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| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Executive Summary Reportfor 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

|  |
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| **Summary of project #1**  |
| Goal of the project and main deliverables |  |
| Time schedule and phases | Project start/finish dates: xx.xx.xxxx - xx.xx.xxxxList 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.