STEP 1: APPLICATION FOR CERTIFICATION

The first step in the IPMA® Level A certification process is to create the **certification application for the VZPM certification body**. The certification application consists of an Excel document with several tabs. In it, you provide information about yourself and the projects, programs or portfolios you have managed and carry out a self-assessment.

You submit your certification application to us several times for **quality checks and feedback**. You then forward it to the VZPM.

The certification body then checks the information you provide in the certification application. After a successful review, you will be admitted to the next process step, the **Executive Summary Report (ESR)**.

STEP 2: EXECUTIVE SUMMARY REPORT

The Executive Summary Report is a maximum 15-page document. In it, you describe your role in the company and in the project, program or portfolio and the reference project, program or portfolio selected for certification.

You submit your Executive Summary Report to us several times for **quality checks and feedback**. You will receive **detailed feedback** from us in writing during the **coaching** and in the **reviews**. If the Executive Summary Report meets the requirements of the certification body, you forward it to the VZPM.

The certification body will then review your Executive Summary Report. If you have passed this certification step, you are authorized to prepare the **report**.

STEP 3: LESSONS

The next step in the IPMA® Level A certification process is the theoretical training. You determine the most suitable teaching option for you:

- ☑ E-Learning
- ☑ Individual coaching

The required 28 ICB4 competence elements are learned in class using theory, repetition and exercises. The learning process is supported by our electronic platform. You use the platform to learn, deepen and practise your project management knowledge.

IPMA® Level A Certification

07/2024/amb

Process description
Certified Project/Programme/Portfolio Director
IPMA® Level A

4Projects GmbH
Project Management Competency Center
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STEP 4: REPORT

Depending on the chosen domain (project, program, portfolio), you describe in the report the challenges of project, program or portfolio management that you had to overcome, the management of your project, program or portfolio and how you overcame the challenges. You use specific situations to illustrate your actions and reflect on the resulting outcomes. The document comprises a maximum of 25 pages plus a maximum of 15 pages of appendices.
As with the Executive Summary Report, you submit your report to us several times for **quality checks and feedback**. You will receive **detailed feedback** from us in writing during the **coaching** and in the **reviews**. If the report meets the requirements of the certification body, you forward it to the VZPM.
If you pass this certification step, you will be admitted to the final certification step, the 2-hour **interview** with two VZPM assessors.

STEP 5: INTERVIEW

In a personal interview training session, we prepare you for the interview in a holistic way so that you can approach it in a relaxed manner.
Passing the interview is the final certification step. After successful certification, you will receive the coveted title "**Certified Project/Programme/ Portfolio Manager IPMA® Level A**“.

REQUIREMENTS

For the IPMA® Level A certification, proof of experience must be provided in the period under review of the last 12 years:

☑ **Certified Project Director**
IPMA® Level A
5 years of experience as a project manager in a responsible leadership role in very complex projects, including at least 3 years at a strategic level

☑ **Certified Programme Director**
IPMA® Level A
5 years of experience as a program manager in a responsible leadership role in very complex programs at a strategic level **or** 4 years of experience as a program manager in a responsible leadership role in very complex programs and 3 years of experience as a project manager in a responsible leadership role in very complex projects at a strategic level

☑ **Certified Portfolio Director**
IPMA® Level A
5 years of experience as a portfolio manager in a responsible leadership role in very complex portfolios at a strategic level **or** 4 years of experience as a portfolio manager in a responsible leadership role in very complex portfolios and 3 years of experience as a program or project manager in a responsible leadership role in very complex programs or projects at a strategic level

You can clarify whether you meet the requirements for the first certification step (certification application) before you register. The costs of CHF 400 for the preliminary clarification will be deducted from the course costs when you register.

FURTHER INFORMATION

Further details such as dates and costs can be found at 4projects.ch/ipma-level-a-english.

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IPMA
international project management association