Info folder for the certification as Project Director pma/IPMA® Level A

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Relevant certification documents:

- Info folder pma/IPMA® Level A
- Application documents (Application form Project Director pma/IPMA® Level A, Self-assessment Project Director pma/IPMA® Level A, Executive Summary Report Project Director pma/IPMA® Level A, Complexity Sheet Project Director pma/IPMA® Level A)
- The ICB for project management Version 4.0
- The latest version of the pm baseline

The first step is to register on the pma website with your personal password. Afterwards the online application takes place via the "Self Service Tool" (Log In on the pma website)

All documents can be downloaded from www.pma.at free of charge or will be sent by the pma certification body via email - please contact: zertifizierung@pma.at

1. General information

1.1 Overview of the certification process

The certification process is segmented into the following steps:

- Registration on pma website
- Contact the pma certification body by **e-mail** regarding requirements and application documents
- online application
- Admission
- 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

Knowledge:

- Special knowledge according to ICB4 for Project Management
- Methods and processes of the latest pm baseline

Experience (in project management during the last 12 years):

- At least 900 person days (PD) (= at least 5 years) experience as a solely responsible project manager in very complex projects - so-called "mega-projects" (1 year = 180 PD), and **thereof**
- At least 540 person days (PD) (= al least 3 years) leadership of other people throughout the project-life cyclus acting as solely responsible project manager in projects on strategic level
- The candidate must describe in the application form why projects fulfil the complexity and strategic relevance for Project Director pma/IPMA® Level A and assessors will evaluate this complexity and strategic level.
- Examples of very complex projects (= mega projects) are: Construction of a hospital or an airport, Olympic bid, construction of a data center,…

Participation in a certification briefing: Individual timing with the assessor

1.3 Overview of the certification process as Project Director

Register on the pma website; online application via the Self Service Tool (Log In on the pma website) incl. upload of the following documents: application form, Self-assessment, Complexity Sheet and Executive Summary Report.
(at least 5 months previous the planned 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 least 4 months** previous the planned certification date)

Admission to the certification

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

Payment

Certification briefing - Coordination with the assessor regarding report and determination of the certification date

Preparation of the report

Submission of the report via the Self Service Tool.
(**at least 8 weeks** previous of the certification date)

Feedback on the report from the assessor via the Self Service Tool.
(**at least 5 weeks** previous of the certification date)
If required: revision of the report and delivery of the final version via the Self Service Tool.
(at least 2 weeks previous of the the certification day)

Certification day: Interview
followed by: oral feedback (no additional written feedback is given)

if certification is not successful - Transmission of the result and further options
(by e-mail, within **2 weeks** after the certification day)

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 addional fee), delivery takes approximately 2 weeks from the date of certification. The certificate is valid for 5 years.

Processing time: approx. 6 months

The entire schedule for certification as Project Director is individually agreed upon

2. Application process

The application process is segmented into the following steps:

- Registration on the pma website
- Complete the online applicationn via the Self Service Tool (log in to the pma website) - points marked in **bold** are explained below:
  - **Certification date**
  - Master data
  - Invoice
  - Certificate
  - Brief description of the company or business area
  - References
  - **Document upload** - incl. uploading the following registration documents**:
    - **Application form** Project Director pma/IPMA® Level A
    - **Self-assessment** Project Director pma/IPMA® Level A
    - **Executive Summary Report** Project Director pma/IPMA® Level A
    - **Complexity Sheet Project** Director pma/IPMA® Level A (for each specified project)
  - **Confirm application and submit**

- Review of the submitted application form by the **pma Certification Body**
- Admission to the certification by the **pma Certification Body**

****You will receive all application documents directly from the pma Certification Body - please contact them in advance by e-mail**

2.1 Registration on the pma website

If you do not yet have pma login data, please register at pma website

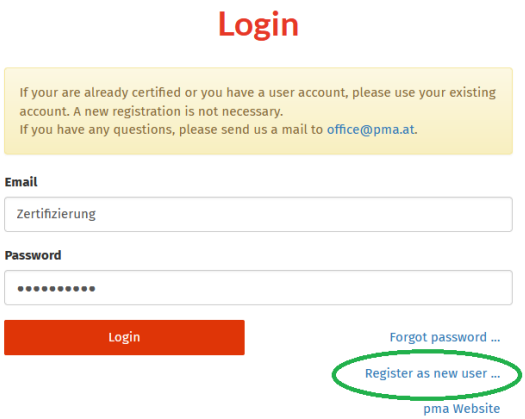

Figure 1: user registration

Once you have registered, please check your inbox and confirm the link that you will recieve by e-mail from the pma.

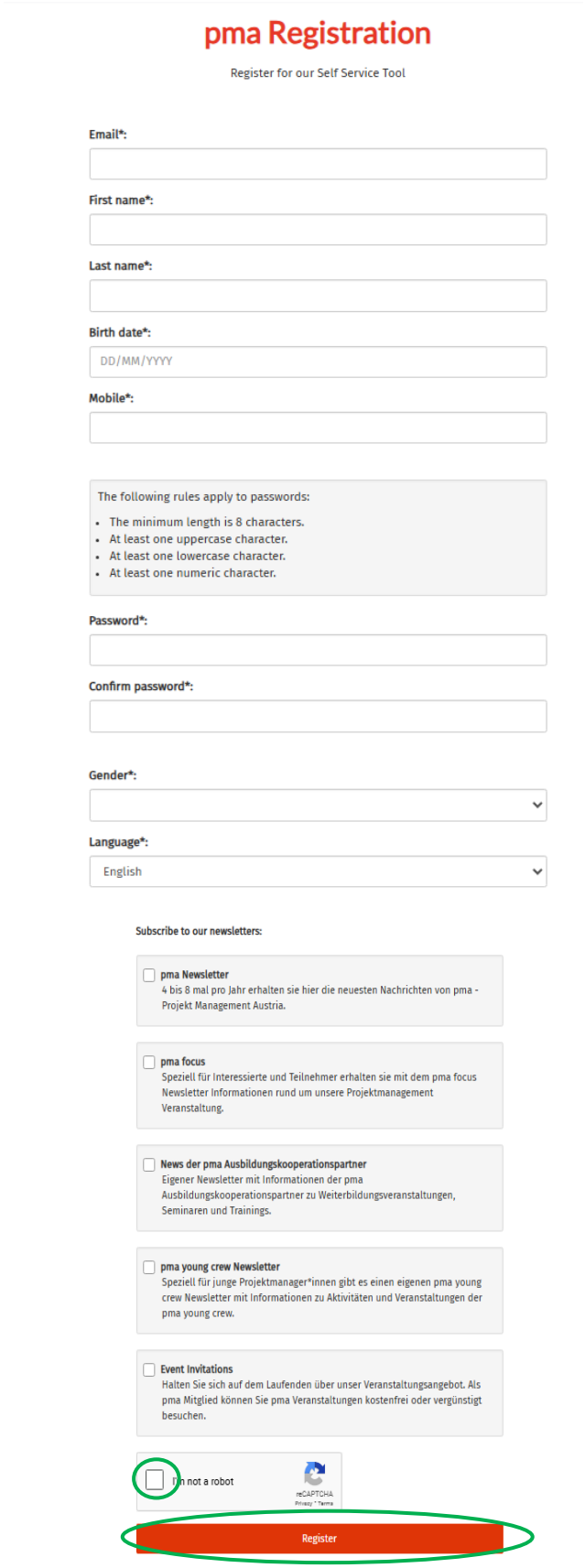

Figure 2: registration

2.2 Selection of the certification date

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

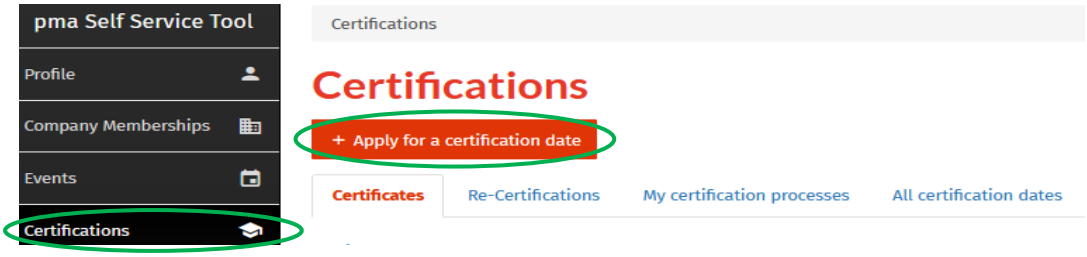

Figure 3: application for a certification date

First select the **certification level "IPMA® Level A" and then the domain "Project Director"**. Enter the planned date under "**Certification date**".

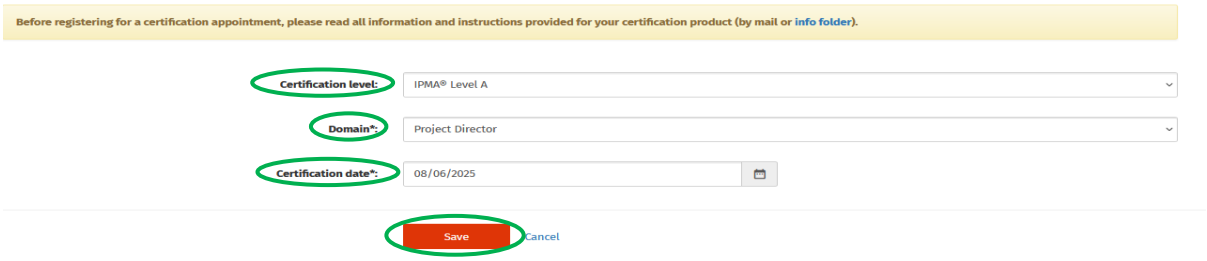

Figure 4: select of level and domain

2.3 Uploading the application documents

Please upload the following application documents as a ZIP file (you will receive these application documents in advance from the pma Certification Body - please contact them by e-mail):

- **Application form** Project Director pma/IPMA® Level A
- **Self-assessment** Project Director pma/IPMA® Level A
- **Executive Summary Report** Project Director pma/IPMA® Level A
- **Complexity Sheet** Project Director pma/IPMA® Level A

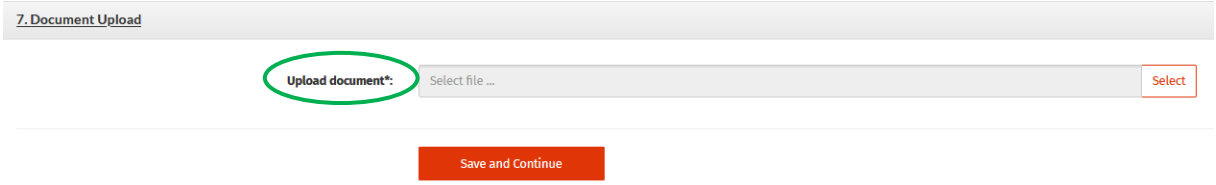

Figure 5: upload of application documents

2.4 Confirm and submit application

You have now completed the online application. 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 must use the **"Yes/No"** button to select whether you agree or disagree to the **publication of your first and last name on the pma and IPMA® website upon successful certification.**

Finally, you must agree that you "confirm the accuracy of the data provided"; have read and agree to 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 and the rules of conduct; the consent or data protection declaration of consent to participate in the pma certification program and the information on exercising the right of withdrawal - withdrawal policy. You thereby accept the terms and conditions and register bindingly for the certification examination.

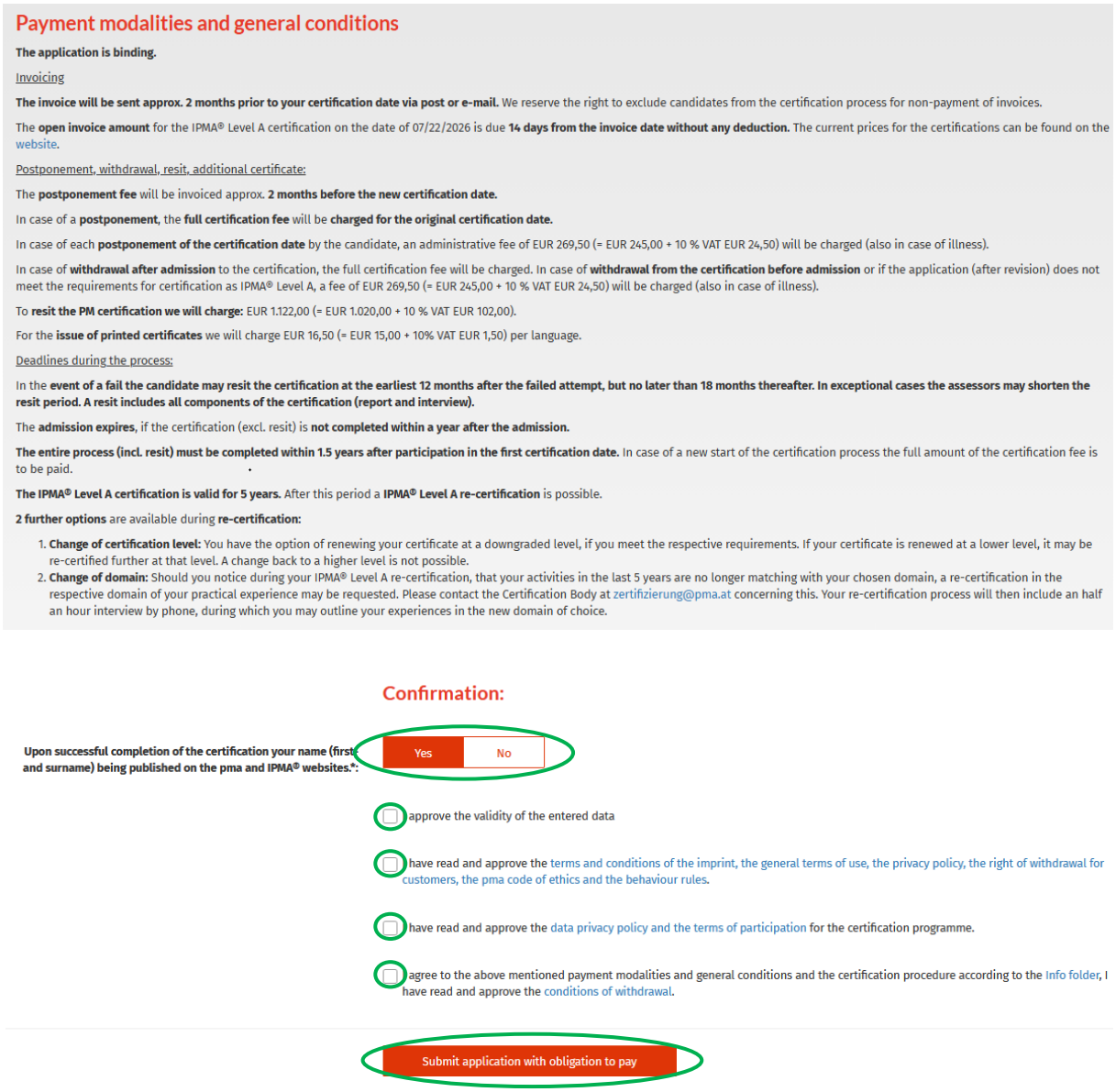

Figure 6: application confirm and submit

3. Payment modalities and general conditions

The application is binding.

Invoicing

The invoice will be send 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 A 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.

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 (also in case of illness), an administrative fee of EUR 269,50 (= EUR 245,00 + 10 % VAT EUR 24,50) will be charged.

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 pma/IPMA® Level A Project Director, a fee of EUR 269,50 (= EUR 245,00 + 10% VAT EUR 24,50) will be charged.

To **resit the PM certification as Project Director** we will charge EUR 1.122,00 (= EUR 1.020,00 + 10 % VAT EUR 102,00).

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 12 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 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 A certification is valid for 5 years. After this period a **pma/IPMA® Level A re-certification** is possible.

2 further options are available during **re-certification**:

1.) **Change of certification level:** You have the option of renewing your certificate at a downgraded level, if you meet the respective requirements. If your certificate is renewed at a lower level, it may be re-certified further at that level. A change back to a higher level is not possible.

2.) **Change of domain:** Should you notice during your pma/IPMA® Level A re-certification, that your activities in the last 5 years are no longer matching with your chosen domain, a re-certification in the respective domain of your practical experience may be requested. Please contact the Certification Body at zertifizierung@pma.at concerning this. Your re-certification process will then include an half an hour interview by phone, during which you may outline your experiences in the new domain of choice.

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 Director (pma/IPMA® Level A) 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 ordert o exercixse your right of revocation, you must inform us of your decision by stating you 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 withour giving reasosn. You can use the sample revocation from linked in the imprint of the pma website.

6. Certification briefing

The certification briefing, during which the certification process (report/certification day) is discussed in detail, is mandatory. The certification briefing is agreed individually with the assessor.

7. Report process

The report process is segmented into the following steps:

- The preparation and submission of the report to the assessor by the candidate via the Self Service Tool
- Transmission of feedback on the report by the assessor, also via the Self Service Tool

7.1 Report

- Management summary of the mega project with individual selection of PM plans.
- We generally recommend using the PM methods and plans of the currently valid pm baseline. Please use **your project plans "as is"** for the report and, if necessary, deal **with any differences to the PM methods and plans** of the pm baseline.
- **Relevant explanations** of the PM plans must be given directly in the report in the plans, as well as direct references to other/connected PM plans.
- Additionally, short description of stakeholders, aims, results, resources
- Presentation of project management in the organization.
- Interpretation of the competences (using the STAR method) of the mega project (a selection of all 3 competence areas is explained and defined in more detail in the certification briefing).
- **Brief description** of another mega project or 1-2 complex projects: situation, context, problem definition, problem solution (management summary incl. lessons learned, findings, reflection).
- The aim of the report is to enable the assessor to assess the PM qualification (knowledge and experience) of the certification candidate.

Criteria for the selection of a project for the report

Please select for the report exclusively

- the most recently completed
- very complex project (= mega project) (according to Complexity Sheet / > 32 points),
- 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/himelf
- The project description has to be clearly understandbale 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
- Working on selected competences (perspective, people and practice competences):
    - 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 must be uploaded via the **Self Service Tool** by the specified deadline:
    - File format & size: **PDF** or in case of two documents as a zip file (using a Windows-compatible standard ZIP programm), 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 page count **of the complete report** should not exceed **25 pages**. **Incl. appendix max. 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

- Transmission of the **complete** report **at the latest 8 weeks** before the certification day, via the Self Service Tool
- Transmission of the feedback by the assessor via the Self Service Tool **at least 5 weeks** before the certification date.
- If required: Revision of the report and submission of the final version of the report **at least 2 weeks** before the certification date.

7.2 Structure of the report for certification as Project Director

The table below lists

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

Chapter	Contents	Number of pages
Chapter 1:	• Management summary of the mega project • individual selection of PM plans • Additionally, a brief description of stakeholders, aims, results, resources	approx. 10 pages
Chapter 2:	• Presentation of project management in the organization	approx. 2 - 4 pages
Chapter 3:	• Interpretation of the competences** based on the KCIs** (using the STAR method) of the mega project (a selection of all 3 competence areas is explained and defined in more detail in the certification briefing, **where „4.4.5 Leadership“ is mandatroy**) ** Heading with KE number and designation and KCI number(s)	approx. 8 pages
Chapter 4:	• Short description of another very cpmplex project (= mega project) or 1-2 complex projects: situation, context, problem definition, problem solution (problem-solving suggestion) (management summary incl. lessons learned, findings, reflection)	approx. 2 – 3 pages
Total number of pages:		**maximum 25 pages**
Appendix	• Possible alternative plans • Relevant company or project documents • Minutes, reports, etc.	maximum 15 pages

8. Certification day

Requirements:

- Admission to the certification
  - Completely prepared report (and, if necessary, revised final version of the report) submitted due time via the Self Service Tool.

Preparation for the interview: (as listes below in writing)

Certification day:

- Interview incl. questioning by assessors on the basis of the candidate's written preparation.

After completion of the certification, you will receive 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.

Aims of the certification day:

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

Components of the certification day:

- **Interview**
  - Presentation of the project
  - Interview on the PM competences (perspective, people and practice competences) according to the ICB4 for Project Management and the methods & processes of the latest pm baseline – on the basis oft he report incl. Questioning by assessors on the basis oft he candidate's written preparation
  - Participants: 2 assessors, 1 candidate

  Duration: 2 hours

9. Overall assessment

The overall assessment covers the entire certification process: report and interview: report and interview including questioning by assessors on the basis of the candidate's written preparation.

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 mega 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 circumstande – e. g. competition, tender, etc. – not for personal reasons) have to rule out an assessor, please send notification on this, including justification, upon submitting your application: zertifizierung@pma.at

11. Application documents

⊗ **Application form** Project Director pma/IPMA® Level A ☐

⊗ **Self-assessment** Project Director pma/IPMA® Level A ☐

⊗ **Executive Summary Report** Project Director pma/IPMA® Level A ☐

⊗ **Complexity Sheet Project Director** pma/IPMA® Level A ☐

please upload these application documents as a ZIP file directly in your online application in the Self Service Tool (see point 2.3).