



CERTIFICATION BRIEFING

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Türkenstraße 25/2/21
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 18,500 certified project managers
- over 1,200 members



history IPMA

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

IPMA worldwide

- 72 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



overview I





Overview of certification levels and domains

IPMA Level B	Project Management	Programme Management	Portfolio Management
IPMA Level C	Project Management		
Add on Agile Leadership Level C		Add on Agile Leadership Level D	

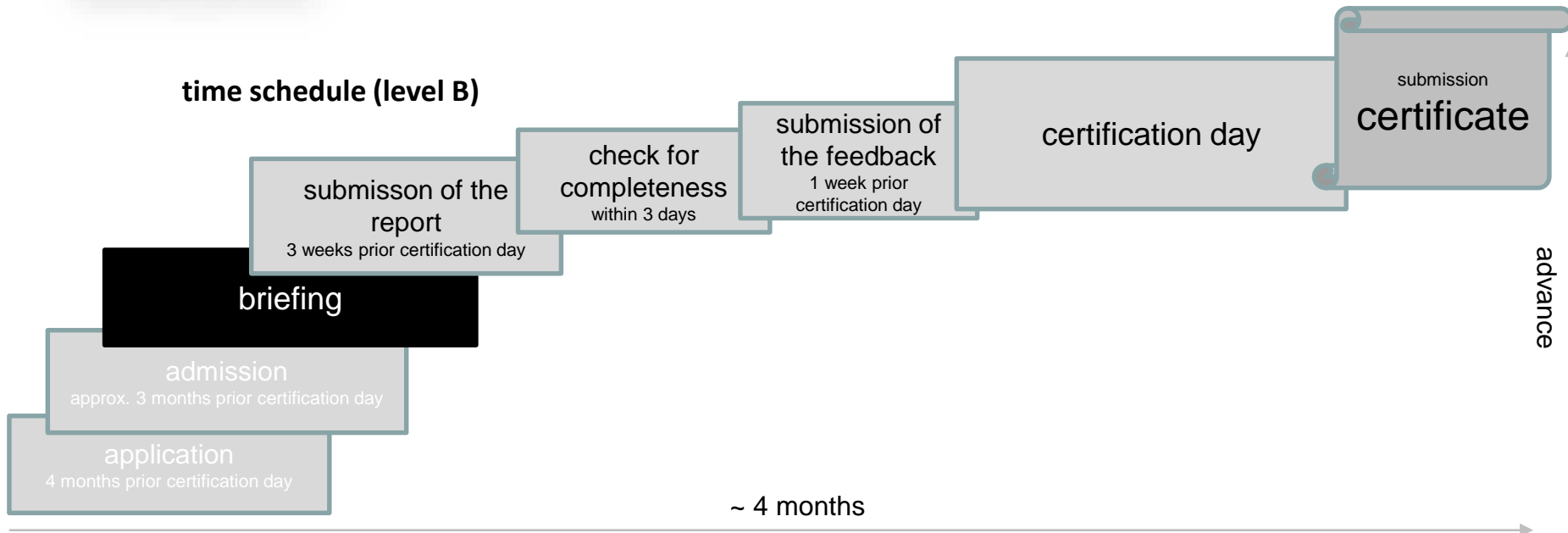


IPMA level C/B project management – expectations?

Level B	Level C
Management of complex projects	Management of minor complex projects
Reflection of the applied methods of the currently applicable pm baseline	
Explaining a method to people with little PM know-how	
Clear understanding of PM methods	
Improvements in relation to the PM process	
Orientation within the project boundaries, context to corporate vision, mission, strategy	
External view of the company regarding dependencies with the project	/
Distinction between P-costs / P-payments / P-expenses should be questioned, understanding of the meaning of liquidity	Basics regarding topics P-costs / P-payments / P-expenses

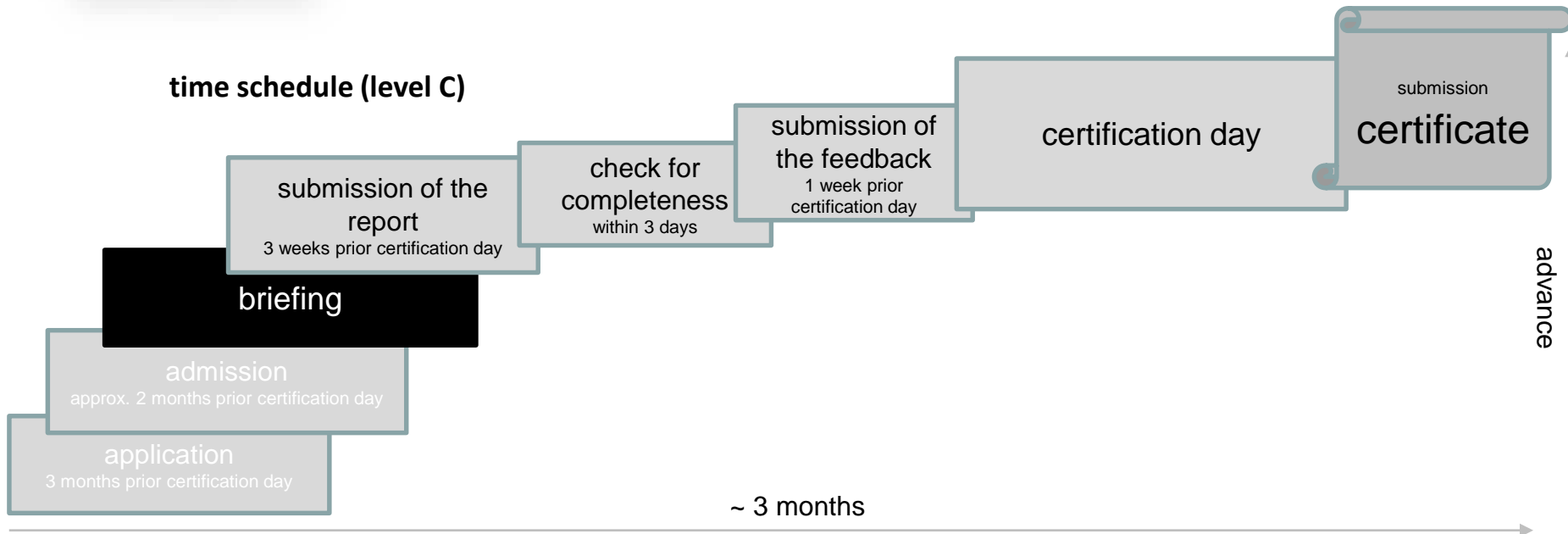


time schedule (level B)



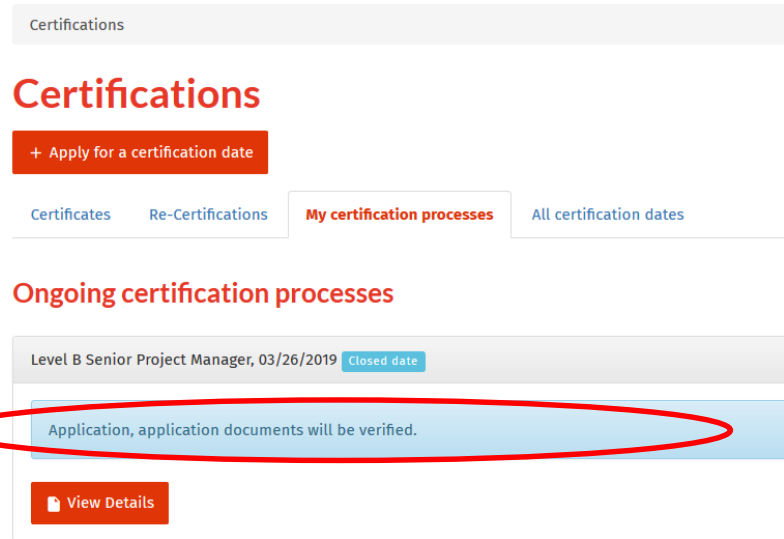
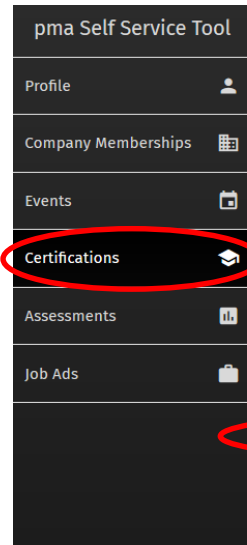


time schedule (level C)



Self Service Tool on pma.at

- 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!



report II

Chapter	Contents	Number of pages
Chapter 1: Description of the project performing company	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> 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) linked 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) <p>Any reflection on these plans is to follow in chapter 4</p>	10-13 pages

- Present "As Is" plans and the deviation from the standard.
- Reconstruct plans if they have not been used in practice



report III

Chapter 4: Management challenges (general)	The main chapter of the report should contain: <ul style="list-style-type: none"> • Description of the PM challenges of each competence element based on the KCIs 	8-9 pages
Chapter 5: 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.	1 – 2 pages
Total number of pages:		maximum 25 pages
Appendix	<ul style="list-style-type: none"> • Possible alternative plans • Relevant company or project documentation • Minutes, reports, etc. 	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 individually and on the basis of the KCI 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)



check for completeness of the report

- NO content check
- All competence elements and all parts/methods of the report available Y/N?
- Adaptation/completion within a short period

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 face-to-face



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



3. certification day **New - online**



certification day: level B - online

- Setting for online examination/ interview: 1 candidate/ 2 assessors
- oral exam / short negotiation sequence / interview: 2 hours
- Video conference tool

certification day: level C - online

- Setting for online examination/interview: 1 candidate/ 2 assessors
- 18 open questions / interview: 2 hours
- Video conference tool



certification day level C – assessment:

assessed will be

- the application process (for example Executive Summary Reports)
- the report (basis of assessment)
- the certification day
 - **level C online:** 18 open questions / interview / oral exam / interview
 - **level C face –to- face:** 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



certification day level B – assessment:

assessed will be

- the application process (for example Executive Summary Reports)
- the report (basis of assessment)
- the certification day
 - level B online: oral exam / short negotiation sequence / interview
 - level B face-2-face: workshop / oral exam / interview / interview
- PM (PgM/PPM)-Knowledge as well as PM (PgM/PPM)-Experience will be assessed
- overall rating: min. 80% of the competence elements of the ICB4 for project-(programme-/ management / programme/ portfolio- management in complex project/programme/portfolio 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 Project Management (IPMA Competence Baseline) (<https://www.pma.at/en/service/downloads>)
 - ICB4 Programm Management (Individual Competence Baseline for Programme Management EN)
([IPMA Document in English- PDF non printable](#))
 - ICB4 Portfolio Management (Individual Competence Baseline for Portfolio Management EN)
([IPMA Document in English- PDF non printable](#))
- + 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:

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