

PM-ZERT

Certification Body of the GPM

Guidelines for Level D candidates

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Relevant documents

The PM-ZERT documents listed in the following table are required either for the preparation for certification or are necessary for the application documents to be submitted. Their content also completes the comprehensive information intended by this guide. The sequence of validity of the individual documents is regulated in General Guide Z01.

Please familiarize yourself with the following before submitting your application.

Document		To fill in
No.	Name	Yes/No
	ICB 4, Individual Competence Baseline	No
	ICR 4 public, IPMA Certification Regulation public version	No
A01	Actual dates and fees	No
F01	Application for certification (initial certification, higher level certification, recertification) with self-assessment (incl. evidence shares)	Yes
Z01 General Guide	General Guide	No
R03	Ethics Code of the GPM	No

Table 1: Application documents

List of abbreviations, terms and definitions

Abbreviation	Explanation
ICB	Individual Competence Baseline
ICR	IPMA Certification Regulation (internal document for certification bodies)
ICR Public	IPMA International Certification Regulations (Public)
CE	Competence Element
KCI	Key Competence Indicator
ESR	Executive Summary Report
LA	Lead Assessor
CoA	Co-Assessor
Applicant	Person who has applied to enter a certification process
Candidate	Person who has satisfied the entry requirement of the certification process

Table 2: List of abbreviations, terms and definitions

GPM attaches great importance to a differentiated responsible, non-discriminatory and gender-equitable use of language in publications. Whenever the generic masculine is used, this is to be understood as a neutral grammatical expression and in no way implies any discrimination against the opposite sex. Further information on the "gender-fair spelling" of GPM can be found at: www.gpm-ipma.de/utilities/impressum_datenschutz.html

1 Validity

This document is valid as of 09.04.2021.
Version 11 ist still valid until 08.11.2021.
Version 10 ist still valid until 08.08.2021.
All previous versions are invalid.

2 IPMA LEVEL D certification

Level description and requirements (original in ICR Public)

IPMA Level D		
	Requirements	Eligibility
Level: IPMA Level D Domain: Project management	Project management certification according to IPMA Level D requires that the applicant demonstrates knowledge of the competence elements of project management. As a rule, the applicant has a broad project management knowledge and works in project teams.	PM experience and professional qualification are not required.

Table 3: Description Level D

2.1 Target groups according to taxonomy

The target groups for IPMA LEVEL D certification are

- Students, trainees in the alternance education
- Career starters
- Participants in a retraining measure
- Employees of a project team

2.2 Process steps

Step No.	Process step	Certification path 1	Certification path 2	Deadline for submission/ execution	responsible
1	Approval				
1.1.	Application for certification (F01)	x	x	No later than 4 weeks before Assessment	Applicant
1.2.	Self-assessment (F01)	x	x		
1.3.	Decision on admission to assessment	x	x	3 weeks before assessment	PM-ZERT
2	Assessment				
2.1.	Level D Report	Max. 25 pages / Max. 15 pages appendix	./.	No later than 2 weeks before written exam	Candidate
2.2.	Written exam	90min	180min	Date entry	PM-ZERT
2.3.	Feedback	Max. 20 min	./.	Usually as written exam	
3	Completion				
3.1	Certificate decision	x	x	No later than 6 weeks after feedback/ written exam	PM-ZERT
<p>The total duration of the procedure from the date of admission (1.3) to the last examination step (2.2) shall not exceed 18 months.</p>					
<p>Each examination step may be repeated no more than once. The repetition must take place within 12 months. The total duration of the procedure remains unaffected.</p>					
<p>If an examination step is repeated, the selected certification path must not be changed.</p>					

Table 4: Process steps Level D

2.3 Preparation, content and duration of the certification process

There are basically two ways to obtain certification.
They are described in „Table 4: Process steps Level D“.

2.3.1 Requirements to be met to successfully complete the assessment

- There are 28 CE asked, here the requirements of 23 CE must be fulfilled over the full assessment to successfully complete the assessment.
- The written exams are designed in such a way that the questions for each CE have been prepared in such a way that the correct answers meet the requirements for the respective CE.
- The questions in the written exams are of varying complexity and cover the requirements of the CE to varying degrees. Therefore, there are a varying number of questions per CE, of which sometimes one ("difficult" question), but also two or three ("easy" questions) must be answered correctly in order to meet the requirements of the CE. For this reason, the written tests of each CE state how many questions must be answered correctly.

2.3.2 Approval and admission

Registration, login and upload of documents (application documents, report, etc.) is done via our online tool at www.candidate.pm-zert.de.

After the initial registration via Moodle, you will have the opportunity to register for the desired certification round and subsequently upload the required documents. This registration is binding. If the candidate postpones the examination date, a postponement fee (see A01) is due.

2.3.2.1 Application documents (both paths)

The application document includes the completed application form (F01) by which the applicant accepts by signature all the rules of the certification procedures and the rights and obligations associated with the certificate. In the application form, the applicant indicates the chosen certification path. This choice is binding for the further certification procedure.

This contains a spreadsheet for personal data and a spreadsheet for self-assessment.

Certifications usually take place in German. For certifications in English, please contact the PM-ZERT office.

2.3.2.2 Admission to the certification process

Applicants upload their application documents via Moodle and then receive an email confirming the upload.

With the written notification of admission, the applicant is admitted to the certification procedure. In the following, the report can be written and uploaded, if certification path 1 has been chosen.

The applicant is informed of the name of the assessor, who will lead the further process. The applicant can reject the assessor within one week after receipt of the letter of admission, stating the reason in writing. PM-ZERT decides on the rejection request.

The certification fee (according to the current fee table) will be invoiced with the admission. It becomes due on receipt of the invoice.

All data made available to PM-ZERT will be treated in accordance with the applicable data protection regulations and will neither be passed on to third parties nor published without the consent of the sender (see Z01 General Guide).

2.4 Certification assessment

2.4.1 General information

PM-ZERT provides two paths (with/without report) for the certification assessment in accordance with ICR4. Prerequisite for the certification assessment is the admission. The contents of the guidelines are described in the next chapter of this document. The assessment is passed if the requirements of a total of 23 CE are assessed as "fulfilled". If less than 23 CE are assessed as "fulfilled", PM-ZERT informs the applicant which parts of the assessment need to be repeated or corrected.

2.4.2 Certification

Prerequisite for the certification assessment is the admission:

Path 1:

- Submission and evaluation of a report (Bloom taxonomy levels 2 and 3, predominantly from the field of Practice)
- Written exam 90 minutes (Bloom taxonomy levels 1 and 2, predominantly from the field Perspective and People), or

Path 2:

- Written exam 90 minutes (Bloom taxonomy levels 1 and 2, predominantly from the field Perspective and People) and
- Written exam 90 minutes (Bloom taxonomy levels 2 and 3, predominantly from the field of Practice)

2.4.2.1 Report Level D in Path 1

2.4.2.1.1 Preparation of Report Level D:

The applicant prepares the report by the date specified in „Table 4: Process steps Level D“ and sends it to PM-ZERT for evaluation.

The report is forwarded by PM-ZERT to the assessor for evaluation.

2.4.2.1.2 Objective of the report

With the report, the applicant demonstrates his ability to translate project management knowledge into project management practice.

The report is an independent examination part in path 1 of the certification procedure for Level D.

2.4.2.1.3 Making the report

The report is basically created in individual work by each candidate.

The report is the written representation of a real or fictitious project. In this report, the candidate describes his ideas or experience for the practical application of project management knowledge in accordance with the project criteria. Explanations on the theory of project management are not desired here. The required tables and diagrams are to be incorporated into the continuous text under the respective chapters and are thus part of the 25 page volume. The appendix includes a list of abbreviations, a glossary, references and cross-references.

2.4.2.1.4 Report Style

The following guidelines apply to the design of the work:

- The paper format is DIN A4 portrait, for graphics (not tables), in exceptions landscape format.
- The font size is 11 pts, single line spacing (larger line spacing is permitted).
- A minimum of 2 cm margins of at least 2 cm each are to be maintained on the left, right, top and bottom.

- The table under 2.4.2.1.6 shows the expected presentation types for the individual requirements.
- Abbreviations and terms must be listed alphabetically in a list of abbreviations/glossaries and explained in an understandable manner..
- Indexes must be created for illustrations, installations and sources used.
- The footer must contain the file name, page number and version of the paper.
- The total volume of the paper is named in „Table 4: Process steps Level D“, the PDF file must not be larger than 7 MB. PM-ZERT reserves the right to reject more extensive work.
- Definitions and descriptions are to be formulated with own words (copies are to be marked and provided with source references).
If templates are used, the source must also be indicated..
- The cover page must indicate the version number of this guide used so that the relevant evaluation criteria can be taken into account.
- The file name must contain the PM-ZERT certification round number and the name of the applicant.
e.g.
09-101_Mueller-Hugo.pdf
Please do not use umlauts (äöüß), no special characters, except the ones given in the examples above.

The report, in the form of the specified structure according to section 2.4.2.1.6, must be combined with all attachments in **one** file. The chapters and subchapters, attachments and examples are identified by bookmarks.

Note: To create bookmarks in a PDF document created from a Word file, the headings, tables and graphics in the Word file must be declared as headings, tables and graphics. If the PDF document is then created with "Save As", you must select the creation of bookmarks from the headings in the "Save As" options. Please make sure that the PDF document is NOT write-protected so that the assessors can enter comments and markers in the report as part of the evaluation.

At the end of the work, the candidate must provide the following written declaration:

"I hereby assure you that I have produced this report independently and without the involvement of third parties."

Reports that do not meet these design rules **can be rejected**.

2.4.2.1.5 Submission of the report

The latest deadline for submitting the report can be found in „Table 4: Process steps Level D“.

The report is submitted by **uploading** the PDF file at www.candidate.pm.zert.de, which can only be accessed by the PM-ZERT office and the assessors responsible for the examinations. The date of receipt by PM-ZERT shall be the upload date. The sender automatically receives an e-mail as proof of submission. After the download by all authorised parties, the file is deleted by the PM-ZERT office; a copy of the report is electronically archived at PM-ZERT.

The candidate will bring a copy of the report with him for verification, on the basis of which the assessor will provide feedback on the assessment and lessons learned..

2.4.2.1.6 Structure and contents of the report

The structure and content requirements for the report are hereby bindingly specified. The designation and the number of the competence element must be mentioned in the headings. This specification enables the applicants to check for completeness themselves.

Note: The selection of certain PM elements made with this structuring specification does **not** affect the relevance of **all PM elements of the ICB4** for the certification procedure for Level D.

Structure number	Content requirements	Bloom level
1.	Project design 4.5.1.	2
1.1.	Description of the project's success from the customer's/client's point of view - Structured text and graphics, if applicable	2
2.	Requirements and objectives 4.5.2.	3
2.1.	Creation of a project profile- Form	3
2.2.	Presentation of operationalised targets with social target and non-target – Table	3
2.3.	Comparison and prioritisation of selected competing targets with justification – Table	2
3.	Quality 4.5.6.	1
3.1.	Designation of the acceptance criteria in the sense of: Performance requirements, time of delivery, successful test operation or minimum profitability. – Table	1
4.	Stakeholders 4.5.12.	3
4.1.	Creation of an environment portfolio (factual-social and internal-external). Graphic	3
4.2.	Description of stakeholder interests and their expectations and fears, and appropriate measures for stakeholder management and identification of the strategy. Table	3
4.3.	Presentation of a stakeholder portfolio - Graphic	
5.	Risk and opportunity 4.5.11.	3
5.1.	Recording and naming of three risks and their causes - Table	2
5.2.	Identifying preventive and corrective measures and calculating the risk value - Continue table under 5.1.	3
5.3.	Recording and naming of a chance - structured text or table	2
6.	Organisation and information 4.5.5.	3
6.1.	Naming and justification of the selected project organisation - Structured text	2
6.2.	Description of roles with task/competence/responsibility - table/matrix	2
6.3.	Preparation of a document / communication / information requirements matrix from the PL's point of view, stating the form and content of the message, the report creator, the recipient group and the reporting frequency - Table/Matrix	3
7.	Time 4.5.4. Part 1	3
7.1.	Graphical representation of the phase plan - Graphic	3

Structure number	Content requirements	Bloom level
8.	Scope 4.5.3.	3
8.1.	Graphical representation of a coded WBS- Tree structure	3
8.2.	Justification of the selected type of structure (orientation) - Text	3
8.3.	Description of a Work Package of the WBS - Form	3
9.	Time 4.5.4. Part 2	3
9.1.	Creation of a complete activity list; extracts are accepted only with justification - Table	3
9.2.	Creation of a complete networked Gantt chart with crit. Path; excerpts are accepted only with justification - Networked Gantt chart (can also be drawn by hand)	3
10.	Resources 4.5.8.	2
10.1.	Naming the required resources - Text	1
10.2.	Display of a resource assignment plan for a resource - Graphic	2
11.	Finance 4.5.7.	2
11.1.	Explanation of the cost calculation procedure for the work package selected under 8.3. and listing of the WP costs. - Structured text or table	2
12.	Plan and control 4.5.10.	2
12.1.	Creation of a status report with indication of the degree of progress (P,T,C) and remaining time/residual effort for the selected work package under 8.3. - Form	2
13.	Self-reflection and self-management 4.4.1.	3
13.1.	Reflection on your own team role- Structured text	2
13.2.	Presentation of 4 project tasks in an Eisenhower matrix - Matrix	3
14.	Personal communication 4.4.3.	3
14.1.	Presentation of a communication model used in the project (4 ears, communication axioms, transmitter-receiver model, iceberg model...) with examples from the project from sender and receiver viewpoint - Structured text or graphics	3
15.	Resourcefulness 4.4.8.	2
15.1.	Presentation of the moderation techniques used in the project with reasons for their use - Structured text	2

Table 5: Structure of the Report

2.4.2.1.7 Evaluation Report Level D

Competence elements from the areas of People (social) and Practice (technical).

The content requirements listed above are assessed as "fulfilled" or "not fulfilled" in accordance with the quality of the processing.

If the 9 required competence elements are not fulfilled, the assessor decides in which way a revision has to take place. PM-ZERT will inform the candidate of the result of the assessment.

In total, including the written exam, at least 23 CE must be evaluated as "fulfilled" in order to achieve Level D.

2.4.2.2 Feedback on the Report Level D

As a rule, following the written examination, the assessor gives individual feedback (max. 20 minutes) to the candidates who have submitted a report.

The feedback should be an appreciative reflection of the assessed work, in which best practice is passed on, discrepancies within the work are uncovered or mistakes are addressed.

2.4.3 Written exam

In the certification procedure **Level D**, a 3-hour or 1.5-hour written examination is conducted, depending on the chosen path, to objectively assess the knowledge.

At the beginning of the written examination an assessor checks the identity of the participants. This can be proven by means of an identity card or a driving licence. The verification can be omitted if a present organiser confirms the identity of the participants. For all written examinations no own documents (written or electronic notes, laptop) may be used.

The written examinations contain examination questions from the entire complex of competence elements of the ICB4, but they do not have to cover all CE. The examination questions are arranged according to the Bloom taxonomy for the respective level.

The requirements of the written examination are fulfilled if at least 64% of the CEs assessed in the written examination have been assessed as "fulfilled".

During the supervised written exam(s), the assessor may only be asked comprehension questions. The KCIs of the written exam(s) will be marked "Fulfilled" or "Not Fulfilled" by an assessor according to a fixed scheme.

2.4.3.1 Evaluation of the written test in path 1

The requirements of the written examination are fulfilled if at least 64% of the CE processed therein have been assessed as "fulfilled". This corresponds to 9 of 14 CE.

In total, including the report, at least 23 CE must be evaluated as "fulfilled" in order to achieve Level D.

2.4.3.2 Evaluation of the written test in path 2

The requirements of the written examination are fulfilled if at least 23 of the CE processed therein have been assessed as "fulfilled".

2.5 Overall assessment

For both path 1 (with report) and path 2 (180 minutes written examination), 80% of all 28 CE, i.e. 23 CE, must be assessed as "fulfilled" at the required level (Bloom level).

2.6 Granting of certificate

After successfully passing the certification process and confirmation of the proper execution of the process by the certification body, the candidates are awarded the corresponding certificate.

In the case of unfinished orders, the certificate will not be issued until the subsequent deliveries have been positively assessed by the assessors. All certificates are registered with PM-ZERT and IPMA and published with IPMA (country, name, certificate level, validity dates).

If a certification procedure has not been successfully completed in all parts, the failed examination parts can be repeated for a fee. Repeat fees can be found in the overview of current dates and fees (A01).

Repeat appointments are agreed with the PM-ZERT office. The repetition is only possible once for each part of the examination and can take place at the earliest on the next certification date and after 12 months at the

latest.

If a certification process is not passed altogether, the certification can be applied for again after one year.

The certificate holder shall promptly inform PM-ZERT of any matters that may affect their ability to meet the requirements of the certified level.

3 Higher-level Certification

Higher-level certification is only possible up to the next higher level. The process is similar for all levels. It is described in its general guidelines in **Z01 General Guide** for all levels.

Higher-level certification from the basic certificate to Level D is possible via a 90-minute written examination in which questions on the CE from People and Perspective are to be answered. Detailed requirements are described in the "Guide to Certification Basic Certificate in Project Management".

4 Re-certification

The procedure and requirements for re-certification are described in **Z01 General Guide** for all levels.



PM-ZERT Geschäftsstelle

Am Tullnaupark 15
D-90402 Nürnberg
Tel. (0911) 43 33 69-31
Fax (0911) 43 33 69-39
E-Mail: pm-zert@gpm-ipma.de
Internet: www.gpm-ipma.de

PM-ZERT ist nach ISO 9001:2015 zertifiziert