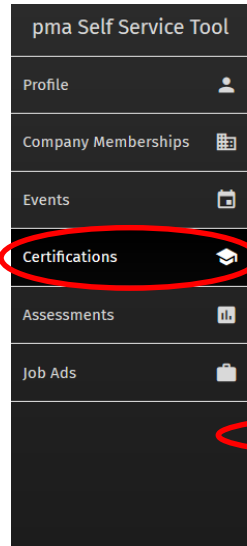
## time schedule (level C)





## Self Service Tool on pma.at

- [www.pma.at](http://www.pma.at)
- Login > Self Service Tool





## report I – requirements for the report project management



- the last completed (complex) project
- show the change between planning and closedown
- project descriptions
- processing of selected competences (quantity according to requirements)  
(perspective, people, practice)
- project – not a programme!
- level B: for a complex project – role: fully responsible PM
- level C: for a minor complex project – role: fully responsible PM



## report II

Chapter	Contents	Number of pages
<b>Chapter 1:</b> Description of the project performing company	<ul style="list-style-type: none"> <li>Name and brief description of the project performing company or area of business respectively (4.3.2. Governance, structures and processes)</li> <li>Brief description of the customer</li> </ul>	1 page
<b>Chapter 2:</b> Brief description of the project	<ul style="list-style-type: none"> <li>Aims, contents, type and scope (relevance, complexity), general characteristics and background (4.5.2. Requirements and objectives)</li> </ul>	1 page
<b>Chapter 3:</b> Description & interpretation of the project in a short project handbook (PM plans)	<ul style="list-style-type: none"> <li>Project assignment (4.5.1. Project Design)</li> <li>Project environment – Analysis (4.5.12. Stakeholders)</li> <li>Project organisation chart (4.5.5. Organisation and information)</li> <li>Work breakdown structure (4.5.3. Scope)</li> <li>Project bar chart (4.5.4. Time)</li> <li>Project responsibility matrix (4.5.8. Resources)</li> <li>Project personnel plan (4.5.8. Resources)</li> <li>Project cost plan (4.5.7. Finance)</li> <li>Risk analysis (4.5.11. Risks and opportunity)</li> <li>Progress report (4.5.10. Plan and control)</li> </ul> <p>Any reflection on these plans is to follow in chapter 4</p>	10-13 pages



## report III

<b>Chapter 4:</b> Management challenges (general)	The main chapter of the report should contain: <ul style="list-style-type: none"> <li>Description of the PM challenges of each competence element</li> </ul>	8-9 pages
<b>Chapter 5:</b> Summary	Management summary of PM challenges at the project, the lessons learned, as well as a short reflection and Level B: additionally the company's view of the project.	C: 1 page B: 1 – 2 pages
<b>Total number of pages:</b>		<b>maximum 25 pages</b>
<b>Appendix</b>	<ul style="list-style-type: none"> <li>Possible alternative plans</li> <li>Relevant company or project documentation</li> <li>Minutes, reports, etc.</li> </ul>	maximum 15 pages



## report IV

number of the competence elements to be discussed		
competence range	IPMA level B	IPMA level C
perspective	5	3
people	8	7
practice	6	7

The competence elements should be discussed from the candidate's personal point of view according to the following structure:

- ✓ **Situation**
- ✓ **Task**
- ✓ **Activities**
- ✓ **Results / Reflection**

reference according to the ICB4 competence number & in the table of contents of the report





## please check before submitting your report

- font size 11, line spacing 1,5
- pdf format
- all plans must be printable in b/w
- a maximum of 2 documents will be accepted (report + 1 appendix)
- if uploading 2 documents, they must be zipped! (using .zip, .rar oder 7zip format)
- max. 5 MB
- no Excel as well as MS Project documents!
- is the report complete? (methods and description of the competence elements)



## feedback on the report

- one week before the certification day, one-off feedback on the report
- report cannot be uploaded adapted again
- adaptation nevertheless recommended as interview preparation!
- feedback is the basis for interview questions



# 3. certification day



## certification day: level B

- workshop: 2 hours with 3-5 candidates / 2 assessors
- oral exam: 1,5 hours (incl. 30 min. preparation)
- interview: 1,5 hours / 2 candidates / 2 assessors

## certification day: level C

- pm test: 1,5 hours / 18 open questions
- interview: 1,5 hours / 2 candidates / 2 assessors



## certification day:

assessed will be

- the application process (for example Executive Summary Reports)
- the report (basis of assessment)
- the certification day
  - level B: workshop, oral exam, interview
  - level C: pm test, interview
- PM-Knowledge as well as PM-Experience will be assessed
- overall rating: min. 80% of the competence elements of the ICB4 for project management in (minor) complex project situations.
  
- after the evaluation, the assessors give feedback and explanations on the results



## important information:

- list of pma assessors (<https://www.pma.at/en/certification/assessors>)
- preparation:
  - ICB4 (IPMA Competence Baseline) (<https://www.pma.at/en/service/downloads>)
  - + currently applicable pm baseline (<https://www.pma.at/en/service/downloads>)
  - + literature (<https://www.pma.at/en/service/bibliography>)



We will be happy to answer any further questions you may have:

[zertifizierung@pma.at](mailto:zertifizierung@pma.at)

or by phone at +43 (0)1 319 29 21-0