

Guide and Tips on APM Application

Guiding Principles of Accreditation

- A rigorous assessment and validation of a PM's experience and qualification.
(CI 3.2.1)
- Eligibility Check against requirements
(CI 5.2)
- Assessment Emphasis is on PROOF OF PRACTICE in 6 CORE COMPETENCY AREAS (Annexes 4 & 5)

PM Proof of Practice

- Refer to Page 15 & 16 of Handbook for evaluation criteria during assessment
- Breadth of PM practice - Project Scale & Stages of Involvement
- Depth of PM practice - Personal PM application in project implementation, demonstration of project leadership in problem solving and embracing learning spirit towards continuous improvement and innovation

What is PM ?

An endeavour in which human, material and financial resources are organised in a novel way, to undertake a unique scope of work of given specification, within constraints of cost and time, so as to achieve unitary, beneficial change through the delivery of quantified and qualitative objectives.

Turner, J.R (1992) - The Handbook of Project Based Management : Improving Processes for Achieving Your Strategic Objectives. New York McGraw-Hill

Focus on Appendix 4 of Application

Contributions & Challenges (submit Project Manager's Report, maximum 3,000 words)	<ul style="list-style-type: none">• Time, Cost, Quality• Integration, Communication• Stakeholders• Procurement, D&B, ECI	<ul style="list-style-type: none">• Resource Management• Health & Safety• Productivity, BIM• Environmental Sustainability, GM
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- Use one or more of these topics to illustrate 6 areas of competency (Annexe 4).
- Focus on YOUR personal project involvement and contributions not the team's achievements.

1. Map your PM experience against the 6 Areas of Competency.
2. Refer to projects shown in your Project Fact Sheets.
3. Identify with the element in each area of competency.

Refer to Annexe 5

Guide List of Evidence of PM Practice

Unit 1. Manage Stakeholder Relationships		
Element 1.4 Facilitate external stakeholder participation.		
S/N	Performance Criteria	Evidence/Practice
1.4.1	Plan, document and communicate external stakeholder participation	1. Conducted relevant meetings/forums/surveys 2. Applied decision-making protocol
1.4.2	Support external stakeholder participation as planned, and variances are addressed	3. Distributed minutes of meeting 4. Established agendas before next meeting

Key Idea

is for PM to highlight how the whole event was conceptualised, planned, programmed, procured, implemented and documented for use in preparing or modifying the project brief.

- Help you get started. Not strictly follow. Use your own proof of practice from your PM work.
- May provide video clips to show exhibitions of design, community engagement surveys and fora in high profile projects.

Appendix 3 - Project Fact Sheets

PROJECT TITLE:	
Client	
Location	
Country	
Site Area	
Gross Floor Area	
Project Cost	
Completion Date	
EXTENT OF APPLICANT'S PM INVOLVEMENT	
<ul style="list-style-type: none">• STAGE• SCOPE	

Insert project picture(s) here

Provide scope of your personal involvement not that of the entire PM team.

State the phase or stage of work that you were with the project.

- Select those projects that you intend to use in Appendix 4.
- Insert Key Project Challenges or Special Features. Assessors are interested to know.

Appendix 2 - PM Experience Gantt Chart

Project Management Experience	Duration of Involvement (quarter/year) - Timeline of R									
	Year 1				Year 2					
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	
Proj A - State Job Title (eg. Senior Engineer)	State duration of involvement									
(state project title, client's name, completion date)										
Proj B - Asst PM					9 months					
(state project title, client's name, completion date)										
Proj C - PM Design					11 months					
(state project title, client's name, completion date)										
Proj D - PM Construction										
(state project title, client's name, completion date)										
Project D - Senior PM										
(state project title, client's name, completion date)										

Key Idea is to see the progression of the applicant leading to the current position.

Try to group into key chapters of professional experience if there are many years of experience.

Presentation & Interview

- Suggest a brief summary of your PM experience (1-2 mins).
- Key projects managed (3mins).
- PM Challenges and Lessons Learnt / Applied (5-7mins).
- Prepare to answer assessors questions with documents/ evidence of PM practice (the rest of the time).

Q+A