

## Level A Application Form - Projects Director - Primary

Candidate ID:	
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### SECTION 1: Applicant Personal Details

Title:		First Name:		Last Name:	
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### SECTION 2: Current Organisation

Organisation Name:		Job Title	
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Industry Sector:	
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Please advise [ipma@ajpm.com.au](mailto:ipma@ajpm.com.au) if there has been any changes to your personal or organisational details since your initial registration

### SECTION 3: Education

#### 3.1 School and Higher Education

From/To:	Institution:	Qualification:

#### 3.2 Continuous relevant trainings and studies

From/To:	Institution:	Course Title:

### SECTION 4: Work History

**IPMA Level A Entry Requirements:** has in the last 8 years at least 5 years of experience in portfolio management, programme management or multi-project management, of which at least 3 years were in responsible leadership function in the management of complex portfolios or programmes and has in addition 2 years of experience in managing projects. *(Source: ICB –IPMA Competence Baseline V. 3.0)*  
 Please list your most recent position first.

Job Title:	Company:	Location:	Duration:

**SECTION 5: Organisational Profile**

Please write a brief overview of the organisation where you are currently working or where you gained the majority of your project management experience. Please also include your role and responsibilities.

## SECTION 6: Referees

Please provide names and contact details of three workplace referees that can validate your experience. Your Assessors **will contact at least two of your referees.**

### Referee 1.

<b>First Name:</b>		<b>Last Name:</b>	
<b>Position:</b>		<b>Organisation:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Your referee's relationship to you.</b>			

### Referee 2.

<b>First Name:</b>		<b>Last Name:</b>	
<b>Position:</b>		<b>Organisation:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Your referee's relationship to you.</b>			

### Referee 3.

<b>First Name:</b>		<b>Last Name:</b>	
<b>Position:</b>		<b>Organisation:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Your referee's relationship to you.</b>			

## SECTION 5: Additional Information

Please include any additional information you would like to share. e.g. project management literature published, presentations or trainings conducted, involvement in working groups or Association etc.

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## SECTION 8: Project, Program and Portfolio List

Please provide a detailed summary of any projects, programmes or portfolios you have managed or been involved in to meet IPMA regulations.

### Project used for Project Report

Nr.	Project/ program/ portfolio name	Project performing company/ customer	Start (MM.YYYY) & finish (MM.YYYY):	Budget (currency), Effort (people days)	Phases (Quantity)	Complexity	Role and responsibilities of the Applicant	Actual PM efforts (people days)
1								

### Further Relevant Projects

The list should begin with the most recent project, programme, portfolio and end with the oldest one.

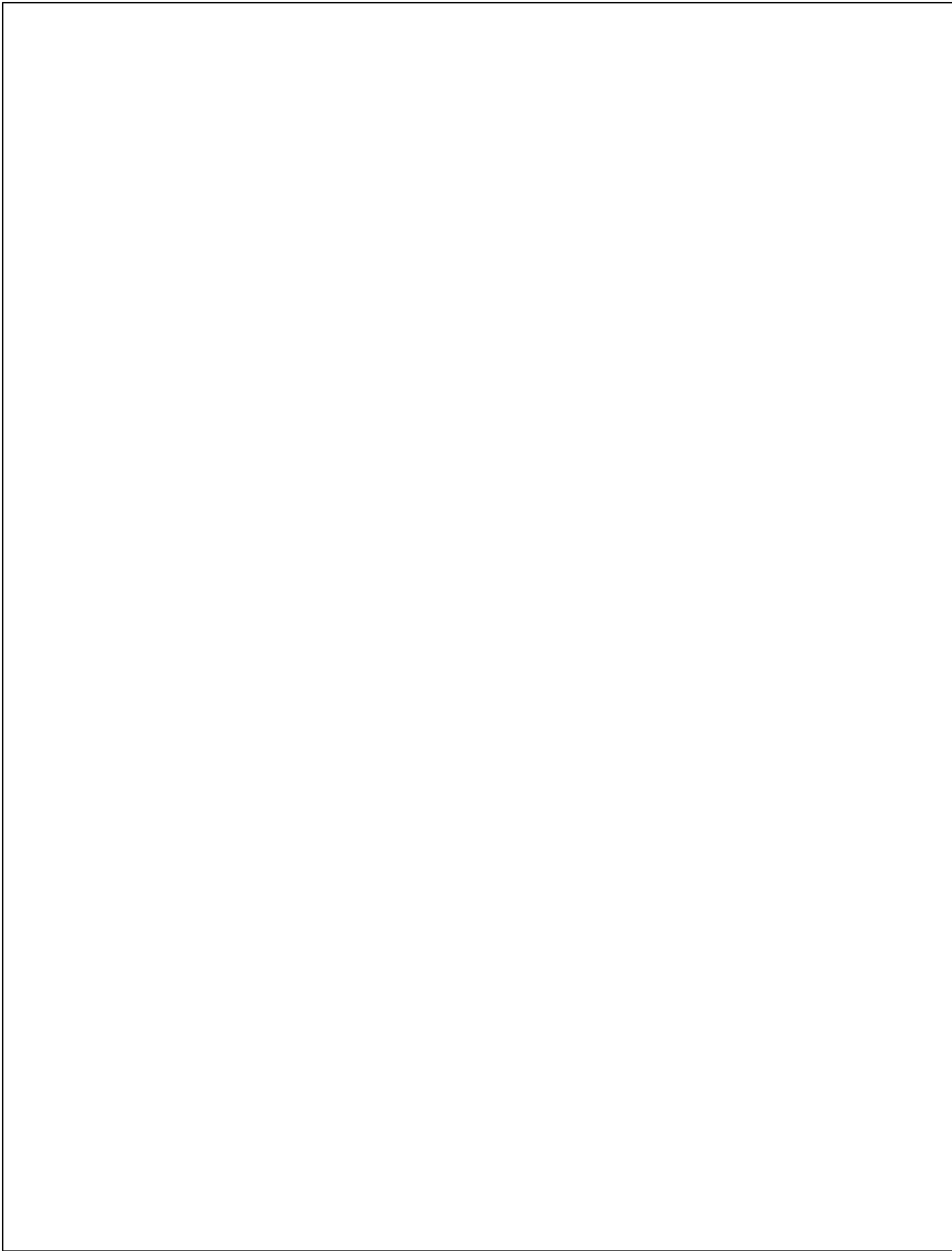
Nr.	Project/ program/ portfolio name	Project performing company/ customer	Start (MM.YYYY) & finish (MM.YYYY):	Budget (currency), Effort (people days)	Phases (Quantity)	Complexity	Role and responsibilities of the Applicant	Actual PM efforts (people days)
2								
3								
4								

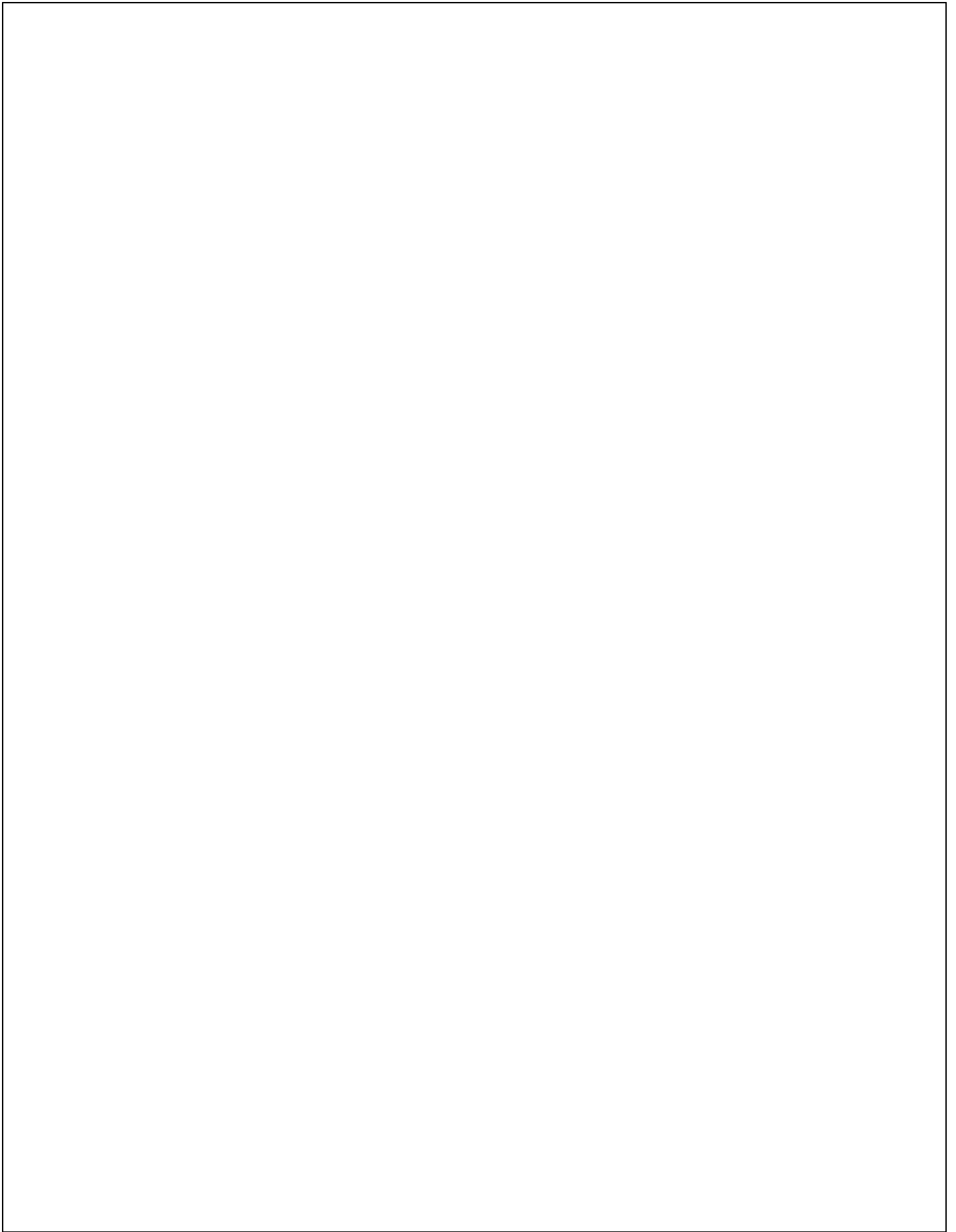
Nr.	Project/ program/ portfolio name	Project performing company/ customer	Start (MM.YYYY) & finish (MM.YYYY):	Budget (currency), Effort (people days)	Phases (Quantity)	Complexity	Role and responsibilities of the Applicant	Actual PM efforts (people days)
5								
6								
7								
8								
9								
10								

**Please provide an explanation to any abbreviations or acronyms used in the application documents**

## SECTION 9: Report Proposal

You are required to submit a report proposal based on the program/portfolio identified for this purpose on page 4. The Assessors will review your application and report proposal to determine whether your application is consistent with the Level applied for. The proposal shall describe the program or portfolio that you propose to use for your Project Directors Report. It should be from 1-3 pages plus appendices. Appendices should include an organisation chart and time schedule. You may provide information such as; why you have chosen this program/portfolio, industry and type of program/portfolio, business need/objectives, scope and description of your role in the program/portfolio.







## SECTION 10: Declaration

I declare that the information stated above and within all other documents submitted as part of my application have been produced without outside help and have not been submitted elsewhere for competence certification or published in this form. I understand that this information, if misrepresented, or misused, may be grounds for immediate termination of my certification.

<b>Signature of Applicant:</b>		<b>Date:</b>	
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### **Instructions for Signature:**

Click in the signature field to create an Adobe signature **OR** print the completed document, sign, scan and return to [ipma@aipm.com.au](mailto:ipma@aipm.com.au)

### **IMPORTANT**

Ensure this document is correct prior inserting an Adobe digital signature. Once it is signed the document is locked and **CANNOT BE CHANGED**

Please submit the following documents with this form to [ipma@aipm.com.au](mailto:ipma@aipm.com.au)

1. Self-Assessment Form
2. Appendices (organisational chart and time schedule).
3. Documents supporting your application.