**EXECUTIVE SUMMARY REPORT/Project Director pma/IPMA® Level A**

The aim of the Executive Summary Report (ESR) is to provide the assessor with an insight into the company in which the candidate is employed (role in the company, PM processes), as well as detailed information on the candidate's projects.

**Please list in the Executive Summary Report**

* **all** very complex projects (incl. the project on which you are writing the report), in which at least 900 person days as project manager are attained.

**Please note:**

* reverse chronological order starting with the most recent project
* max. 1 page per project

Certification candidate

Name/Surname/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Company description**

The following description of the company by which you are currently employed is only to be completed once:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of the company by which you are currently employed or were employed by last: | | | | |
| Name of the company: |  | | | |
| Number of employees: | ☐ ≤ 100 | ☐ 101 - 250 | ☐ 251 – 5,000 | ☐ ≥ 5,001 |
| Branch and type of project: | e.g.: Pharmacy/Research project or IT project... | | | |
| Description/Role in the company (organisational integration): |  | | | |
| Brief outline of PM processes/methods/standards: |  | | | |
| Appraisal/evaluation of the PM competence of the organisation: |  | | | |

1. **References**

Please provide 2 references that are able and authorised to provide information on your project management experience and are available to answer questions.

|  |  |
| --- | --- |
| Reference 1 (name, role, tel. no, e-mail) |  |
| Reference 2 (name, role, tel. no, e-mail) |  |

1. **Project summary (1 - max. 2 page(s) description of each project):**

For further project particulars please copy this table.

|  |  |
| --- | --- |
| Project no. (acc. to application form IPMA® Level A/point 7 – table “Previous project experience”): |  |
| Project name (acc. to application form IPMA® Level A/point 7 – table “Previous project experience”): |  |
| Complexity (according to registration form IPMA® Level A/point 7 - table "Previous experience in projects): |  |
| Total budget in EURO: |  |
| Project objectives & results: |  |
| Average number of people involved in the project team: |  |
| Number of suppliers: |  |
| **Stakeholder** – **brief description of the relationship** to internal and external stakeholder (Example: Challenges for project managers and peculiarities in dealings with stakeholder, what problems with stakeholder had to be overcome in the day to day running of the project, etc.): |  |
| **Brief description of your greatest challenges** in the project and how you dealt with them, **from the point of view of project management** (Example: Number of decision-makers involved, availability of resources, international/virtual project teams, competence distribution interface between line/project team, diverse organisational culture, etc.): |  |

**Next step:** The fully completed application (= Application form Project Director pma/IPMA® Level A + Complexity Sheets Project Director pma/IPMA® Level A + Self-assessment Project Director pma/IPMA® Level A + Executive Summary Report Project Director pma/IPMA® Level A) is sent by the certification candidate as a zipped document to the pma Certification Body by e-mail: [zertifzierung@pma.at](mailto:zertifzierung@pma.at)