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| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Executive Summary Report  for IPMA Level A, B, C candidate,  PROJECT MANAGEMENT | LOGO%20novi%20za%20statut-HUUP |

***Please consider the environment before printing this document***

Version control

| Version and date of CVMB approval | Date | Valid until |
| --- | --- | --- |
| Version 1.0 | 11.10.2016 | N/A |

Configuration control

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Section | Change |
| 29.04.2016 | 0.1 | All | * Initial draft |
| 29.05.2016 | 0.2 | All | * Changes after comments |
| 29.06.2016 | 0.3 | All | * Jorunn’s and Dalibor’s comments incorporated |
| 08.07.2016 | 0.3 JW | All | * Comments from Jorunn |
| 02.08.2016 | 0.4 | All | * Incorporated comments from CVMB * Changed name of document * Adopted for levels A, B, C |
| 11.10.2016 | 0.9 | All | * Proposed Version by Project Team |
| 11.10.2016 | 1.0 | All | * Endorsed by CVMB for CB use and modification |

Purpose

The purpose of this document is to provide directions how to prepare executive summary report for IPMA level A, B, C candidate working in project management.

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| --- | --- | --- | --- | --- |
| **Candidate Name** |  | | **Insert link to your CV** | |
| **Level Applied for (check one)** | IPMA Level A | IPMA Level B | | IPMA Level C |

|  |  |  |  |
| --- | --- | --- | --- |
| Description of employer’s organisation | | | |
| Organisation name: | Enter organisation name here | | |
| Number of employees | < 250 | 250 – 5000 | > 5000 |
| Main line of organisation’s industry | E.g. software development, banking | | |
| Role of applicant within employer’s organisation | | | |
| An organisation chart with applicant position identified |  | | |
| Area of responsibility |  | | |
| An overview of the project management processes/ procedures used |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Summary for all projects** | | | | |
| Name of the project | Project start date | Project finish date | Duration, months | Score of complexity |
| Project #1 |  |  |  |  |
| Project #2 |  |  |  |  |
| Project #3 |  |  |  |  |

Add more lines if applicable

|  |  |
| --- | --- |
| **Summary of the project #1** | |
| Goal of the project and main deliverables |  |
| Time schedule and phases | Project start/finish dates: xx.xx.xxxx - xx.xx.xxxx  List all phases covered: |
| Management effort | Total no of menmonths of management/ total number of menmonths of execution |
| Total budget |  |
| Resources available | Personnel :   * No of persons total (peak) in the project * No of persons reporting to you |
| Contractors | * No of contractors * No of subcontractors |
| Stakeholders | Relationship with internal and external stakeholders |
| Project Control methods and documents used (tick off) | Project assignment  Work Breakdown Structure  Milestone schedule  Stakeholder management  Risk and opportunity management  Resource plan  Cost and finance plan  Earned Value report  Progress report  Others (list) |
| Description of project challenges | Describe how you have managed project and how you met the complexity criteria. You can use the STAR approach (Situation, Task, Action, Result) in order to structure the report.   * Situation/challenge * Effort to deal with it * Outcome * Reference to CEs   You can include the links to the information in complexity criteria form |

Please copy and fill in relevant parts of this report according your needs to cover your experience.