

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



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## 1. General provisions

### 1.1. Object

The self-assessment form provides an overview of all the knowledge and experience elements in 28 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 4.0 are designed to assess the total professional competence of individuals applying project management in practice. The competence ranges are: Perspective, People and Practice Competence.

The *practical* competences cover the contextual influences and demands that come together when the organization initiates a new project, programme, or portfolio. The individual working in project, programme or portfolio management has to take into account all these influences and demands:

- delivery of the whole project, programme or portfolio to the required standard;
- integration of work in a project, programme or portfolio organization;
- 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 *people* competence area describes the personal and social competences that an individual working in the project, programme, or portfolio need to possess to be able to realize success. The 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 *perspective* competences are grouped in terms of the formal and explicit goals and needs of the organization and/or society and more informal and implicit motives and interests:

- the implementation of project, programme and portfolio management in the relevant permanent organizations;
- 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, B, C	Full Self-assessment (knowledge, skills, and abilities) for all the CE's in the level and domain applied for. In completing the self-assessment the applicant shall also consider the KCI's in their assessment.
IPMA Level D	Self-assessment for all the CE's at the knowledge level.

## 2. The Self-Assessment Form

### Self-Assessment Form