**Report**

**For Level A or B Candidate**

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| **Candidate Name** |  | **Insert link to your CV** |
| **Level Applied for (check one)** | ☐ IPMA Level A | ☐ IPMA Level B |
| **Domain Applied for (check one)** | ☐ Project | ☐ Programme | ☐ Portfolio |
| **Project/ Programme/ Portfolio Name** |  |

**General Information**

Your report shall be no more than 25 pages using a font size of 11 points. You may include an additional 15 pages for appendices. Material in the appendices must be cross-referenced to the body of the report.

**Background**

Provide a detailed description (maximum 3 pages including graphics) of:

* your role;
* key stakeholders;
* scope;
* key objectives;
* project/programme/portfolio organisation; and
* resources that you were responsible for.

**Project/programme/portfolio management challenges**

Please provide an overview of your management challenges throughout the period of the project/ programme/portfolio. Your report shall address your experience as follows:

* your management and leadership challenges with respect to others;
* how these were acted upon and the results achieved; and
* a reflection on the results and lessons learnt.

You can use the STAR approach (Situation, Task, Action, Result) to structure each competence element in your report.

A total of 80% of competence elements must be referred to throughout the report.

**Report**

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| **Perspective Competences** |
| 1. Strategy |
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| 2. Governance, structures and processes |
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| 3. Compliance, standards and regulations |
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| 4. Power and interest |
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| 5. Culture and values |
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| **People Competences** |
| 1. Self-reflection and self-management |
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| 2. Personal integrity and reliability |
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| 3. Personal communication |
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| 4. Relations and engagement |
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| 5. Leadership |
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| 6. Teamwork |
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| 7. Conflict and crisis |
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| 8. Resourcefulness |
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| 9. Negotiation |
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| 10. Results orientation |
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| **Practice Competences** |
| 1. Project/Programme/Portfolio Design |
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| 2. Requirements and objectives (*for project domain*)Benefits and objectives *(for programme domain)*Benefits (*for portfolio domain*) |
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| 3. Scope |
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| 4. Time |
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| 5. Organisation and information |
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| 6. Quality |
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| 7. Finance |
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| 8. Resources |
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| 9. Procurement (*for project and portfolio domains only*)Procurement and partnership (*for programme domain*) |
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| 10. Plan and control |
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| 11. Risk and opportunity |
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| 12. Stakeholders |
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| 13. Change and transformation |
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| 14. Select and balance (*for programme and portfolio domains only*) |
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