|  |  |  |
| --- | --- | --- |
| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Executive Summary Report  for IPMA Level A or B candidate, Programme 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 or B candidates working in programme management.

|  |  |  |
| --- | --- | --- |
| **Candidate name** |  | |
| **Level applied for (check one)** | IPMA Level A | IPMA Level B |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary for all programmes** | | | |
| Name of the programme | Programme start date | Programme finish date | Duration (months) |
| Programme #1 |  |  |  |
| Programme #2 |  |  |  |
| Programme #3 |  |  |  |

Add more lines if applicable

|  |  |
| --- | --- |
| Summary of programme #1 | |
| Strategical benefit of the programme for the organisation | Describe the main benefits and deliverables of the programme. |
| Time period of programme and projects within programme | Programme time period: xx.xx.xxxx - xx.xx.xxxx  Project 1 xx.xx.xxxx - xx.xx.xxxx  Project 2 xx.xx.xxxx - xx.xx.xxxx  Project 3 xx.xx.xxxx - xx.xx.xxxx  Project 4 xx.xx.xxxx - xx.xx.xxxx  Project 5 xx.xx.xxxx - xx.xx.xxxx |
| Management effort | Total number of menmonths of execution. |
| Total budget |  |
| Resources available | Personnel:   * Number of persons involved into programme management * Number of persons total (peak) in the projects * Number of persons reporting to you |
| Contractors | * Number of contractors * Number of subcontractors |
| Stakeholders | Relationship with internal and external stakeholders. |
| Description of programme management | Describe the programme management organisation.  Describe the methods, tools, techniques and documents used. |
| Description of programme challenges | Describe how you have managed the programme and how you 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 accordingly to cover your experience.