

Guideline for preparation of Experience Report for application of Certified Project Manager (CPM)

The **requirements** for a report are as follows:

The applicant is required to submit a 2000 words Report on Post Graduate Experience (word count of the report should be indicated). In the Report on Post Graduate Experience the applicant is required to describe in detail his involvement in not more than 2 projects that he regards as the highlights of his experience in Project management

For each project, the applicant shall describe his involvement in the technical, managerial, contractual, regulatory and other areas that he was involved in. He should emphasize his involvement in project management areas that proves that he has the experiences and capabilities to be a Certified Project Manager. He shall describe his personal contribution and responsibilities, the problems he faced, the solution(s) he found and other judgments he made and the impact his solution(s) and judgments generated. Looking back at those projects, he should state his thoughts, views and lessons learnt for the projects, e.g. what can be done differently with proper project management techniques?

The sample format could include the following headings:

1. Introduction

An introduction about yourself and your qualifications

2. Project Experience

One can explain in detail on how he has handled a project. This should be from the feasibility stage till the completion of the project. The following could be mentioned (not limited to):

- a) Project Brief
- b) Project Scope
- c) Project Schedule
- d) Project Quality
- e) Project Human Resource
- f) Project Communication
- g) Project Risk
- h) Project Procurement
- i) Your involvement in the planning stage
- j) Your involvement in the execution stage
- k) The steps taken upon completion of the project.
- l) The various challenges faced during the above stages.

3. Learning Experience

There would be thoughts, views and lessons learnt after each project. It would be good to highlight this and mention how it can be applied in your next project.

4. Conclusion

A conclusion in no more than 200 words.