

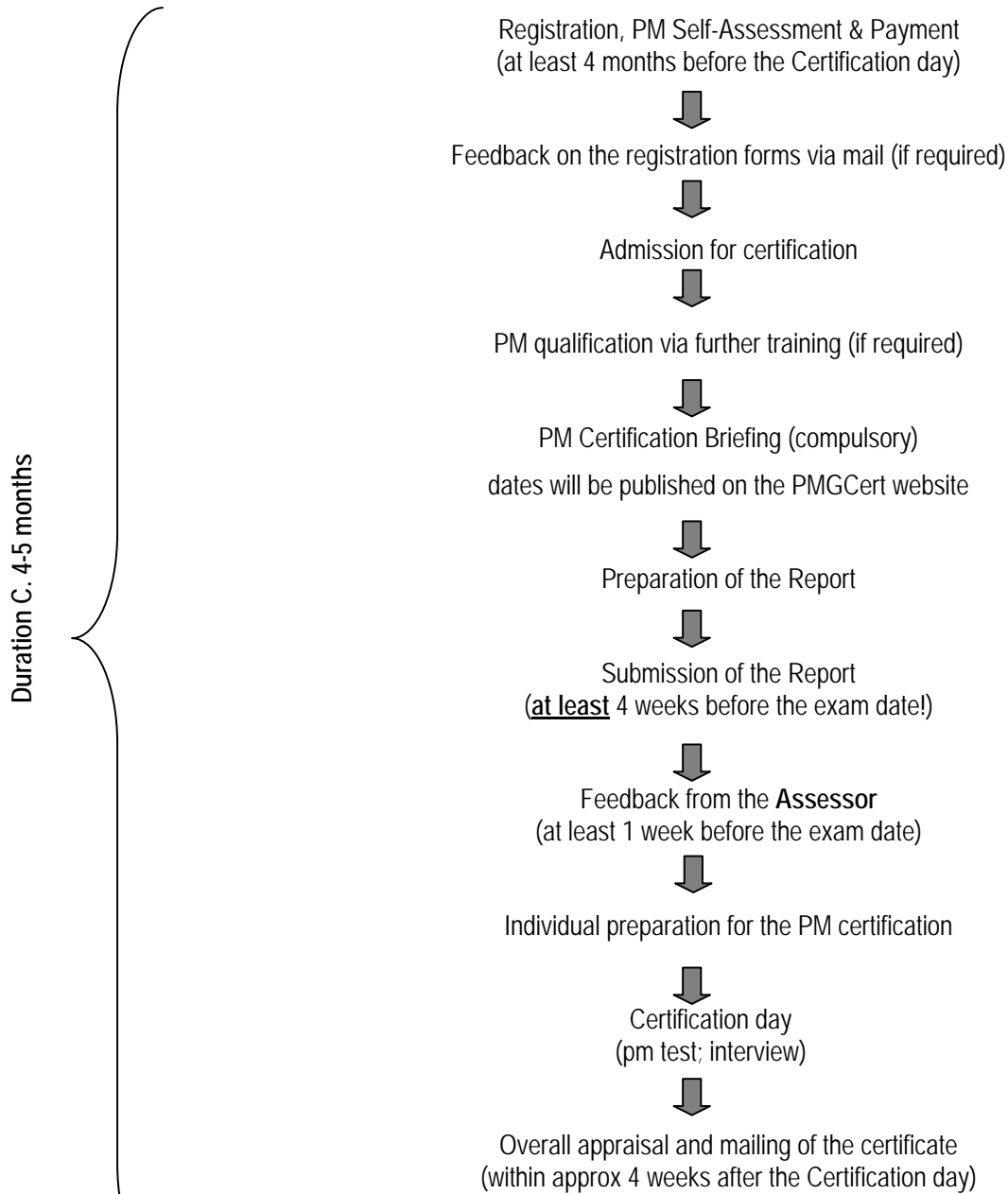
## Basic Info for the certification as Project Manager (IPMA Level C)

### BASIC REQUIREMENTS

1. Certified IPMA LEVEL D (*recommended*) or by any other certification system to ensure basic understanding of PM concepts.
2. At least **540 days** ACTUAL experience in project management
3. From these 540 days - at least **360 days** experience as sole responsible project manager in minor complex projects (PM activities and other related activities will be counted).
4. Preparation of a **35-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. The report should follow the **structure**:
  - Description of the project performing company, description of the role of the candidate in the project (*2-3 pages*)
  - Description of the project (*1-2 pages*)
  - Project management plans (6 as required in Level D + project bar chart, project responsibility matrix, project personnel plan, progress report) (*9-10 pages*)
  - Management challenges faced in the realization of the project in relation to the technical, behavioural and contextual competences described in ICB v. 3.0 (*10-14 pages*)
  - Resumé/ summary (*1 page*)
  - Appendix (with possible alternative PM plans, relevant documentation, meeting minutes etc) (*maximum 10 pages*).
5. The company which conducted the project must give its consent to the project being used for the report. Project data, however, can be anonymous.

## 1.1

### Process of Certification as Project Manager



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

## 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 **5 out of 10** is expected for this level and an average experience of around **4 out of 10** (see also Table 3.13 – page 29 of the ICB 3).

Example:

1 Technical PM 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 project requirements & objectives, as I have already carried out various projects under difficult economical and political conditions.

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

I have less experience in regard to the analysis of risks an, as I have not yet made any experience in projects with high risks.