**RPP –** the project professional standard

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| RPP 2nd edition application form | | |
| Please complete all sections of this form and send to [rpp@apm.org.uk](mailto:apmrpp@apm.org.uk) in Microsoft Word format only. Applications where formatting has changed substantially will be returned. This application form must be accompanied by a completed CPD log totalling at least 35 hours within the past twelve months. To complete this application form please refer to the APM Registered Project Professional (RPP) Application Guidance notes, which can be found at [apm.org.uk/rpp](http://www.apm.org.uk/rpp). Put your cursor in the white boxes to insert your information and click select checkboxes to ‘Check’ or leave ‘Not checked’.  I can confirm that I have read and understand the RPP Application Guidance prior to submitting this application. | | |
| Section 1 – Personal details | | |
| Title | First name | Surname |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| Preferred address (maximum 7 lines) | | Secondary address (maximum 7 lines) |
| |  | | --- | |  | | | |  | | --- | |  | |
| Preferred postcode | | Secondary postcode |
| |  | | --- | |  | | | |  | | --- | |  | |
| Preferred phone number | | Secondary phone number |
| |  | | --- | |  | | | |  | | --- | |  | |
| Preferred email | | Secondary email |
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| Date of birth (DD/MM/YY) (for identification purposes only) | | Current APM membership non/student, associate, member, fellow) |
| |  | | --- | |  | | | |  | | --- | |  | |
| APM membership number. If applicable | | Have you had help or assistance from a previous candidate? If so, who? |
| |  | | --- | |  | | | |  | | --- | |  | |
| Current Employer | | Current Role |
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| Section 2 - Route | | | |
| This section identifies which route you are applying for. If you are applying for the experiential route, you will need to confirm you have a minimum of seven years’ experience. If you are applying for the developmental route, you will need to confirm that you hold either the APM Project Professional Qualification (PPQ) or the APM Practitioner Qualification (PQ). | | | |
| Which route are you applying for? (Select from dropdown box below.) | | | |
| |  | | --- | |  | | | | |
| If you are applying for the **experiential** route,  please confirm that you have a minimum of 7 years’ project experience | If you are applying for the **developmental** route,  please confirm whether you have: | | |
| |  | | --- | | Yes | | APM Project Professional Qualification (PPQ) | |  | | --- | | Yes | | |  | | --- | | No | |
| |  | | --- | | No | | APM Practitioner Qualification (PQ) | |  | | --- | | Yes | | |  | | --- | | No | |

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| Section 3 – Continuing professional development (CPD) | | |
| When applying for RPP you must have completed at least 35 hours of CPD in the previous 12 months, this is an obligation you must maintain annually to retain RPP status. You will need to include a CPD log demonstrating this with your application form. | | |
| Have you attached your CPD Log? | |  | | --- | | Yes | | |  | | --- | | No | |

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| Section 4 – Project overviews |
| Regardless of whether you are applying by the experiential route or by the developmental route, you will need to provide an overview of projects, programmes or portfolios that can be used as a context for your application. A minimum entry of two projects, programmes and portfolios and a maximum entry of five projects, programmes or portfolios is required. For further information please refer to the Application Guidance notes which can be found at [apm.org.uk/rpp](http://www.apm.org.uk/rpp) Min.2, max. 5 entries |

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| Referee 1 | | | |
| Title | First name | | Surname |
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| Company name | | Job role | |
| |  | | --- | |  | | | |  | | --- | |  | | |
| Phone | | Email | |
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| Referee 2 | | | |
| Title | First name | | Surname |
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| Phone | | Email | |
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| Project 1 |  |
| Period of project/programme/portfolio | |
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| Title of project/programme/portfolio | |
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| Company name | |
| |  | | --- | |  | | |
| Job role | Dates of job role (from and to) |
| |  | | --- | |  | | |  | | --- | |  | |
| Project/programme/portfolio description which includes the following (max. 400 words):   * Personal accountabilities * Uncertainty or conflicting objectives * High-severity risks or high levels of unpredictability * Multiple work packages and/or projects and/or programmes * Multiple, interdependent stakeholders, possibly with competing interests | |
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| Project 2 |  |
| Period of project/programme/portfolio | |
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| Title of project/programme/portfolio | |
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| Company name | |
| |  | | --- | |  | | |
| Job role | Dates of job role (from and to) |
| |  | | --- | |  | | |  | | --- | |  | |
| Project/programme/portfolio description which includes the following (max. 400 words):   * Personal accountabilities * Uncertainty or conflicting objectives * High-severity risks or high levels of unpredictability * Multiple work packages and/or projects and/or programmes * Multiple, interdependent stakeholders, possibly with competing interests | |
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| Project 3 |  |
| Period of project/programme/portfolio | |
| |  | | --- | |  | | |
| Title of project/programme/portfolio | |
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| Company name | |
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| Job role | Dates of job role (from and to) |
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| Project/programme/portfolio description which includes the following (max. 400 words):   * Personal accountabilities * Uncertainty or conflicting objectives * High-severity risks or high levels of unpredictability * Multiple work packages and/or projects and/or programmes * Multiple, interdependent stakeholders, possibly with competing interests | |
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| Project 4 |  |
| Period of project/programme/portfolio | |
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| Title of project/programme/portfolio | |
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| Company name | |
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| Job role | Dates of job role (from and to) |
| |  | | --- | |  | | |  | | --- | |  | |
| Project/programme/portfolio description which includes the following (max. 400 words):   * Personal accountabilities * Uncertainty or conflicting objectives * High-severity risks or high levels of unpredictability * Multiple work packages and/or projects and/or programmes * Multiple, interdependent stakeholders, possibly with competing interests | |
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| Project 5 |  |
| Period of project/programme/portfolio | |
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| Title of project/programme/portfolio | |
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| Company name | |
| |  | | --- | |  | | |
| Job role | Dates of job role (from and to) |
| |  | | --- | |  | | |  | | --- | |  | |
| Project/programme/portfolio description which includes the following (max. 400 words):   * Personal accountabilities * Uncertainty or conflicting objectives * High-severity risks or high levels of unpredictability * Multiple work packages and/or projects and/or programmes * Multiple, interdependent stakeholders, possibly with competing interests | |
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| Section 5 – Competence questions | | | |
| For guidance on competence questions, please refer to the Application Guidance notes which can be found at [apm.org.uk/rpp](http://www.apm.org.uk/rpp) | | | |
| Question set 1: Planning the project, programme or portfolio | | | |
| **Project referenced to Question set** Choose an item. | | | |
|  | **Competence**  **Framework 2nd**  **edition topic area** | **Practical competence: to be completed by applicants on both the developmental route and the experiential route**  **Max. 1,000 words for question set 1** | **Breadth of knowledge: to be completed by applicants on the experiential route only**  **Max. 1,000 words for question set 1** |
| 1.1 | Governance arrangements | How did the governance structure help or hinder **you** in the management of the project/programme/portfolio? | What alternative governance structures could have been used?  Why might these have been more or less appropriate? |
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| 1.2 | Consolidated planning | Give an example of conflicting requirements regarding one or more of the following and explain how **you** addressed this conflict during planning.   * Dependencies * Quality requirements * Time constraints * Resource limits * Return on investment | What methodologies could have been used to prepare a consolidated plan?  What are the advantages and/or limitations of the alternative methodologies? |
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| 1.3 | Resource management | How did **you** secure the necessary human, physical and/or financial resources required for delivery? | In what ways might priorities differ when securing resources from internal or external providers?  How do you adapt your behaviour to take these differences into account? |
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| 1.4 | Risk and issue management | What arrangements did **you** put in place for risk management, and why did **you** judge the arrangements sufficient? | What alternative methods could have been used to identify and assess the probabilities and impacts of the risks?  What would have been the likely costs and benefits of adopting the alternative methods? |
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| Question set 2: Managing stakeholders and communications | | | |
| **Project referenced to Question set** Choose an item. | | | |
|  | **Competence**  **Framework 2nd**  **edition topic area** | **Practical competence: to be completed by applicants on both the developmental route and the experiential route**  **Max. 500 words for question set 2** | **Breadth of knowledge: to be completed by applicants on the experiential route only**  **Max. 500 words for question set 2** |
| 2.1 | Stakeholder and communications management | How did **you** try to reconcile conflicting stakeholder interests, and how successful were **you** in doing so? | What options are available to you when stakeholder interests are irreconcilable?  How can the use of these options impact on the project, programme and/or portfolio? |
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| 2.2 | Stakeholder and communications management | What schedules and methods of communication did **you** choose to use with different stakeholder groups?  Would **you** choose these same methods again? | What do you consider to be the main methods generally available to communicate with stakeholders?  What do you consider the main advantages and limitations of each method? |
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| Question set 3: Managing the project, programme, portfolio or key control function | | | |
| **Project referenced to Question set** Choose an item. | | | |
|  | **Competence**  **Framework 2nd**  **edition topic area** | **Practical competence: to be completed by applicants on both the developmental route and the experiential route**  **Max. 1,000 words for question set 3** | **Breadth of knowledge: to be completed by applicants on the experiential route only**  **Max. 1,000 words for question set 3** |
| 3.1 | Reviews | What factors did **you** monitor to assess progress against time, resource use, and budget?  Which of these factors were most and least informative? | What other factors might you have chosen to monitor?  What would have been the advantages and disadvantages of these alternatives? |
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| 3.2 | Quality management; benefits management | What arrangements did **you** put in place to manage the quality of outputs, outcomes and/or benefits?  Were these arrangements effective? | What alternative arrangements might you have made to manage the quality of outputs, outcomes and/or benefits?  What would have been the advantages and disadvantages of these alternatives? |
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| 3.3 | Change control | What action did **you** take when a variation was identified that would not affect the scope? | When you act to address variations, what measures can you take to ensure that the project, programme or portfolio’s implementation and documentation reflect its new configuration? |
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| 3.4 | Change control | What action did **you** take when a variation was identified that would affect the scope? |
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| Question set 4: Inspiring and motivating others through effective leadership | | | |
| **Project referenced to Question set** Choose an item. | | | |
|  | **Competence**  **Framework 2nd**  **edition topic area** | **Practical competence: to be completed by applicants on both the developmental route and the experiential route**  **Max. 500 words for question set 4** | **Breadth of knowledge: to be completed by applicants on the experiential route only**  **Max. 500 words for question set 4** |
| 4.1 | Leadership | How did **you** go about gaining and maintaining the trust and commitment of stakeholders and team members? | What other leadership styles could you have adopted?  What would have been the possible advantages and limitations of the different leadership styles? |
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| 4.2 | Leadership | What did **you** do to create a working environment that would empower team members and encourage high performance?  Did it work? | What alternative arrangements might you have made to empower the team members?  What would have been the advantages and disadvantages of these alternatives? |
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| Question set 5: Managing teams and developing staff | | | |
| **Project referenced to Question set** Choose an item. | | | |
|  | **Competence**  **Framework 2nd**  **edition topic area** | **Practical competence: to be completed by applicants on both the developmental route and the experiential route**  **Max. 750 words for question set 5** | **Breadth of knowledge: to be completed by applicants on the experiential route only**  **Max. 750 words for question set 5** |
| 5.1 | Team management | How did **you** allocate work and monitor the performance of team members?  What actions did **you** take in the light of performance data? | How do you determine the reasons for team members under-performing or over-performing? |
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| 5.2 | Team management | How did **you** exploit opportunities to develop the competence of individuals and the team? | What are the alternative methods that you might have drawn on to develop the competence of individuals and teams?  What are the strengths and limitation of these methods? |
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| 5.3 | Conflict management | How did **you** avoid conflicts within the team?  How successful were you in dealing with any conflicts that arose? | What options are available to deal with conflicts when different team members prove irreconcilable?  How can the use of these options impact on other members of the team? |
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| Payment |
| The fee is paid in instalments at the two stages of the assessment process:   1. portfolio of evidence submission and 2. scheduling your interview.   Once this form has been submitted please make payment of the first fee to APM by calling +44(0) 1844 271680. Please do not email APM with your credit/debit card details or your bank account information. For current fees please refer to the APM website at [www.apm.org.uk/rpp](http://www.apm.org.uk/rpp) |

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| How did you hear about APM? | | | |
|  | Advert |  | Event |
|  | Magazine |  | Mailing |
|  | Referral |  | University / College |
|  | Web |  |  |
|  | Accredited Training Provider *(please provide further info)* |  | |  | | --- | |  | |
|  | Other *(please provide further info)* |  | |  | | --- | |  | |

**Public register**

If you are successful in becoming an APM Registered Project Professional your title, first name, surname, APM post-nominal letters and date admitted to the register will be displayed on a public register via the APM website. If you are happy for APM to publicly display these details, please check this box.

**Data protection**

APM will hold and process your data for the purposes of providing services to you in relation to your membership and assessments. APM will share your information with either our local or overseas branches. APM may contact you from time to time with information from APM or selected third parties. Please indicate if you wish to receive this information.

Please send me information from APM

Please send me information from APM and selected third parties

Please don’t send me any information

The Office of the Information Commissioner has ruled that the Privacy and Electronic Communication (EC Directive) regulations require that members of organisations must ‘opt-in’ to receive communications from the organisation including journals and newsletters.

**Code of Professional Conduct**

Please note by submitting this form for consideration for APM Registered Project Professional and assessment you agree to abide by APM’s Code of Professional Conduct as stated in its Regulations. At the time of your application submission APM’s Code of Professional Conduct becomes applicable to you. If any evidence submitted as a part of the application process is found to be untruthful or fraudulent APM reserves the right to cancel the application. Other sanctions may apply. You also consent to becoming a member of APM, if you are not so already, and agree that, in the event of the winding up of the company and there being insufficient funds to meet all outstanding liabilities, you guarantee to contribute up to a maximum of £5 to help satisfy said liabilities.

**Membership benefits**

You understand that you will receive all stated membership benefits, including Project Journal.