

Guidance on How to Write Project Report Proposal (IPMA Levels A & B)

The Project Report proposal is the prime tool to enable candidates to demonstrate to the Assessors how they will bring into their report the reflective learning to expand upon the management challenges faced and demonstrate that you have the necessary experience and competence to demonstrate application of the IPMA 4-L-C assessment criteria at the Competence Level applied for.

Candidates will need to demonstrate that they meet eligibility criteria for the level applied for:

- **Level A:** in the last eight years you have at least five years of portfolio or program management experience with strategic relevance, of which three years were as the Lead of complex portfolios or programs. In addition, has two years of experience in managing projects.
- **Level B:** in the last eight years you have at least five years of project management experience, of which three years were as the Lead of complex projects.
- **Level C:** in the last six years you have at least three years of project management experience, of which three years were as the Lead of projects with limited complexity.

Please be as specific as possible. Do not omit any detail.

The Project Report proposal should include the following **key areas**:

- 1) Description of the Project(s) /programmes
 - scope of activities encompassed by the project(s)/programmes
 - key objectives for the delivery of the project/programmes
 - requirements to be addressed
 - overall timeframe for project delivery i.e. specific dates
 - key stakeholders (client(s) and contracted organisations)
 - work locations and staff numbers involved in the delivery of the project/programmes
 - Your role on the project/programmes – responsibilities, title and duration in that role
- 2) Project Organisation
 - Demonstrate the degree of complexity of the project team to be managed for delivery of the project(s).
- 3) Time schedule
 - Summary of key milestones in the delivery of the project(s) & specific dates
 - Demonstrate whole of project/programmes lifecycle delivery has been addressed
- 4) Your role
 - Discuss the nature of your role, and how it will allow you to demonstrate an understanding of the IPMA 4-L-C criteria for the Project Management Certification Level at this senior level. (see below also)
 - Indicate how your involvement in this role will this enable you to demonstrate the technical, behavioural and contextual competence requirements at this senior level
 - Number of staff (e.g.: project managers, contractors, project personnel etc.) managed ;
 - Specific lines of authority & Delegations etc.

Ideally the Project Report proposal should focus on the delivery of one Project, however you could indicate additional projects that may also be used to demonstrate particular areas of competence.