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| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Executive Summary Reportfor IPMA Level A, B, C candidate, PROJECT MANAGEMENT | LOGO%20novi%20za%20statut-HUUPA picture containing text  Description automatically generated |

***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.

|  |  |  |
| --- | --- | --- |
| **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.xxxxList 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.