



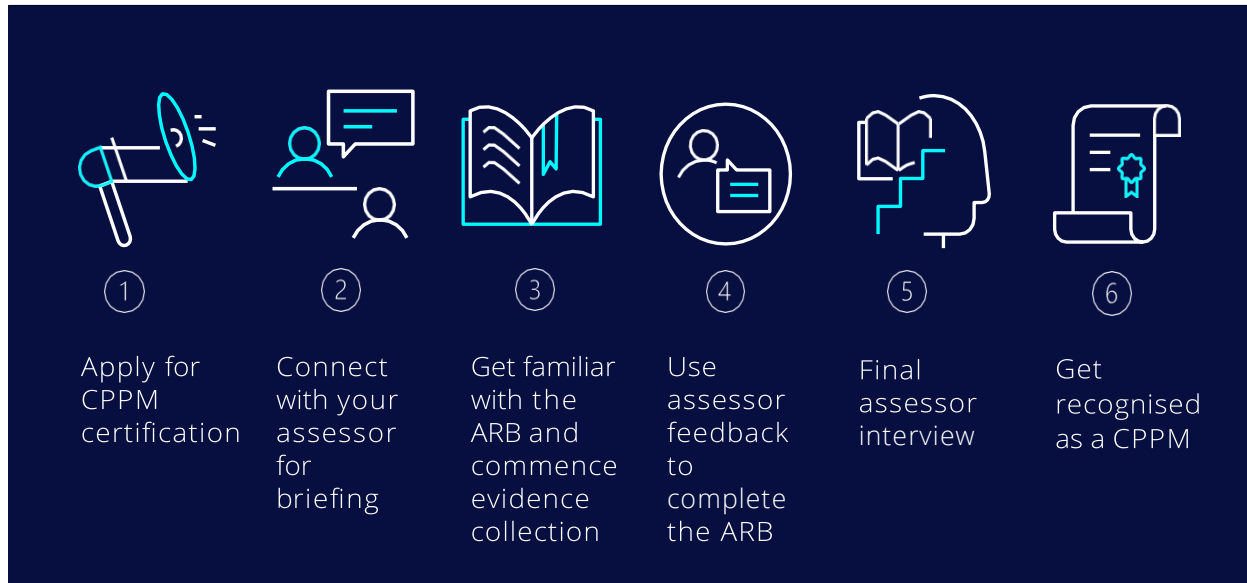
Australian
Institute
of Project
Management

RegPM™ Certification

Certified Practising Project Manager

Candidate Information





1

Getting familiar with the Assessment Record Book (ARB)

CPPM Certification validates your competence to perform in the role of a project manager, leading and directing projects and teams.

The AIPM CPPM certification system is based on a “Professional Certification Standard”, which features a series of four modules designed to align with common project lifecycle models transferable across industry contexts.

The four modules are:

1. Aligning and Initiating
2. Planning and Developing
3. Governing and Delivering
4. Evaluating and Closing

Within each module, the CPPM standard details the competences you are expected to be able to demonstrate as a project management professional, along with lists of supporting evidence and contextual guidance. You will be expected to provide documentary evidence of your project management work from a minimum of two projects, however, a single complex or extensive (multi-year) project may suffice in some cases.

Completing the Assessment Record Book (ARB)

The CPPM standard provides a brief definition for each competence, with a list of documents or artefacts you are expected to provide to your assessor as supporting evidence. For example, to show that you can effectively plan and develop a project, you will need a range of competences as listed in ARB Module 2, which includes those required for developing a project schedule (ARB Section 2.3).



2.3 Develop a project schedule

Definition

Meeting project objectives within the identified and agreed time frames is a critical factor in determining project success, along with capability, cost, and quality. Project scheduling, therefore, encompasses a broad range of planning and governing activities, including those activities associated with the development, analysis, monitoring and control of project schedules.

The Project Schedule is initially developed during the detailed Planning and Developing phase of the project, normally presented in the form of a Gantt Chart with the Work Breakdown Structure (WBS) as the scope backbone that it correlates to. Once approved, the initial schedule becomes a baseline for assessment of subsequent schedule performance on the project.

Supporting evidence

Demonstration of competence in this element of the role requires presentation of the following project documents or equivalent/alternative documentation:

1. Schedule Management Plan
2. Integrated Schedule

In some instances, you might find a need to present alternative evidence/artefacts besides those listed in the standard—and that's fine. You will simply need to provide additional information to explain or justify any variance on a case-by-case basis.

See Collecting Evidence Artefacts (p. 6) for a comprehensive list of recommended evidence for CPPM level.

Each of the Supporting Evidence documents includes a list of expected components/features, which tells you what your assessor would be looking for in each piece of evidence. Use the Supporting Evidence name column to record the filename of the evidence artefact which corresponds to each expected feature. An example is shown below.

1. Schedule management plan	
This document would typically include the following critical components/features.	Supporting evidence filename
Outline of the scheduling methodology (including identifying the software/tools that will be used to create and manage the schedule)	<input type="text" value="Enter evidence filename"/>
The methods to be used to develop the schedule (e.g., estimation methods, toolsets, guidance on dependency usage)	<input type="text" value="Enter evidence filename"/>
The mechanisms to be used to measure and assess progress against the project schedule (e.g., earned value management, analysis of "budgeted cost of work performed", or similar)	<input type="text" value="Enter evidence filename"/>



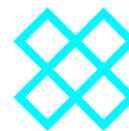
Lastly, you may need to answer a few questions addressing contexts related to each artefact. These will be verbal questions that your assessor would ask during the assessment interview. An example is shown below.

Candidate guidance

During the final assessor interview the candidate should be able to answer the following questions (or reasonable alternatives) in support or explanation of the development/use of specified project documents:

- Why do you need a schedule management plan to help control the schedule itself?
- In what ways does this plan integrate with other documents developed for this project?
- How/when would you obtain sign-off or approval for the Schedule Management Plan?

Your assessor will review the components/features demonstrated in your evidence artefacts as part of the assessment process and will complete the Assessor Validation checkbox upon verification of the evidence within each competence.



Collecting evidence artefacts

To complete your ARB and evidence collection, it is recommended you have the following evidence artefacts for assessment at CPPM level.

In some instances, you might find a need to present alternative evidence/artefacts besides those listed below. That is allowable and acceptable, you will just need to explain any variance.

Module	Definition	Competence	Supporting evidence
Module 1: Aligning and Initiating	Define the project's scope, timings, and cost. Identify the stakeholders, the team, goals and objectives and deliverables.	Define and verify project scope	Project Charter or Brief Project Scope or Statement of Work
		Determine and agree project governance	Project Charter or Brief Project Governance Management Plan
		Identify and analyse stakeholders	Stakeholder Engagement Strategy
			Stakeholder Management Plan
			Stakeholder Register
		Obtain authorisation to proceed with detailed planning and developing activities	Senior stakeholder briefing evidence Gate Review Checklist Gate Review Certificate
Module 2: Planning and Developing	Development of a project plan that illustrates the project phases, key project activities and their start and end dates, project tools, and project milestones.	Refine project scope	Scope Management Plan
			Delivery Options Analysis
		Undertake integrated estimation	Work Breakdown Structure (WBS) or Product Breakdown Structure (PBS)
			Records showing the basis of estimates
		Develop a project schedule	Schedule Management Plan
			Integrated Schedule
		Develop a project budget	Cost Management Plan
			Project Budget
Identify and analyse risks	Risk Management Plan		
	Risk and Issues Register(s)		
Plan quality assurance	Quality Management Plan		
	Quality Register		
Plan for resource and team management	Resource Management Plan		
	Team Management and Leadership Plan		



		Plan project communications	Communications Management Plan Communications Register
		Plan and apply information security	Information Management Plan Information storage and access evidence
		Obtain authorisation to proceed with project delivery activities	Gate Review Checklist Gate Review Certificate
		Perform authorising activities	Email or other work authorisation document
		Conduct reviews	Status Reports Issue Register
		Manage deviations	Action Register Status Report
		Apply project governance	Emails, reports, minutes, or other documents
		Apply integrated change control	Application of Change Control Process Change Control/Request Form Change Register
		Control project quality	Test and inspection result evidence Lessons Learned Register
Module 3: Governing and Delivering	Involves diligent project execution, monitoring and control of project activities to ensure effective project delivery and realisation of defined benefits.	Apply refinements to project plans	Change Control Form Updated project documentation
		Manage people and team performance	Induction evidence Work performance evaluations (individual) Personal leadership and team development records (various)
		Maintain stakeholder engagement	Stakeholder Register (updates)
		Manage reporting and distribution	Status reports Steering Committee Report Communications Register
		Maintain information security	Email(s) or other written account(s)
		Conduct handover activities	Handover Readiness Review Handover Report



Module 4: Evaluating and Closing	Project evaluation ensures continual improvement during the project lifecycle. Evaluation is carried out by a variety of stakeholders and the project team to determine project performance.	Obtain authorisation to proceed with evaluation and closing activities	Gate Review Checklist Gate Review Certificate
		Evaluate project performance	Project Evaluation Report Lessons Learned Register
		Conduct project close-out	Closeout Plan
			Financial Closeout (Cost account closure request)
			Team Disbandment (various)
		Administrative Closeout (Various documentation)	
Obtain authorisation to formally close the project or phase	Request to close the project		

Presenting evidence artefacts

When collecting and presenting your evidence artefacts for assessment, it is recommended you use a clear folder architecture and naming system which indicates which module, supporting evidence, and evidence artefact you are submitting in relation to the 'Expected Component/Feature', and which project your evidence artefact belongs to.

Please consider the following principles to correctly name (or rename) your evidence before it is submitted to the assessor for review:

1. The document name should clearly identify the project it is referred from.
2. The document name should clearly identify its nature or purpose.
3. The document name should clearly identify a date or version number when applicable.
4. You may refer to the same piece of evidence using a plain English name and the relevant page number.

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