REGPM CERTIFICATION
CERTIFIED PRACTISING PROJECT MANAGER

CANDIDATE INFORMATION

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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 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, minimum requirements, and contextual guidance. You will be expected to provide documentary evidence of your project management work for at least two projects within the last three years.

Completing the Assessment Record Book (ARB)

The CPPM standard also 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, including those required for developing a project schedule.

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; and
2. Integrated Schedule.

See *Collecting Evidence Artefacts* for a comprehensive list of recommended evidence for CPPM level.

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 any variance (e.g. justification), on a case-by-case basis.

Each of the listed documents Includes a list of 'minimum requirements', which tells you what your assessor would be looking for in each piece of evidence. There is a column of checkboxes for each requirement for the candidate to self-assess the suitability or completeness of the artefact. Use the "Supporting evidence name" column to record the filename of the evidence artefact which corresponds to each expected feature.

Your assessor will review each component is demonstrated in the evidence artefact identified as part of the assessment process and will complete the assessor checkbox upon verification of the evidence.

1. Schedule Management Plan		
Expected Components/Features: This document would typically include the following critical components or features:	Candidate	Supporting evidence filename
• Outline of the scheduling methodology (including identifying the software/tools that will be used to create and manage the schedule)	☐	
• The methods to be used to develop the schedule (e.g. estimation methods, toolsets, guidance on dependency usage)	☐	
• 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)	☐	
• Tolerances and triggers for escalating a schedule change	☐	
• How schedule contingency will be factored into the schedule (with a mechanism for tracking potential and actual usage)	☐	
• Takes lessons learned from previous projects into account	☐	
• Processes for updating status and recording/communicating progress	☐	

In some instances, you might find you need to present alternative or additional evidence/artefacts to satisfy the minimum requirements listed in the standard.

Lastly, you will also need to answer a few questions addressing contexts related to each artefact. These will be verbal questions that your assessor will ask during the assessment interview.

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 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?

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 1: ALIGNING AND INITIATING	Project Charter or Project Brief
	Project Scope or Statement of Work
	Project Governance Management Plan
	Stakeholder Engagement Strategy
	Stakeholder Management Plan
	Stakeholder Register
	Senior stakeholder briefing evidence.
	Scope Management Plan

MODULE 2: PLANNING AND DEVELOPING	Delivery Options Analysis
	Work (or product) Breakdown Structure
	Records showing the basis of estimates and how they were derived
	Schedule Management Plan
	Integrated Schedule
	Cost Management Plan
	Project Budget
	Risk Management Plan
	Risk and Issues Register(s).
	Quality management plan; and
	Quality register
	Resource management plan
	Team management and leadership plan.
	Communications management plan
	Communications register
	Information Management Plan
	Information storage and access evidence.
	Gate Review Checklist (from end of Planning and Developing Phase)
	Gate Review Certificate (or equivalent document) indicating formal approval to proceed to the next phase
MODULE 3: GOVERNING AND DELIVERING	Email or other work/tasking authorisation document.
	Issues register (identifies issues and tracks actions and related outcomes)
	Action register (identifies general actions and tracks progress and related outcomes. May be incorporated with Issues Register)
	Status report (provides details of variances, outcomes, and present status)
	Emails, reports, minutes, or other documents.
	Application of Change Control Process (various artefacts that collectively demonstrate how the impact of an actual change request was managed)
	Change Control form (or Change Request form)
	Change Register
	Test and inspection result evidence
	Lessons learned register
	Induction evidence
	Work performance evaluations (individual)
	Personal leadership and team development records (various documents, may include meeting minutes, case records, etc.)
	Status reports
	Steering committee report
	Communications register
	Documents demonstrating maintenance of information security
	Handover readiness review
	Handover report
	Gate Review Checklist
	Gate Review Certificate (or equivalent document) indicating formal approval to proceed to the next phase
MODULE 4: EVALUATING AND CLOSING	Project Evaluation Report
	Lessons Learned Register
	Closeout Plan
	Financial Closeout
	Team Disbandment
	Administrative Closeout
	Request to close the project

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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 to correctly name 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 'Module' number from this ARB.
3. The document name should clearly identify 'Competency' number from this ARB.
4. The document name should be entered beside the expected component/ feature it demonstrates.

Naming requirement	Project ID	Module and Competency	Document Title
Description	<u>Start the document name</u> with the project number as per the **'Project Management History'** section of the ARB	Next, mention the module and competency number as per the ARB	Title of the document
Guidance	Please start the filename with the project number: **"P1-"** if the document is from Project 1, **"P2-"** if the document is from Project 2, **"P3-"** if the document is from Project 3	To demonstrate that your Project Charter (or Project Brief) includes 'Appointment of Project Manager'. Please submit a document numbered as below: **"-1.2-"** (for 'Determine and agree project governance' competency) and **"-1-"** (for Project Charter (or Project Brief) table) under 1.2	Mention the title of the document. E.g., **"-Project Charter"**
Example Filename			

P1-	-1.2-	-1-	Project Charter
•The project document belongs to **'Project 1'**	•The document is required to demonstrate the competency: "Determine and agree project governance"	•The document is a "Project charter (or Project Brief)" as per the table 1 within 1.2	•Document Title as per your project

Document Name: "P1-1.2-1-Project Charter"
Please enter this filename adjacent to all the Expected Component(s)/Feature(s)' that it refers to.

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