



Self Assessment Guidelines (IPMA Levels A, B, C and D)



Contents

1. General provisions.....	2
2. How to use the self-assessment form.....	3
3. Self-assessment form.....	4

Author	Alex jalalian
Classification	© PMAC-AGPC CB, private
Status	Version 2.0 Released
Electronic file	3100-G-PROC-Self-Assessment-Guidelines-All-Levels-20

Released by	Last name	Date	Signature
PMAC-AGPC CB management	Selver	December 21, 2012	

Version	Changes	By	Date
2.0	Updated file structure & added IPMA logo	Selver	December 21, 2012

1. General provisions

1.1. Object

The self-assessment form provides an overview of all the knowledge and experience elements in 46 competence elements featured in the IPMA Competence Baseline (ICB).

It is used in the certification process so that the candidate can improve the **self-assessment** of his or her capabilities over time.

It is also used by candidates and assessors as a checklist for evaluating the many different ways in which conventional project management processes and methods can be applied in **projects**.

Finally, the self-assessment form serves as a checklist to ensure that the questions for **examinations and interviews** cover a sufficiently broad spectrum of elements from the ICB.

1.2. Basis

Self assessment is based on:

1. **IPMA Competence Baseline (ICB)**: The content and the taxonomy of the ICB Version 3.0 are designed to assess the total professional competence of individuals applying project management in practice. The competence ranges are: Technical, Behavioural and Contextual Competence.

The *technical* competences cover:

- delivery of the whole project, programme or portfolio to the required standard;
- integration of work in a project, programme or portfolio organisation;
- production of project deliverables in the project organisation;
- progress through all phases of the project, all stages of a programme, all periods of the portfolio being considered.

The *behavioural* competences are listed in order of decreasing focus on the individual, as well as increasing number of people involved, they cover:

- the elements that are merely related to the project manager himself;
- followed by the competence elements most related to his direct contacts in and around the project;
- followed by the competence elements most commonly used in relation to the whole project and parties involved including its context;
- to finish with the elements that have their roots in the economy, society, culture, history etc...

The *contextual* competences are grouped in terms of:

- the implementation of project, programme and portfolio management in the relevant permanent organisations;
- the inter-relations of project, programme and portfolio management and general management.

Each project management competence element is composed of both knowledge and experience and shall be used for assessment at each IPMA Level.

2. **Self-assessment form**: The self-assessment form allows the candidate to document a personal assessment of his or her own knowledge and experience.

1.3. Confidentiality

All information and documents submitted by candidates are treated in strict confidence by the certification office. The documents are accessible only to authorized individuals at the certification office, the assigned assessors (and the appeal committees, in the event of an appeal), but not to candidates.

1.4. Rights

The candidate authorizes the certification office and assessors to obtain supplementary information on statements from the references listed (employer, client, project staff etc).

1.5. Administrative provisions

All documents must be submitted in duplicate by candidates for all levels A, B, C, or D. The candidate submits a self-assessment for the following stages:

Level	Certification stage
IPMA Level A	1b: Self-assessment and portfolio or programme description
IPMA Level B	1b: Self-assessment and project description
IPMA Level C	1: Self-assessment as part of application for certification
IPMA Level D	1: Self-assessment as part of application for certification

2. How to use the self-assessment form

2.1. Knowledge and experience

Check your knowledge and experience against the 46 competence elements. Enter the estimated values for each element in the bottom "Rating" table using the following scale:

Value	Knowledge	Experience
0	None	None
1-3	Low	Low
4-6	Average	Average
7-9	High	Extensive
10	Absolute Maximum	Absolute Maximum

For further details, refer to Table 3.14 on page 30 of ICB version 3.0.

3. Self-assessment form

Name:	IPMA Level applied for:																					
Employer:																						
	Knowledge										Experience											
1. PM-Technical competences	0	1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5	6	7	8	9	10
1.01 Project management success																						
1.02 Interested parties																						
1.03 Project requirements & objectives																						
1.04 Risk & opportunity																						
1.05 Quality																						
1.06 Project organisation																						
1.07 Teamwork																						
1.08 Problem resolution																						
1.09 Project structures																						
1.10 Scope & deliverables																						
1.11 Time & project phases																						
1.12 Resources																						
1.13 Cost & finance																						
1.14 Procurement & contract																						
1.15 Changes																						
1.16 Control & reports																						
1.17 Information & documentation																						
1.18 Communication																						
1.19 Start-up																						
1.20 Close-out																						
AVERAGE 1																						
2. PM-Behavioural competences	0	1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5	6	7	8	9	10
2.01 Leadership																						
2.02 Engagement & motivation																						
2.03 Self-control																						
2.04 Assertiveness																						
2.05 Relaxation																						
2.06 Openness																						
2.07 Creativity																						
2.08 Results orientation																						
2.09 Efficiency																						
2.10 Consultation																						
2.11 Negotiation																						
2.12 Conflict & crisis																						
2.13 Reliability																						

