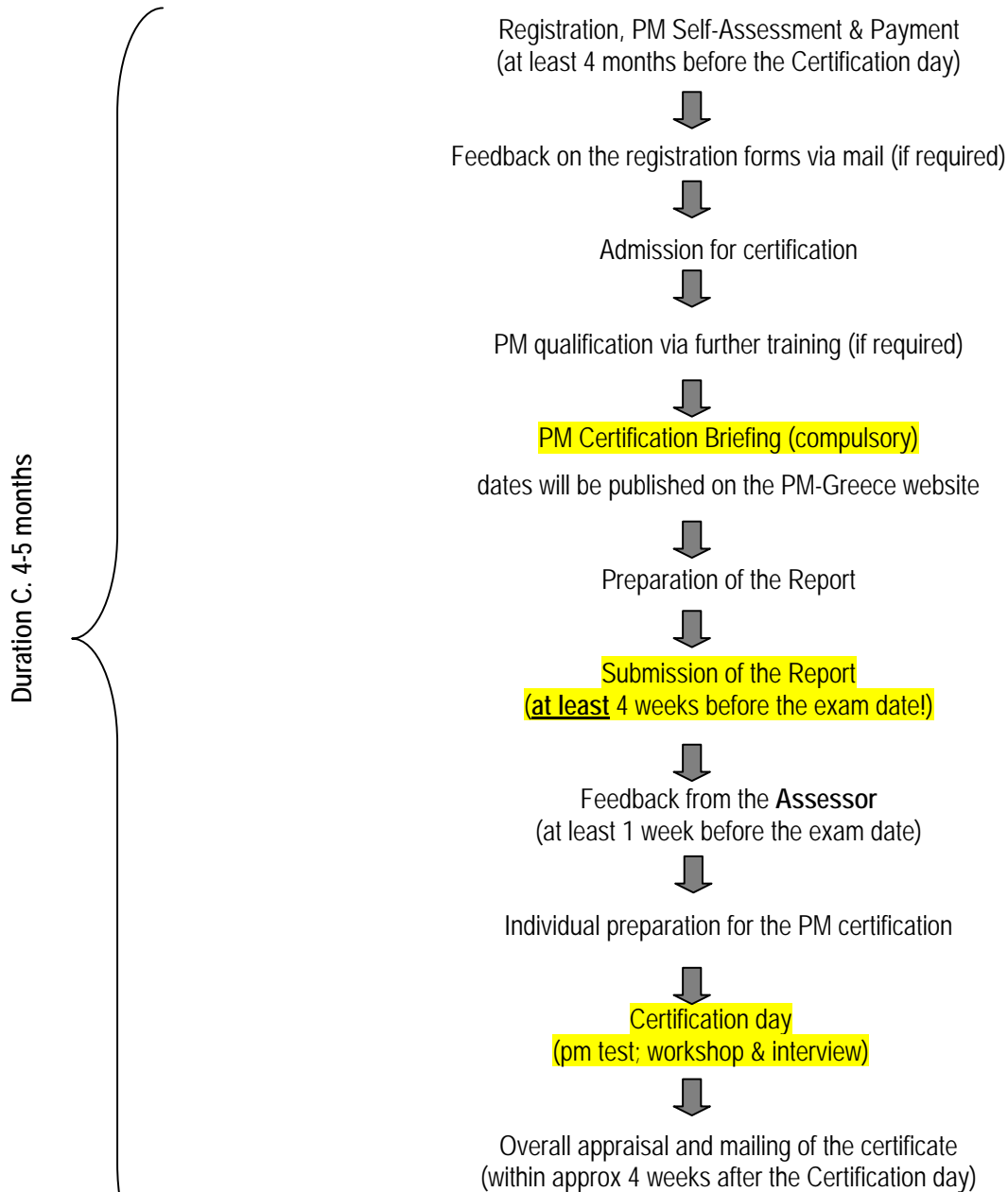


## Basic Info for the certification as Senior Project Manager (IPMA Level B)

### BASIC REQUIREMENTS

1. Certified IPMA LEVEL D (*recommended*) or by any other certification system to ensure basic understanding of PM concepts.
2. At least **900 days** ACTUAL experience in project management
3. From these 900 days - at least **540 days** experience as sole responsible project manager in complex projects (PM activities and other related activities will be counted).
4. A **project proposal** with a brief description of the project, the role of the candidate in it etc.
5. Preparation of **complexity sheets** for each complex project listed in the candidate's experience (including the project described in the project proposal).
6. Preparation of a **45-A4page** (maximum) / 5 MB **Project Report** of a REAL project electronically (word/acrobat) in ENGLISH and submission by e-mail at least 4 weeks before the certification date.
7. The report should follow the **structure**:
  - a. Description of the project performing company, description of the role of the candidate in the project (2-3 pages)
  - b. Description of the project (1-2 pages)
  - c. Project management plans (6 as required in Level D + project bar chart, project responsibility matrix, project personnel plan, progress report) (9-10 pages)
  - d. Management challenges faced in the realization of the project in relation to the technical, behavioural and contextual competences described in ICB v. 3.0 (14-16 pages)
  - e. Resume/ summary (1-2 pages)
  - f. Appendix (with possible alternative PM plans, relevant documentation, meeting minutes etc) (*maximum 10 pages*).
- g. The candidate should ensure that the report as submitted is printable on A4 and is readable in black &white.
8. The company which conducted the project must give its consent to the project being used for the report. Project data, however, can be anonymous.

## Process of Certification as Senior Project Manager



The IPMA Level B certificate is valid for 5 years. After this time the certificate must be renewed or, by fulfilling the relevant requirements, an IPMA Level A certificate may be obtained.

# 1 Registration for certification

Registration is comprised of:

- Registration form
- PM self assessment
- Report proposal
- Complexity sheets (for each listed complex project)
- Payment of the Certification Fee to PM-Greece Bank Account

## 1.1 Registration form

The registration form is comprised of the following parts:

- Personal details
- School, higher education and further studies
- Previous training and studies in Project management
- Previous training and studies in management and behavioural competences
- Career development
- Previous experience in projects
- Key facts to Report

The registration form will be send to the applicants.

## 1.2 PM self assessment

- Through the PM self assessment, the certification candidate evaluates his/her own project management knowledge and experience.
- The PM Self-Assessment is based on the ICB 3 and the pm baseline 3.0 with of both of which you should be familiar before completing you PM Self Assesment. In particular, please read carefully section 3.3. of the ICB (pages 28-31) and especially Table 3.14 (page 30) and Appendix 2 of the ICB 3 before completing your PM Self-Assessment. Please note that an average knowledge of around 6 out of 10 is expected for this level and an average experience of around 6 out of 10 (see also Table 3.13 – page 29 of the ICB 3).

## 1.3 Report Proposal

The Report proposal serves as a short description of the project used for the certification and is comprised of the following:

- Description of the project
- Project organisation
- Bar chart
- Description of the role of the candidate in the project

The Report proposal should not exceed 9 pages.

## 1.4 Complexity Sheet

- The Complexity sheet evaluates the complexity of a project.
- A Complexity sheet has to be filled in by the certification candidate for each complex project listed as well as for the project selected for the report.

The Complexity sheet template can be downloaded from the PM-Greece website (<http://certification.pmgreece.gr>).

## 1.5 PM self assessment

- Through the PM self assessment, the certification candidate evaluates his/her own project management knowledge and experience.
- The PM Self-Assessment is based on the ICB 3 and the pm baseline 3.0 with of both of which you should be familiar before completing you PM Self Assessment. In particular, please read carefully section 3.3. of the ICB (pages 28-31) and especially Table 3.14 (page 30) and Appendix 2 of the ICB 3 before completing your PM Self-Assessment. Please note that an average knowledge of around 6 out of 10 is expected for this level and an average experience of around 6 out of 10 (see also Table 3.13 – page 29 of the ICB 3).

**Example:**

1 Technical Competence	Knowledge										Experience									
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
1.01 Project management success						x									x					
1.02 Interested parties					x										x					
1.03 Project requirements and objectives						x									x					
1.04 Risk and opportunity					x									x						

### Interpretation with regard to knowledge (extract of an example):

I have constantly increased my PM knowledge prior to and during projects, via corresponding courses and literature. Especially in the area of risks and opportunities, since I have already carried out various risky projects abroad, under difficult economical and political conditions.

### Interpretation with regard to experience (extract of an example)

I have less experience when it comes to the concrete definition of project goals on the basis of customer requirements, or with the development of a business case, since our company-internal structures and approaches do not necessarily allow for this, and the assignment of the project manager is carried out exclusively via an internal project sponsor in the line.