JKR Project Manager Competency Certification

***QUALIFIED PROJECT PRACTITIONER – QPP / REGISTERED PROJECT MANAGER - RPM / REGISTERED PROGRAM DIRECTOR -RPD**

(*select the appropriate JKR certification level)

Assessment Record Book (ARB)

NAME OF CANDIDATE

.....

ASSESSOR RECOMMENDATION LETTER FROM ASSESSOR

From: Name of Assessor

To: **Pengarah Kanan**
Cawangan Pengurusan Projek Kompleks
Ibu Pejabat JKR Malaysia
Tingkat 28, Menara PJD
No. 50, Jalan Tun Razak
50400 Kuala Lumpur

Date:

RECOMMENDATION FOR CERTIFICATION
AS * QUALIFIED PROJECT PRACTITIONER - QPP/
REGISTERED PROJECT MANAGER - RPM /
REGISTERED PROGRAM DIRECTOR - RPD

(*select the appropriate JKR certification level)

Please find attached my report and recommendation for the award of ……. (*select the appropriate JKR certification level) ……. for …….. (candidate name) ……..concluded on …… (date)……

The report is now the subject of internal verification by PROKOM. Following the finalization of that process, the award can be recommended to the Director General JKR for sign off and presentation (Refer to Appendix N1).

Yours sincerely,

……
(Name of Assessor)

CERTIFICATION AND ASSESSMENT

Candidate Certification of Claims

I certify that all claims made by me concerning evidence of my competencies relevant to this assessment and in the documentary evidence shown to the Assessor are true and correct.

Candidate's name: ……. Signature: ……

Date: ……

Division: …….

Address: ……

……

E-mail: ……

Telephone: …….

Assessor

I certify that I have undertaken this assessment and concluded based on discussions with the candidate, discussions with others familiar with the candidate's work and through the documentary and other evidence provided to me by the candidate that (strike out sections not applicable):

(a) I have assessed the Candidate as competent at the JKR Standards Qualified Project Practitioner/Registered Project Manager/Registered Program Director.

(b) I have assessed the Candidate as competent in the Units noted hereunder and recommend the issue of an appropriate Statement of Attainment.

(c) I have assessed the Candidate as Not Yet Competent in the Units noted hereunder. The Candidate needs to provide additional information, evidence or undertake skill development before re-assessment.

Assessor's name: ……. Signature: ……

Date: ……

Organisation: …….

Address: …….

…….

E-mail: ……

Telephone: …….

CERTIFIED PROJECT MANAGER - ASSESSMENT REPORT
All levels

Candidate Information	
Member no.	
Name:	
Organisation:	
Phone:	
Email:	
Address:	
Certification sought:	

Assessor	
Member no.	
Name:	
Organisation:	
Phone number:	
Email:	
Address:	
Certification awarded:	
Signature:	
Date:	

Outcome of assessment
Candidate found **competent** for award of: ☐ QPP ☐ RPM ☐ RPD
Not yet competent: ☐ The Assessor will advise the candidate if they have been unsuccessful
Method of assessment
Candidate's Underpinning Knowledge and Understanding Extensive questioning and discussion has been conducted with this candidate to assess underpinning knowledge across the project management knowledge areas and in accordance with PROKOM Standards. The candidate's UKU has been found: ☐ Competent ☐ Not Yet Competent
Candidate's Evidence See PROKOM policy as to evidence requirements. EVIDENCE PROVIDED MUST MATCH LEVEL OF UKU (i.e. cannot have Level 5 evidence and Level 4 UKU). Extensive review has been conducted on this candidate's evidence across the knowledge areas and in accordance with PROKOM standards. The evidence sighted meets PROKOM requirements in terms of currency and was judged in the context** of the candidate's role, history, knowledge and experience. The candidate's evidence has been found: ☐ Correct / Appropriate ☐ Incorrect / Inappropriate
Witness testimony/Referees (As needed to validate information for the assessment) Were witnesses contacted? ☐ Yes ☐ No
Validation and authentication This candidate's knowledge, experience and evidence was authenticated by using two of the following methods as ticked: ☐ Candidates name sighted in appropriate role on written evidence provided ☐ Demonstrated ability to use the evidence in context ☐ Other. Please specify:

Signature:	Date:

JKR CERTIFIED PROJECT MANAGER PROGRAM

KEY ACTIVITY SCHEDULE FOR CANDIDATES

NAME: ……..

DIVISION: ……

LEVEL OF RPM ASSESSMENT: ……..

CONTACT DETAILS
ADDRESS: ……

Mobile : ……
Phone : ……
FAX : ……
Email : ……

OBJECTIVE:

To schedule the QPP/RPM/RPD assessment process to be completed by:

Activity	Start	Finish	Revised	Notes
Initial Briefing & Plan to Proceed				
UNIT 1 Project Scope				
UNIT 2 Project Time				
UNIT 3 Project Cost				
Confirmation of Progress				
UNIT 4 Project Quality				
UNIT 5 Human Resources				
UNIT 6 Communications				
Confirmation of Progress				
UNIT 7 Project Risk				
UNIT 8 Project Procurement				
UNIT 9 Integrative Processes				
Interview: Candidate Supervisor				
Interviews: Candidate				
Assessment of Evidence				
Submission of Recommendation				
Issue of Certification				

Assessor Contact Details: ……
..
……

ASSESSOR
QPP/RPM/RPD Candidate – Submission Check List

ITEM	SUBMITTED	ENDORSED	COMMENT
Documentation Lodged with Assessor	❑	Date	……
Certification of Claims	❑	❑	……
Assessment Report (Appendix M)	❑	❑	……
Referee's Report	❑	❑	……
Job Specification / Responsibilities	❑	❑	……
Degrees, Certificates & Statements	❑	❑	……
Program / Project relevant CV	❑	❑	……
Summary Statement	❑	❑	……
Project List	❑	❑	……
Unit 1 Scope Evidence	❑	❑	……
Unit 2 Time Evidence	❑	❑	……
Unit 3 Cost Evidence	❑	❑	……
Unit 4 Quality Evidence	❑	❑	……
Unit 5 HR Evidence	❑	❑	……
Unit 6 Communications Evidence	❑	❑	……
Unit 7 Risk Evidence	❑	❑	……
Unit 8 Procurement Evidence	❑	❑	……
Unit 9 Integration Evidence	❑	❑	……

Comments:

……

……

Assessor's Signature: ……..…… **Date** ……

Verifier's Signature: …… ……**Date** ……

Non Assessment Documentation

Assessment Feedback Form ❑ ❑ ……

APPENDIX O

EVALUATION OF THE ASSESSMENT - FEEDBACK PROCESS

Attention: PROKOM Assessment and Certification Manager.

Fax : 03-40411940

Note to Candidate: Please take the time to answer all questions as full as possible. Your feedback will help us to improve the assessment process. You may either fax it to PROKOM. Attention Assessment and Certification Manager on the fax number above or alternatively you can give it back to the Assessor to return.

Note to Assessor: This evaluation form should be completed by the candidate and returned to PROKOM. The feedback given by the candidate is important for both the assessment process and the Certified Project Manager award program. Therefore your assistance in retuning this form to PROKOM will be appreciated.

Candidate's name: .....

Contact details: .....

Assessor name: .....

Date(s) of assessment: .....

Preparing for the Assessment:

1. Did the Assessor have an initial discussion with you regarding the Certified Project Manager assessment?	☐Yes / ☐No
☑ Did the Assessor help you to understand:	
The reason for undertaking assessment?	☐Yes / ☐No
The Certified Project Manager standards against which the assessment was taking place?	☐Yes / ☐No
The methods for collecting and judging evidence of competence?	☐Yes / ☐No
How to collect and present evidence of your skills?	☐Yes / ☐No
How to collect and present evidence of your knowledge?	☐Yes / ☐No
The processes to be followed in assessing the evidence?	☐Yes / ☐No
The expected outcome of the assessment?	☐Yes / ☐No
What to do in the event that you did not agree with the outcome?	☐Yes / ☐No
☑ Did you agree an assessment plan?	☐Yes / ☐No
☑ Did you have any special needs that had to be taken into account before or throughout the assessment?	☐Yes / ☐No
☑ Are you satisfied that these needs were adequately considered when preparing for the assessment?	☐Yes / ☐No

After the assessment

☑ Are you happy with how and when you were informed of the assessment outcome?	☐Yes / ☐No

☑ If not, please explain

.....

.....

.....

☑ If some or all of the evidence you presented resulted in a judgment of not yet competent, were you given clear information about:	
The reason for this decision?	☐Yes / ☐No
What you needed to do next?	☐Yes / ☐No
Where and when a further assessment would be carried out?	☐Yes / ☐No
What to do if you disagreed with the Assessor's decision?	☐Yes / ☐No

☑ If not, please explain

.....

.....

Overall

☑ Was the assessment a positive experience for you?	☐Yes / ☐No

☑ If not, please explain

.....

.....

.....

☑ Are there any suggestions you could make for the improvement to the assessment process?	☐Yes / ☐No

.....

.....

Candidate's signature .....

Date received PROKOM .....

Feedback to Assessor

Qualified Project Practitioner (QPP)

ASSESSMENT (Assessor use only)
UNIT 1: Contribute to Project Scope Management

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 1.1** Contribute to Scope Definition ❑ **Competent Element 1.2** Apply project Scope Controls ❑ **Competent Element 1.3** Contribute to the Achievement of Scope Management Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 2: Supervise Time Management Activities

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 2.1** Contribute to The Development of Project Schedules ❑ **Competent Element 2.2** Manage Program Schedule ❑ **Competent Element 2.3** Assess and Review Time Management Outcomes
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 3: Supervise Expenditure

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 3.1** Contribute to Project Budget Development ❑ **Competent Element 3.2** Monitor Project Costs ❑ **Competent Element 3.3** Finalise Cost Management Activities
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 4: Support Quality Outcomes

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 4.1** Contribute to Quality Planning ❑ **Competent Element 4.2** Implement Project Quality Management Plan ❑ **Competent Element 4.3** Monitor Quality Process to ensure Continuous Improvement ❑ **Competent Element 4.4** Environmental Quality Plan ❑ **Competent Element 4.5** Implementation of Environmental Quality Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 5: Lead a Project Team

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 5.1** Operate Effectively as part of a Team ❑ **Competent Element 5.2** Establish and Maintain Productive Working Relationships ❑ **Competent Element 5.3** Contribute to Own & Team Development ❑ **Competent Element 5.4** Implement & Supervise Health & Safety Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 6: Maintain Communications Flow

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 6.1** Plan Communications Strategies ❑ **Competent Element 6.2** Communicate Project Information ❑ **Competent Element 6.3** Monitor and review Communications ❑ **Competent Element 6.4** Administer Issues and Contribute to Issue Resolution
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 7: Implement Risk Management Plan

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 7.1** Identify Risk Events ❑ **Competent Element 7.2** Conduct Risk Management Activities ❑ **Competent Element 7.3** Review and Assess Risk Management Outcomes
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 8: Support Project Procurement

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 8.1** Plan for Procurement ❑ **Competent Element 8.2** Contribute to the Selection of Sources ❑ **Competent Element 8.3** Conduct Finalisation Activities ❑ **Competent Element 8.4** Conduct Finalisation Activities
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

Registered Project Manager
(RPM)

ASSESSMENT (Assessor use only)
UNIT 1: Plan and Manage Scope

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 1.1** Establish Project Authorisation ❑ **Competent Element 1.2** Define Project Scope ❑ **Competent Element 1.3** Implement Scope Controls
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 2: Plan and Manage Time

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 2.1** Determine Project Schedule ❑ **Competent Element 2.2** Implement Project Schedule ❑ **Competent Element 2.3** Assess Time Management Outcomes
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 3: Plan and Manage Costs

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 3.1** Determine Project Costs ❑ **Competent Element 3.2** Monitor and Control Project Costs ❑ **Competent Element 3.3** Conduct Financial Completion Activities
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 4: Plan and Manage Quality

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 4.1** Determine Project Requirements ❑ **Competent Element 4.2** Implement Quality Management ❑ **Competent Element 4.3** Implement Project Quality Improvements ❑ **Competent Element 4.4** Environmental Quality Plan for a Project ❑ **Competent Element 4.5** Implementation of an Environmental Management Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 5: Plan and Manage Human Resources

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 5.1** Implement HRM Planning Activities ❑ **Competent Element 5.2** Implement Staff Training and Development ❑ **Competent Element 5.3** Guide the Project Team ❑ **Competent Element 5.4** Identify Opportunities for Improvement in HR Planning & Management ❑ **Competent Element 5.5** Establish & Implement Health & Safety Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 6: Plan and Manage Communications

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 6.1** Implement Communications Planning Processes ❑ **Competent Element 6.2** Plan & Manage Information Management ❑ **Competent Element 6.3** Implement Project Reporting Processes ❑ **Competent Element 6.4** Assess Communications Management Outcomes ❑ **Competent Element 6. 5** Dispute Management ❑ **Competent Element 6.6** Dispute Administration
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 7: Plan and Manage Risk

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 7.1** Determine Project Risk Events ❑ **Competent Element 7.2** Monitor and Control Project Risk ❑ **Competent Element 7.3** Assess Risk Management Outcomes.
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 8: Plan and Manage Procurement

Work environment reviewed Knowledge reviewed RPL reviewed Statements reviewed Competencies examined Evidence sighted Other observations	**ASSESSOR COMMENTS** ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____ ❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 8.1** Determine Procurement Requirements ❑ **Competent Element 8.2** Establish Agreed Procurement Processes ❑ **Competent Element 8.3** Conduct Procurement Process Activities ❑ **Competent Element 8.4** Implement Contract ❑ **Competent Element 8.5** Manage Contract Finalisation Procedure
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 9: Plan and Manage Integrative Process

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Referee reports reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 9.1** Implement integration of Nine Functions of Project Management ❑ **Competent Element 9.2** Coordinate Internal and External Environments ❑ **Competent Element 9.3** Implement Project Activities Throughout Life Cycle
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

Registered Program Director (RPD)

ASSESSMENT (Assessor use only)
UNIT 1: Direct Scope Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 1.1** Evaluate Multiple Project/Program Proposals ❑ **Competent Element 1.2** Define and Manage Program Scope ❑ **Competent Element 1.3** Conduct Project Scope Authorisation ❑ **Competent Element 1.4** Manage Scope Change Activities
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 2: Direct Time Management Activities

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 2.1** Direct Project Schedule Development ❑ **Competent Element 2.2** Manage Program Schedule ❑ **Competent Element 2.3** Analyse Time Management Outcomes
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 3: Direct Cost Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 3.1** Direct Program Budget Development ❑ **Competent Element 3.2** Direct Management Of Program Costs ❑ **Competent Element 3.3** Manage Financial Completion
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 4: Direct Quality Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 4.1** Direct Quality Requirement Development ❑ **Competent Element 4.2** Manage Program Quality Assurance ❑ **Competent Element 4.3** Improve Program And Project Quality ❑ **Competent Element 4.4** Direct Environmental Quality Plan ❑ **Competent Element 4.5** Improve Program And Project Environmental Quality Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 5: Direct Human Resources Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 5.1** Manage Program Organisation and Staffing ❑ **Competent Element 5.2** Manage Individual And Team Performance ❑ **Competent Element 5.3** Lead The Project Team ❑ **Competent Element 5.4** Direct Program Health and Safety Plan
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 6: Direct Communications Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 6.1** Direct Planning of Project Communication ❑ **Competent Element 6.2** Manage Information Processes ❑ **Competent Element 6.3** Analyse Communications Management Outcomes ❑ **Competent Element 6.4** Issue Management ❑ **Competent Element 6.5** Manage Dispute Resolution
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 7: Direct Risk Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 6.1** Direct Planning of Project / Program Risk Management ❑ **Competent Element 6.2** Manage Project / Program Risk ❑ **Competent Element 6.3** Assess Risk Management Outcomes
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 8: Direct Procurement Management of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Statements reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 8.1** Direct Planning for Project Contracting and Procurement ❑ **Competent Element 8.2** Set up Procurement Process ❑ **Competent Element 8.3** Manage Procurement Process ❑ **Competent Element 8.4** Manage Procurement Activities ❑ **Competent Element 8.5** Finalise Contracts
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

ASSESSMENT (Assessor use only)
UNIT 9: Direct Integration of Multiple Projects/Programs

	ASSESSOR COMMENTS
Work environment reviewed	❑ _____
Knowledge reviewed	❑ _____
RPL reviewed	❑ _____
Referee reports reviewed	❑ _____
Competencies examined	❑ _____
Evidence sighted	❑ _____
Other observations	❑ _____
ASSESSMENT OUTCOME	**Elements** ❑ **Competent Element 9.1** Direct the Management of Integration Processes ❑ **Competent Element 9.2** Manage Within The Internal And External Environment ❑ **Competent Element 9.3** Manage Integration Throughout Project Life Cycles
Assessor signature:	_____ Date _____
The candidate is NOT YET COMPETENT	Gaps in performance identified and a program for competency development and reassessment. _____ _____ _____ _____ _____ ❑ Date for reassessment _____
Participant signature:	_____ Date _____

Other Attachment

1. **Degree, Certificates**
2. **Project relevant CV**
3. **Referee's Report**
4. **Written Summary Statement**