



TOTALITY OF PROJECT MANAGEMENT

leading to the

CERTIFICATE IN PROJECT MANAGEMENT (CIPM)

COURSE OVERVIEW

The Certificate In Project Management (CIPM) credential is aligned to the Totality Of Project Management course. The CIPM exam is administered by International Institute of Projects and Program Management (IIP2PM), a not for profit company incorporated under Section 8 of the Companies Act 2013, a premier institution dedicating 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 plus cutting edge tools and techniques.

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.



“What makes Certificate In Project Management (CIPM) program world class is its comprehensive syllabus. **I myself have gone through the CIPM and in my opinion, it should be a pre-requisite for all PM professionals globally.**”

- Prof. Dr. B. Nag, IIM Calcutta



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

“Certificate in Project Management (CIPM) is unique and 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 (2007)

Conceptualize

Topics Covered under this PLC

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

▶ 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			

► Cost & Finance

Concepts Covered under this Knowledge Area

Cost Estimating	Cost Baseline
-----------------	---------------

► Health, Security, Safety & Environment

Concepts Covered under this Knowledge Area

Health, Safety & Environment

► Quality Considerations

Concepts Covered under this Knowledge Area

Quality Philosophy	What is Quality	Cost of Quality
--------------------	-----------------	-----------------

► Risk & Opportunity

Concepts Covered under this Knowledge Area

Risk vs. Project Life Cycle	Risk Identification	Risk assessment
-----------------------------	---------------------	-----------------

► Communication

Concepts Covered under this Knowledge Area

Communication Concepts

Organise

Topics Covered under this PLC

► Internal and External Interfaces

Concepts Covered under this Knowledge Area

Role of Interfaces

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

▶ Organisation Structures	
<i>Concepts Covered under this Knowledge Area</i>	
Types of Organization Structures	

▶ Information System	
<i>Concepts Covered under this Knowledge Area</i>	
Communication Process	

Implement

Topics Covered under this PLC

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

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

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

Control

Topics Covered under this PLC

▶ Procurement			
<i>Concepts Covered under this Knowledge Area</i>			
The need for procurement	Procurement Planning	Contracting	

▶ Issue Analysis	
<i>Concepts Covered under this Knowledge Area</i>	
Issue Analysis	

▶ Quality		
<i>Concepts Covered under this Knowledge Area</i>		
Statistical Quality Control	Histogram	Pareto Diagram
Cause and Effect	Flow Charts	Benchmarking

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

▶ Information Management & Reporting		
<i>Concepts Covered under this Knowledge Area</i>		
Meeting	Information management fundamentals	Estimate at completion(Cost)
Estimate at completion(Time)		

▶ Team Performance		
<i>Concepts Covered under this Knowledge Area</i>		
Motivation Theories	Leadership	Conflict Resolution

Integrate

Topics Covered under this PLC

▶ Conformance	
<i>Concepts Covered under this Knowledge Area</i>	
Ensuring Conformance	

▶ Problem Solving

Concepts Covered under this Knowledge Area

Problem Solving

▶ Project Integration

Concepts Covered under this Knowledge Area

Project definition	Manage 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?

Operation 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)

- 16,500+ CIPM holders across 550+ companies
- 8 PLC phases, 38 Knowledge areas with 118 concepts
- Fully covers **Hard** and **Soft** skills +additional topics such as CSR and Health, Safety and Environment
- **Exam Paper** has 4 sections – each section must be cleared independently

CIPM Exam consists of 1 Paper

- Total Time: **2.5 Hours**
- Total Questions: **150 multiple choice questions in 4 sections**
- Total Marks: **200**
- Passing Score: **Overall 60% and 50% in each section Must**

CIPM Exam – has 3 Types of Questions

- Type 1: Has 1 answer from **4 options**. → Carries **1 mark**
- Type 2: Has 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 for the question**

Only PM Certification with Negative Marking