

# Info folder for the certification as Project Manager IPMA Level C®

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## Relevant certification documents:

- Info folder IPMA Level C®
- Application documents (application form Project Manager IPMA Level C®, Self-assessment Project Manager IPMA Level C®, Executive Summary Report Project Manager IPMA Level C®)
- The ICB for project management Version 4.0
- The latest version of the pm baseline

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

# 1. General information

## 1.1 Overview of the certification process

The certification process is segmented into the following steps:

- Application
- Admission
- (online) certification briefing
- Report
- Certification day
- Overall assessment

IPMA Level	Application	Self-assessment	Complexity	Executive Summary Report	Admission	Certification Briefing	Report	Feedback	pm test	Written exam	Oral exam	Workshop	Interview	Overall assessment
	Application						Report		Certification day					
A	X	X	X	X	X	X	X	X					X	X
B	X	X	X	X	X	X	X	X			X	X	X	X
C	X	X		X	X	X	X	X	X				X	X
D	X	X			X				X	X				X

## 1.2 Requirements for the certification

For this certification the ICB4, the methods & processes of the latest pm baseline and further literature in accordance with the [pma literature list](#) are relevant.  
We recommend a standard PM reference work.

### Knowledge:

- Knowledge of the ICB4
- Methods & processes of the latest pm baseline

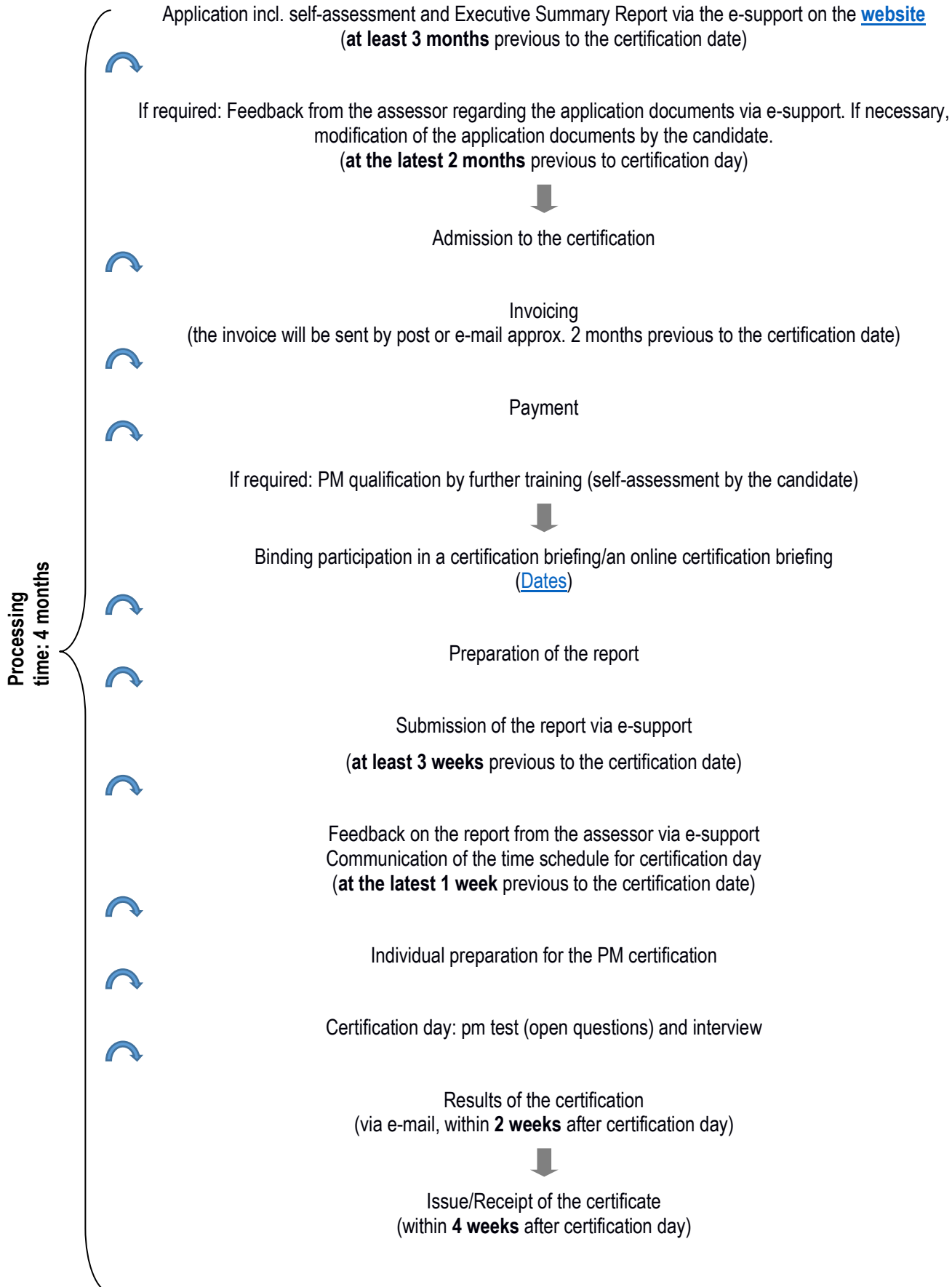
### Experience: (= min. 3 years of experience in project management in the last 6 years)

- At least 540 person days (PD) of experience as a project manager (1 year = 180 PD), including
- At least 360 person days acting as solely responsible project manager of less complex projects. This includes:
  - Person days as project manager
  - Person days as project team member with leadership of a sub team

### Participation in a certification briefing/an online certification briefing:

[Details and dates](#)

### 1.3 Overview of the certification process as Project Manager



## 2. Application process

The application process is segmented into the following steps:

- Registration on the [website](#)
- Upload of the completed application documents:
  - **Application form** Project Manager IPMA Level C®
  - **Self-assessment** Project Manager IPMA Level C®
  - **Executive Summary Report** Project Manager IPMA Level C®
- 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 Payment details

The **current list of certification fees** can be found on the [website](#).

If the PM certification process is not completed one year after authorisation (not including resits) the authorisation will expire. In case of a new start of the PM certification process the full amount of the PM certification fee is to be paid.

**In case of withdrawal from the PM certification before admission, a cancellation fee of EUR 253.00 (= EUR 230.00 + 10% VAT EUR 23.00) will be charged as due; after authorisation the total fee is due.**

**In case of the exam date being postponed, an administrative fee of EUR 253.00 (= EUR 230.00 + 10% VAT EUR 23.00) will be charged.**

**In case of a non-fulfilment of the requirements of the respective PM certification level or of a non-fulfilment of the requirements within 1.5 months respectively, an administration fee of EUR 253.00 (= EUR 230.00 + 10% VAT EUR 23.00) will be charged.**

**In the event of a fail the candidate may resit the certification at the earliest 9 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, pm test and interview).**

**To resit the PM certification as Project Manager we will charge:  
EUR 418.00 (= EUR 380.00 + 10% VAT EUR 38.00)**

**The entire process has to be completed within 1.5 years after participation in the first exam. In case of a new start of the PM certification process the full amount of the PM certification fee is to be paid.**

**For the issue of a second certificate we will charge:  
EUR 16.50 (= EUR 15.00 + 10% VAT EUR 1.50)**

You will receive the invoice approximately 2 months previous to the certification date by post or e-mail. **The invoice is due within 14 days of the invoice date without deduction.** We reserve the right to exclude the candidate from the certification process if the invoice(s) is/are not paid.

### 3. Certification briefing

Certification briefings are binding informative meetings for IPMA Level B & C candidates, at which the certification process (application/report/certification day) is discussed in detail. Certification briefings take place online as a webinar and at the pma Certification Body's premises in the 9<sup>th</sup> district in Vienna.

We recommend participating in the certification briefing prior to preparing the report.

[Dates](#)

### 4. Report process

The report process is segmented into the following steps:

- Preparation and submission of the report to the assessor by the candidate via e-support and
- Feedback on the report by the assessor, also via e-support.

#### 4.1 Report

- The candidate describes his/her own PM competences based on the STAR method and in accordance with the report structure in point 4.3.
- We recommend the use of the PM methods and plans in the latest pm baseline. Please use **your project plans “as is”** for the report and if necessary address **any differences to the PM methods and plans** of the pm baseline.
- **Relevant explanations** regarding the PM plans are to be directly included in the plans in the report, as well as direct references to other/related PM plans, where applicable.
- The aim of the report is for the assessor to be able to evaluate the certification candidate's PM qualifications (knowledge and experience).

#### Criteria for the selection of a project for the report

Please select for the report

- the most recently completed project
- that you have led by yourself as PM.

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.
- Selected competences will be discussed (perspective, people and practice competences):
  - Exactly the required number of competence elements has to be treated.
  - 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 is to be uploaded via e-support by the specified date:
  - File format & size: **PDF** or in the case of two documents as a zip file (using a Windows-compatible standard ZIP programme), 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 number of pages of the report (+ appendix) should not exceed **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

- Upload via e-support of the **complete** report **3 weeks at the latest** prior to certification day.
- Receipt of feedback from the assessor **1 week at the latest** prior to the certification date.

## 4.2 Feedback on the report

Only full reports which follow the guidelines mentioned in point 4.3 will be assessed. Following feedback from the assessor there is no need to upload a revised report.

## 4.3 Structure of the report for certification as Project Manager

The table below lists

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

For guidance the relevant competence element according to the ICB4 is indicated.

Chapter	Contents	Number of pages
Chapter 1: 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
Chapter 2: 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
Chapter 3: 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
Chapter 4: Management challenges (general)	<p>The main chapter of the report should contain:</p> <ul style="list-style-type: none"> <li>Description of the PM challenges of each competence element</li> <li>Number of competence elements for each competence area: <ul style="list-style-type: none"> <li><b>Perspective: 3</b></li> <li><b>People: 7</b></li> <li><b>Practice: 7</b></li> </ul> </li> <li>The competence elements should be discussed from the candidate's personal point of view according to the following structure: <ul style="list-style-type: none"> <li><b>Situation &amp; Challenges</b></li> <li><b>Tasks</b></li> <li><b>Activities</b></li> <li><b>Results</b></li> </ul> </li> </ul>	8-9 pages
Chapter 5: Summary	Management summary of the PM challenges in the project, lessons learned and brief reflection	1 page
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 documentation</li> <li>Minutes, reports, etc.</li> </ul>	maximum 15 pages

## 5. Certification day

### Requirements:

- Admission to the certification
- A completed report uploaded on time via e-support

### On certification day the following certification steps take place:

- pm test (open questions)
- Interview

### Objectives of the certification day

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

### Content of the certification day

- **pm test (open questions)**

- Open questions on the computer, answers in the form of free text.
- Approx. 18 questions

Duration: 1.5 hours

- **Interview**

- Interview on PM competences (perspective, people and practice competences) acc. to the ICB4 and the methods & processes of the latest pm baseline
- Participants: 2 assessors, 2 candidates

Duration: 1.5 hours

## 6. Overall assessment

The overall assessment covers the entire certification process: report, pm test (open questions) and interview.

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 less complex project situations.



## 7. 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 of this, including justification, upon submitting your application: [zertifizierung@p-m-a.at](mailto:zertifizierung@p-m-a.at)

## 8. Application documents

- ⊗ **Application form** Project Manager IPMA Level C®
- ⊗ **Self-assessment** Project Manager IPMA Level C®
- ⊗ **Executive Summary Report** Project Manager IPMA Level C®

<b>Next step:</b>	Completion of the application form Project Manager IPMA Level C® → Download the form from the <a href="#">website</a>
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