Preparing for your Chartered Project Professional (ChPP) application

# Preparing for your chartered application

**Routes 1 and 3 only**

This document is to help you prepare your evidence for the chartered application. This should be used in conjunction with the chartered project professional guidance.

It’s recommended that you use the self-assessment tool to identify which projects are the most suitable to use and which competence best relates to that project.

You‘ll need to have completed 35 hours of CPD in the 12 months up to your application and confirm that you’ll maintain this every year. All CPD must meet the requirements of our CPD scheme which can be found on our website: [apm.org.uk/cpd](https://www.apm.org.uk/cpd/)

## Competence selection

### Mandatory competences

Pre-selected:

⮽ Stakeholder engagement and communications management

⮽ Risk and issue management

Please select five competences from the following:

Budgeting and Cost Control ***OR*** Financial Management

Change Control ***OR***  Conflict Resolution

Governance Arrangements ***OR***  Reviews

Integrated Planning ***OR***  Schedule Management

Leadership ***OR***  Team Management

### Elective competences

Please select five competences from the following:

Assurance

Benefits Management

Business Case

Capability Development

Contract Management

Diversity and Inclusion

Life Cycles

Portfolio Shaping

Procurement

Quality Management

Requirements Management

Resource Capacity Planning

Resource Management

Solutions Development

Sustainability

Transition Management

**Project experience**

Provide an overview of up to four projects, programmes or portfolios that give the contextual evidence for your professional practice assessment. You must refer to only one of these when you complete each competence section, so it’s important to describe projects that will give you the best chance of meeting the relevant assessment criteria. If you think you can meet them all from one project, that’s fine. Just give as many overviews as you think you need. You are expected to write up to 500 words for each project overview.

### Important

Each overview should evidence **all** the following requirements to be successful.

You must show what you were personally responsible/accountable for within the project, programme or portfolio.

The project, programme or portfolio must demonstrate all the following characteristics of a complex project:

* Conflicting objectives.
* High levels of unpredictability or risk.
* Multiple work packages, projects or programmes.
* Multiple interdependent stakeholders.

Should the above requirements not be achieved then your project experience will be deemed as unsuccessful. An unsuccessful project overview means an unsuccessful submission. More information on scoring is provided in the scoring model within the chartered project professional guidance.

| Project overview 1 | |
| --- | --- |
| Project name: |  |
| Role: |  |
| Experience: (max. 500 words) |  |
| Role start date: |  |
| Role end date: |  |

| Project overview 2 | |
| --- | --- |
| Project name: |  |
| Role: |  |
| Experience: (max. 500 words) |  |
| Role start date: |  |
| Role end date: |  |

| Project overview 3 | |
| --- | --- |
| Project name: |  |
| Role: |  |
| Experience: (max. 500 words) |  |
| Role start date: |  |
| Role end date: |  |

| Project overview 4 | |
| --- | --- |
| Project name: |  |
| Role: |  |
| Experience: (max. 500 words) |  |
| Role start date: |  |
| Role end date: |  |

## Competence selection and assessment

For each competence assessed, you’ll need to cover a minimum of four professional practice assessment criteria across the competence. Competence criteria can be found in the chartered project professional guidance. State which project, programme or portfolio overview the evidence is from.

**Important**

Each individual competence statement must relate to one project, programme or portfolio only. You must not refer to multiple projects within a single competence. State which project, programme or portfolio overview the evidence is from.

|  |  |
| --- | --- |
| Mandatory competences | |
| **Mandatory competence 1:** |  |
| Evidence (max. 250 words): |  |
| **Mandatory competence 2:** |  |
| Evidence (max. 250 words): |  |
| **Mandatory competence 3:** |  |
| Evidence (max. 250 words): |  |
| **Mandatory competence 4:** |  |
| Evidence (max. 250 words): |  |
| **Mandatory competence 5:** |  |
| Evidence (max. 250 words): |  |
| **Mandatory competence 6:** | Risk and Issue Management |
| Evidence (max. 250 words): |  |
| **Mandatory competence 7:** | Stakeholder Engagement and Communication Management |
| Evidence (max. 250 words): |  |

| Elective competences | |
| --- | --- |
| **Elective competence 1:** |  |
| Evidence (max. 250 words): |  |
| **Elective competence 2:** |  |
| Evidence (max. 250 words): |  |
| **Elective competence 3:** |  |
| Evidence (max. 250 words): |  |
| **Elective competence 4:** |  |
| Evidence (max. 250 words): |  |
| **Elective competence 5:** |  |
| Evidence (max. 250 words): |  |