

# 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

All documents can be downloaded from [www.pma.at](http://www.pma.at) free of charge. In the event of any enquiries please contact: [zertifizierung@pma.at](mailto:zertifizierung@pma.at)

# 1. General information

## 1.1 Overview of the certification process

The certification process is segmented into the following steps:

- Application at [www.pma.at](http://www.pma.at); registration via e-mail
- 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) (= at least 3 years) experience as 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

Application incl. Self-assessment, Executive Summary Report and Complexity Sheet, by e-mail to pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at))  
(at least 5 months previous the planned certification date)



If required: Feedback from the assessor regarding the application documents by e-mail. If necessary, modification of the application documents by the candidate  
(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. 3 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 by e-mail to pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at))  
(at least 8 weeks previous of the certification date)



Feedback on the report from the assessor by e-mail  
(at least 5 weeks previous of the certification date)  
If required: revision of the report and delivery of the final version by e-mail to the pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at))  
(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 - Issue/Receipt of the certificate (the certificate is valid for 5 years)  
(within 4 weeks after certification day)

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:

- Transmission of the completed application documents by e-mail to the pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at))
  - **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
- Review of the submitted application form by the **Certification Body**
- Admission to the certification by the **Certification Body**

You can download all application documents from the [website](#).

### 2.1 Registraion on the pma website

If you do not yet have pma login data, please register at [www.pma.at](http://www.pma.at)

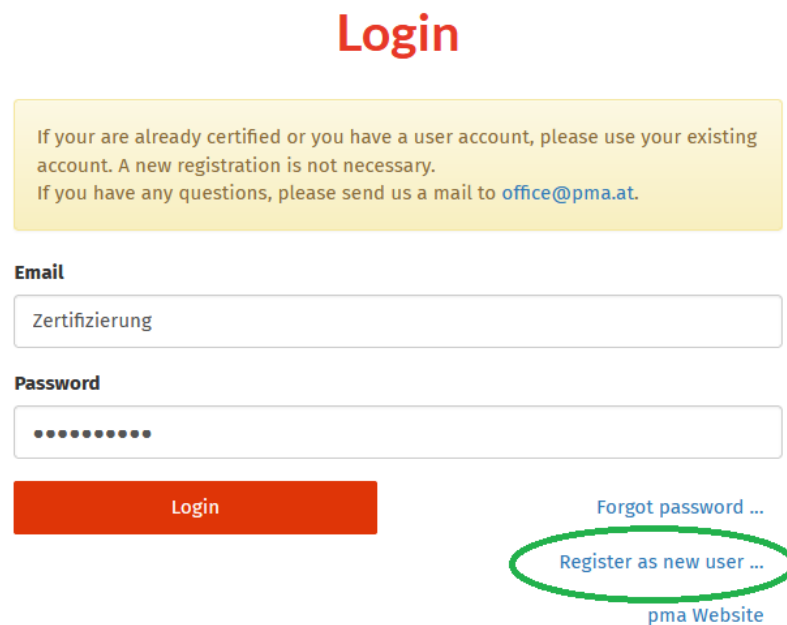


Figure 1: user registration

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

You can then complete your registration in the Self-Service Tool (Log In website) under your "Profile".

### 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 [website](#) (other prices may apply for groups).

#### Postponement, withdrawal, resit, additional 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 253,00 (= EUR 230,00 + 10 % VAT EUR 23,00) 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 253,00 (= EUR 230,00 + 10 % VAT EUR 23,00) will be charged.

To **resit the PM certification as Project Director** we will charge EUR 1.089,00 (= EUR 990,00 + 10 % VAT EUR 99,00).

For the **issue of a second certificate** we will charge EUR 16,50 (= EUR 15,00 + 10 % VAT EUR 1,50).

#### 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](mailto: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.

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](mailto: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 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**

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 e-mail to the pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at))
- Transmission of feedback on the report by the assessor, by e-mail

### 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 projects (= 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/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
- 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 sent by e-mail to the pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at)) by the specified deadline:
  - File format & size: **PDF** or in case of two documents as a zip file (using a Windows-compatible standard ZIP program), 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, by e-mail to the pma Certification Body ([zertifizierung@pma.at](mailto:zertifizierung@pma.at)).
- Transmission of the feedback by the assessor by e-mail **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:	<ul style="list-style-type: none"> <li>• Management summary of the mega project</li> <li>• individual selection of PM plans</li> <li>• Additionally, a brief description of stakeholders, aims, results, resources</li> </ul>	approx. 10 pages
Chapter 2:	<ul style="list-style-type: none"> <li>• Presentation of project management in the organization</li> </ul>	approx. 2 - 4 pages
Chapter 3:	<ul style="list-style-type: none"> <li>• 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)</li> </ul>	approx. 8 pages
Chapter 4:	<ul style="list-style-type: none"> <li>• Short description of another very complex project (= mega project) or 1-2 complex projects: situation, context, problem definition, problem solution (problem-solving suggestion)  (management summary incl. lessons learned, findings, reflection)</li> </ul>	approx. 2 – 3 pages
Total number of pages:		<b>maximum 25 pages</b>
Appendix	<ul style="list-style-type: none"> <li>• Possible alternative plans</li> <li>• Relevant company or project documents</li> <li>• Minutes, reports, etc.</li> </ul>	maximum 15 pages

## 8. Certification day

### Requirements:

- Admission to the certification
- Completely prepared report (and, if necessary, revised final version of the report) sent in due time by e-mail (to the pma Certification Body)

### Preparation for the interview: (as listed 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 of the report incl. Questioning by assessors on the basis of the 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 circumstance – 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](mailto:zertifizierung@pma.at)

## 11. Application documents

- |  |                          |
|--|--------------------------|
| <input checked="" type="checkbox"/> <b>Application form</b> Project Director pma/IPMA® Level A         | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> <b>Self-assessment</b> Project Director pma/IPMA® Level A          | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> <b>Executive Summary Report</b> Project Director pma/IPMA® Level A | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> <b>Complexity Sheet</b> Project Director pma/IPMA® Level A         | <input type="checkbox"/> |

**Next step:** create the application form from Project Director pma/IPMA® Level A → download the form from the [website](#)