



# CERTIFICATE IN PROJECT MANAGEMENT (CIPM)

## Course Overview

The Certificate In Project Management (CIPM) exam is administered by the International Institute of Projects and Program Management (i2P2M), a not for profit company incorporated under Section 25 of the Companies Act 1956. i2P2M is a premier institution dedicated to providing world-class education in Project, Program and Portfolio (P3) management.

CIPM is divided into 8 Project Life Cycle (PLC) phases – Conceptualize, Plan, Organize, Implement, Control, Integrate, Deliver & Close Out and Knowledge Leverage. Each PLC is further subdivided into knowledge areas and concepts.

The course is extremely rich and covers all aspects of managing a project. Hard skills as well as soft skills such as leadership, motivation, negotiation, conflict resolution etc are fully covered. Additionally the important topics of Health, Safety, Security & Environment and Corporate Social Responsibility is also covered in the CIPM curriculum.

The course is based on the knowledge and skills required through the project life cycle so that users get an excellent understanding of what should be done during each phase of the project for achieving project success.



The globally recognized PM expert, Dr. Hiroshi Tanaka's comments about CIPM is given below:

"Certificate in Project Management is based on highly structured Project Management Methodology covering 8 phases from Conceptualization to Plan, Organize, Implement, Control, Integrate, Deliver and Knowledge Leverage. This covers the entire project life cycle. It should become a must for professionals of an enterprise to create a common vocabulary."

- **Dr. Hiroshi Tanaka**, President, Project Management Association, Japan Chairman of Global PM Forum and PM Advocate of JGC Corporation (2008)

## Conceptualize

### Topics Covered under this PLC

▶ Stakeholders
<u>Concepts Covered under this Knowledge Area</u>
Managing Stakeholder Requirements

▶ Business Case		
<u>Concepts Covered under this Knowledge Area</u>		
Need Analysis Cycle	Business Case Concepts	Contents of Business Case
Investment Appraisal	PESTLE Analysis	Project Charter

## Plan

### Topics Covered under this PLC

▶ Planning Management	
<u>Concepts Covered under this Knowledge Area</u>	
Why Plan?	Types of Plan

▶ Start Up
<u>Concepts Covered under this Knowledge Area</u>
Need for proper start-up

▶ Success Criteria
<u>Concepts Covered under this Knowledge Area</u>
Success Criteria and Success Factors

▶ Scope Definition			
<u>Concepts Covered under this Knowledge Area</u>			
Scope Philosophy	Product/ Service Description	Scope Planning	Scope Statement
Scope Definition-High Level	Work Breakdown Structure	Work Package	Scope Management Plan

▶ Time Management			
<u>Concepts Covered under this Knowledge Area</u>			
More about WBS	Overview of Networks	Project Network Diagrams	What is an Activity?

Arrow Diagramming Method(ADM)	Precedence Diagramming Method(PDM)	Program Evaluation and Review Technique (PERT)	Duration estimates
Logical relationships and dependencies	Lead & Lag	Early start and early finish	Late start and late finish
Critical path	Float	Project Network Analysis	Gantt Charts
Critical Chain			

<b>► Cost &amp; Finance</b>	
<u>Concepts Covered under this Knowledge Area</u>	
Cost Estimating	Cost Baseline

<b>► Health, Security, Safety &amp; Environment</b>	
<u>Concepts Covered under this Knowledge Area</u>	
Health, Safety & Environment	

<b>► Quality Considerations</b>		
<u>Concepts Covered under this Knowledge Area</u>		
Quality Philosophy	What is Quality	Cost of Quality

<b>► Risk &amp; Opportunity</b>		
<u>Concepts Covered under this Knowledge Area</u>		
Risk vs. Project Life Cycle	Risk Identification	Risk assessment

<b>► Communication</b>	
<u>Concepts Covered under this Knowledge Area</u>	
Communication Concepts	

## Organise

### Topics Covered under this PLC

<b>► Internal and External Interfaces</b>	
<u>Concepts Covered under this Knowledge Area</u>	
Role of Interfaces	

▶ Roles & Responsibilities		
<u>Concepts Covered under this Knowledge Area</u>		
What is HR?	Roles, Duties and Responsibilities	Responsibility Assignment Matrix

▶ Organisation Structures	
<u>Concepts Covered under this Knowledge Area</u>	
Types of Organization Structures – Functional, Matrix, Projectised	

▶ Information System	
<u>Concepts Covered under this Knowledge Area</u>	
Communication Processes	

**Implement**

Topics Covered under this PLC

▶ Risk Management		
<u>Concepts Covered under this Knowledge Area</u>		
Risk Reassessment & Monitoring	Risk Register	

▶ Teamwork			
<u>Concepts Covered under this Knowledge Area</u>			
Types of Teams	Characteristics of Teams	Team Building	
Barriers to Communication	Ethics		

▶ Issue Management	
<u>Concepts Covered under this Knowledge Area</u>	
Issue Logs	

**Control**

Topics Covered under this PLC

▶ Procurement			
Concepts Covered under this Knowledge Area			
The need for procurement	Procurement Planning	Contracting	

▶ Issue Analysis	
Concepts Covered under this Knowledge Area	
Issue Analysis	

▶ Quality		
Concepts Covered under this Knowledge Area		
Statistical Quality Control	Histograms	Pareto Diagrams
Cause and Effect	Flow Charts	Benchmarking

▶ Change		
Concepts Covered under this Knowledge Area		
Change management concept	The need for change control	Formal change control procedures

▶ Information Management & Reporting		
Concepts Covered under this Knowledge Area		
Meetings	Information management fundamentals	Estimate at completion(Cost)
Estimate at completion(Time)		

▶ Team Performance		
Concepts Covered under this Knowledge Area		
Motivation Theories	Leadership	Conflict Resolution

**Integrate**

Topics Covered under this PLC

▶ Conformance	
Concepts Covered under this Knowledge Area	
Ensuring Conformance	

▶ Problem Solving		
Concepts Covered under this Knowledge Area		
Problem Solving		

▶ Project Integration		
Concepts Covered under this Knowledge Area		
Project plans	Managing project execution	Monitoring and control

▶ Product Integration		
Concepts Covered under this Knowledge Area		
Integration platform	Sequence for integration	Evaluate products

▶ Integration Effectiveness		
Concepts Covered under this Knowledge Area		
Priority setting	Issue histogram	Documentation

**Deliver & Closeout**

Topics Covered under this PLC

▶ Project/Product delivery		
Concepts Covered under this Knowledge Area		
Delivery checklist	Project acceptance	

▶ Contract Administration		
Concepts Covered under this Knowledge Area		
Contract Administration	Project/Product Warranties	

▶ Close out		
Concepts Covered under this Knowledge Area		
Purchase order close out	Contract Close Out	Resource Close Out
Legal Close Out	Project Close Out report	

▶ Post Project Evaluation	
Concepts Covered under this Knowledge Area	
Project evaluation	

## Knowledge Leverage

### Topics Covered under this PLC

▶ Project	
Concepts Covered under this Knowledge Area	
What is a Project?	Operations vs. projects

▶ PM Fundamentals		
Concepts Covered under this Knowledge Area		
Why Modern PM is the Key discipline	Historical Perspective	Project Management
Triple Constraints	Project Life Cycle	Uncertainties vs. life cycle
Value addition vs. life cycle	Cost of change vs. life cycle	Amount at stake vs. life cycle

▶ Corporate Social Responsibility (CSR)	
Concepts Covered under this Knowledge Area	
Corporate Social Responsibility	

## CIPM Certification Examination

The CIPM examination is administered by  
International Institute of Projects and Program Management (i2P2M)

- 13,700+ CIPM holders across 550+ companies
- Covers 8 PLC phases, 38 Knowledge areas with 118 concepts
- Syllabus fully covers Hard and Soft skills +additional topics such as CSR and Health, Safety, Security and Environment

CIPM Exam consists of 1 Paper subdivide into 4 sections.

- Total Time: 2.5 Hours
- Total Questions: 150 multiple choice questions in 4 sections
- Total Marks: 200
- Passing Score: Each section must be independently cleared by scoring minimum 50% marks. Overall 60% across the 4 sections
- Has negative marking.

CIPM Exam Paper has 3 Types of multiple choice questions

- Type 1: Select 1 answer from 4 options. → Carries 1 mark
- Type 2: Select 1 answer from 5 options. → Carries 2 marks
- Type 3: Select 1 answer from 4 options. Needs calculations. → Carries 5 marks
- Negative Marking: 25% of the marks allotted for the question will be deducted for wrong selection

Most robust exam. Only PM Certification globally with Negative  
Marking