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| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Executive Summary Report  for IPMA Level A, B, C candidate,  PROJECT MANAGEMENT |  |

***Please consider the environment before printing this document***

Purpose

The purpose of this document is to provide direction on how to prepare the executive summary report for IPMA level A, B or C candidates working in project management.

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| **Candidate Name** |  | | |
| **Level Applied for (check one)** | IPMA Level A | IPMA Level B | IPMA Level C |

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| --- | --- | --- | --- |
| Description of employer’s organisation | | | |
| Organisation name: |  | | |
| Number of employees | < 250 | 250 – 5000 | > 5000 |
| Main line of organisation’s industry | E.g. software development, banking | | |
| Role of applicant within employer’s organisation | | | |
| An organisational chart with applicant’s position identified |  | | |
| Area(s) of responsibility |  | | |
| An overview of the project management processes/procedures used |  | | |

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| --- | --- | --- | --- |
| **Summary for all projects** | | | |
| Name of the project | Project start date | Project finish date | Duration (months) |
| Project #1 |  |  |  |
| Project #2 |  |  |  |
| Project #3 |  |  |  |

Add more lines if applicable

|  |  |
| --- | --- |
| **Summary of project #1** | |
| Goal of the project and main deliverables |  |
| Time schedule and phases | Project start/finish dates: xx.xx.xxxx - xx.xx.xxxx  List all phases covered: |
| Management effort | Total number of menmonths of execution. |
| Total budget |  |
| Resources available | Personnel:   * Number of persons total (peak) in the project * Number of persons reporting to you |
| Contractors | * Number of contractors * Number of subcontractors |
| Stakeholders | Relationship with internal and external stakeholders. |
| Project control methods and documents used (tick off) | Project assignment  Work Breakdown Structure  Milestone schedule  Stakeholder management  Risk and opportunity management  Resource plan  Cost and finance plan  Earned Value report  Progress report  Others (list) |
| Description of project challenges | Describe how you have managed projects and how you have met the complexity criteria. You can use the STAR approach (Situation, Task, Action, Result) in order to structure the report.   * Situation/challenge * Effort to deal with it * Outcome * Reference to competence elements   You can include the links to the information in complexity criteria form. |

Please copy and fill in relevant parts of this report according your needs to cover your experience.