



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 the International Institute of Projects and Program Management (i2P2M), a non-profit company incorporated under Section 8 of the Companies Act 2013, a premier institution dedicated to providing world-class education in Project, Program and Portfolio (P3) management. i2P2M also administers the IntroCIPM and Project Management Essentials (CrtPME) credentials which are also aligned to the TPM course. i2P2M also offers the part time International Executive Diploma in Project Management (IEDPM) in association with The George Washington University School of Business, Washington DC.

CIPM course is divided into 8 Project Life Cycle (PLC) phases as shown above – 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

Concepts Covered under this Knowledge Area

Stakeholder Requirements

► Business Case

Concepts Covered under this Knowledge Area

Need Analysis Cycle	Business Case Concepts	Contents of Business Case
Investment Appraisal	PESTLE Analysis	Project Charter

Plan

Topics Covered under this PLC

► Planning Management

Concepts Covered under this Knowledge Area

Why Plan? Types of Plan

► Start Up

Concepts Covered under this Knowledge Area

Need for proper start up

► Success Criteria

Concepts Covered under this Knowledge Area

Success Criteria

► Scope Definition

Concepts Covered under this Knowledge Area

Scope Philosophy	Product/ Service Description	Scope Planning	Scope Statement
Scope Definition High Level	Work Breakdown Structure	Work Package	Scope Management Plan

► Time Management

Concepts Covered under this Knowledge Area

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	
<i>Concepts Covered under this Knowledge Area</i>	
Cost Estimating	Cost Baseline

► Health, Security, Safety & Environment	
<i>Concepts Covered under this Knowledge Area</i>	
Health, Safety & Environment	

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

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

► Communication	
<i>Concepts Covered under this Knowledge Area</i>	
Communication Concepts	

Organise

Topics Covered under this PLC

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

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

<p>► Organisation Structures</p> <p><u>Concepts Covered under this Knowledge Area</u></p>	
Types of Organization Structures	

<p>► Information System</p> <p><u>Concepts Covered under this Knowledge Area</u></p>	
Communication Process	

Implement

Topics Covered under this PLC

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

<p>► Teamwork</p> <p><u>Concepts Covered under this Knowledge Area</u></p>		
Types of Teams	Characteristics of Teams	Team Building

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

Control

Topics Covered under this PLC

► Procurement

Concepts Covered under this Knowledge Area

The need for procurement	Procurement Planning	Contracting	
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► Issue Analysis

Concepts Covered under this Knowledge Area

Issue Analysis	
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► Quality

Concepts Covered under this Knowledge Area

Statistical Quality Control	Histogram	Pareto Diagram
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
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► Information Management & Reporting

Concepts Covered under this Knowledge Area

Meeting	Information management fundamentals	Estimate at completion(Cost)
	Estimate at completion(Time)	

► Team Performance

Concepts Covered under this Knowledge Area

Motivation Theories	Leadership	Conflict Resolution
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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 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	
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► Close out		
<i>Concepts Covered under this Knowledge Area</i>		
Purchase order close out	Contract Close Out	Resource Close Out
Legal Close Out	Project Close Out report	

► Post Project Evaluation		
<i>Concepts Covered under this Knowledge Area</i>		
Project evaluation		

Knowledge Leverage

Topics Covered under this PLC

► Project		
<i>Concepts Covered under this Knowledge Area</i>		
What is a Project?	Operation vs. projects	

► PM Fundamentals		
<i>Concepts Covered under this Knowledge Area</i>		
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)		
<i>Concepts Covered under this Knowledge Area</i>		
Corporate Social responsibility		

CIPM Certification Examination

The CIPM examination is administered by International Institute of Projects and Program Management (I2P2M)

- 17,500+ CIPM holders across 580+ companies
- 8 PLC phases, 36 Knowledge areas with 119 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

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

CIPM Exam – has 3 Types of Questions

- ➊ **Type 1:** Has 1 answer from **4** options. → **Carries 1 mark**
- ➋ **Type 2:** Has 1 answer from **5** options. → **Carries 2 marks**
- ➌ **Type 3:** Select 1 answer from **4** options. Needs calculations. → **Carries 5 marks**
- ➍ **Negative Marking:** **25%** of the marks for the question

Only PM Certification with Negative Marking