

**Candidate report**

**IPMA Level C: Certified Project Manager**

Please complete the digital form and return by email.

**Section 1: Your details**

Your personal details

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Surname** |  |
| **Name of organisation you work for** |  |
| **Name of training provider (if applicable)** |  |
| **Candidate number (if applicable)** |  |

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| **Have you had assistance in completing your Report? (yes/no)** |  |
| **If yes, by whom?** |  |

**Section 2: Information**

Candidates submit a report covering their project(s) based on the project(s) listed on the application form and Executive Summary Report. The report describes the management of others in projects of moderate complexity throughout the life cycle through the application of knowledge/theory across all relevant competences.

The Report is completed using the template structure below.

A maximum of 25 sides in A4 format are available for the report with additional 15 sides (maximum) for appendices.

The Report shall be produced with a font size of 11. Any appendices used shall be cross-referenced to the main body of the report.

The format of the Report should be such that it is possible to be emailed and read online. The Report should also be printable.

**Section 3: Report**

The Report must relate to a recently completed project(s) relevant to the level applied for. The data can be anonymised.

It is recommended that candidates use the STAR approach (Situation, Task, Action, Result) in order to structure the report if required.

**Background**

Background providing a detailed description of the project, role in context, key stakeholders and key objectives, project organisation and the associated resources the candidate is responsible for (maximum 3 sides of A4).

**Management and leadership challenges**

Description of the management and leadership challenges with respect to others, how these were acted upon and the results achieved and a reflection on these results and lessons learnt (maximum 3 sides of A4).

**Assessment Criteria**

Please explain how you have demonstrated each of the following assessment criteria below. Please refer to the appropriate syllabus. Your evidence should not exceed 1 side of A4 for each assessment criteria.

Unit 2 Learning outcome 1 Assessment criteria 1.1 and 1.2 (self-reflection and self-management)

Unit 2 Learning outcome 2 Assessment criteria 2.3 and 2.4 (relationships and engagement)

Unit 2 Learning outcome 3 Assessment criteria 3.6 and 3.7 (resourcefulness)

Unit 2 Learning outcome 4 Assessment criteria 4.1 and 4.2 (conflict and crisis)

Unit 2 Learning outcome 4 Assessment criteria 4.3 and 4.4 (negotiation)

Unit 3 Learning outcome 3 Assessment criteria 3.1, 3.2 and 5.1 (procurement)

Unit 3 Learning outcome 3 Assessment criteria 3.4, 3.5, 3.6 and 5.3 (planning and control)

Unit 3 Learning outcome 4 Assessment criteria 4.1, 4.2 and 4.3 (risk and opportunity)

Unit 3 Learning outcome 1 Assessment criteria 1.1 (requirements and objectives and benefits)

Unit 3 Learning outcome 1 Assessment criteria 1.1, 1.2 and 1.3 (stakeholders)

Unit 3 Learning outcome 1 Assessment criteria 1.4, 1.5, 1.6 and 1.7 (project design)

Unit 3 Learning outcome 2 Assessment criteria 2.1 and 2.2 (scope)

Unit 3 Learning outcome 2 Assessment criteria 2.3, 2.4 and 2.5 (time)

Unit 3 Learning outcome 5 Assessment criteria 3.3 and 5.2 (quality)

Unit 2 Learning outcome 3 Assessment criteria 3.1, 3.2 and 3.3 (leadership)

Unit 2 Learning outcome 3 Assessment criteria 3.4 and 3.5 (teamwork)

Unit 2 Learning outcome 4 Assessment criteria 3.8, 4.5 and 4.6 (results orientation)

**Section 4: Appendices**

Cross-references plans, relevant company or project documents, minutes, reports etc. Please use font size 11. Maximum of 15 sides of A4 on a separate document.

**Applicant checklist** (check the box)

|  |  |
| --- | --- |
| **Completed ALL sections of your application** |  |

Completed forms to:

By email: [ipmaqualifications@apm.org.uk](mailto:ipmaqualifications@apm.org.uk)

For queries regarding IPMA qualifications, or this application form, please contact the Qualifications Department: Tel: 01844 271680 Email: [ipmaqualifications@apm.org.uk](mailto:ipmaqualifications@apm.org.uk)

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