



APM Chartered Project Professional (ChPP) Process and Support May 2018



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APM Chartered Project Professional (ChPP)

What is it?

- Benchmark of professional project practice
- Rigorous assessment of competence
- Senior level
- Demonstrates leadership and ability in a complex project environment

What are the benefits?

- Demonstrates professionalism to others
- Independent recognition of your proven project capabilities
- Motivates and rewards
- Excellent self-development

Three routes to APM ChPP

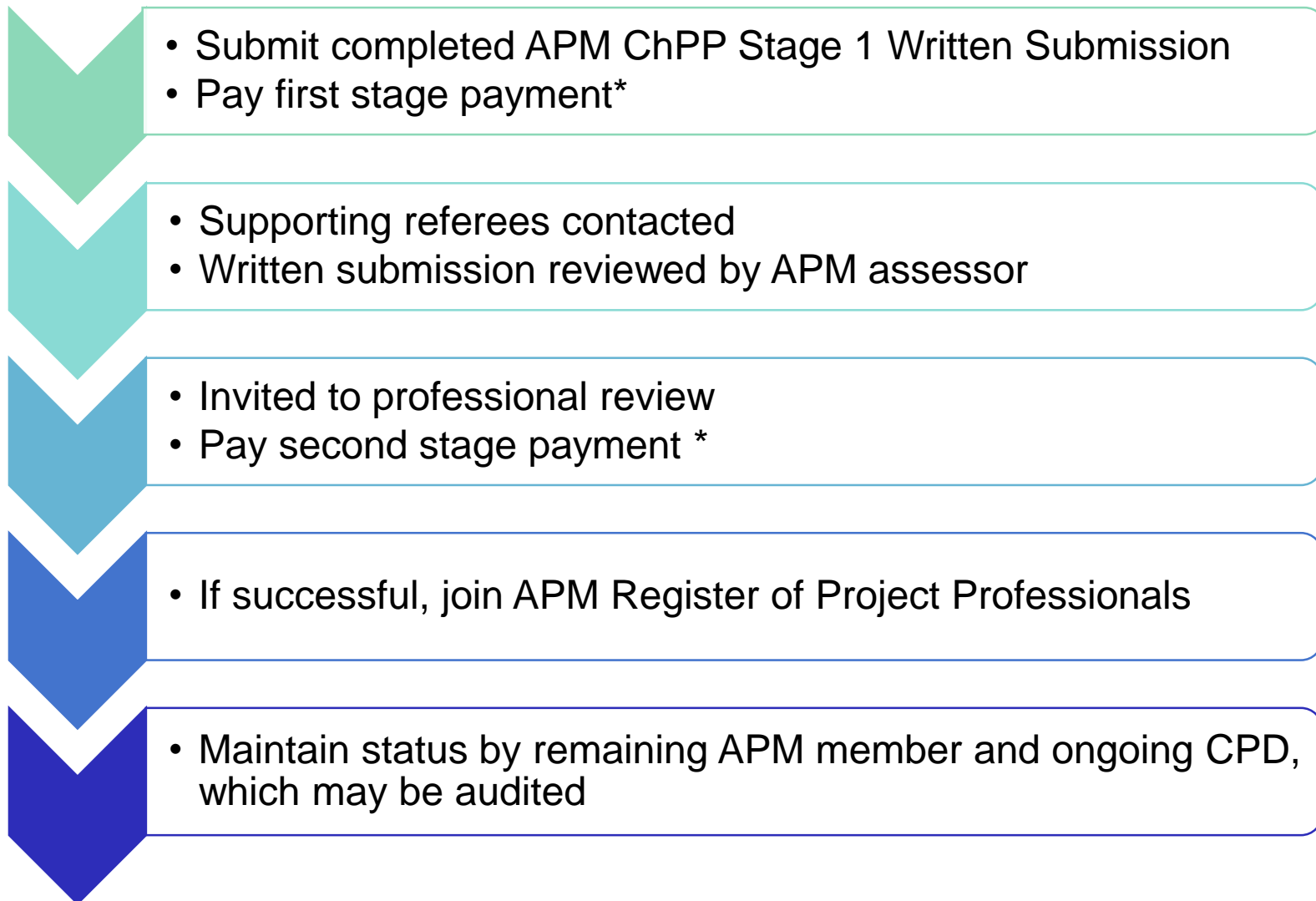
There are three routes and the online application process will guide you through according to whether you have a recognised assessment and what it covers:

- Route 1: for those who have a recognised assessment for technical knowledge
- Route 2: for those who have a recognised assessment for technical knowledge and professional practice
- Route 3: an experiential route for those who do not have a recognised assessment but do meet the eligibility criteria

What will be assessed?

The application process is designed to assess the following areas. You will need to show:

- Technical knowledge: advanced technical knowledge and understanding of how to deliver projects, programmes or portfolios taking into account many interacting factors and different approaches that could be taken.
- Professional practice: successful application of this knowledge to deliver projects, programmes or portfolios that involved:
 - Uncertainty or conflicting objectives
 - High levels of unpredictability or risk
 - Multiple work packages, projects or programmes
 - Multiple interdependent stakeholders, possibly with competing interests
- You will need to commit to professional ethics and show continuing professional development (CPD). You will also need two proposers



*For current ChPP fees payable see APM website: www.apm.org.uk

APM ChPP process time and APM fees

How long does it take?

- Depends on candidate motivation and time available to commit to the preparation required
- Effort required is estimated to be between 25 and 35 hours
- Driven candidates are expected to achieve in 4 to 6 months
- Recommended candidate or cohort sets a clear timeline to keep momentum

How much does it cost?

- APM update their fees each year. For current fees see: <https://www.apm.org.uk/chartered-standard/application-process/>
- APM fees paid in two stages – one fee when candidate submits ChPP written submission to APM for assessment and then if successful, a second fee when booking the interview

Stage 1 Written Submission

Provek specialist support for candidates

- Pre-Stage 1 - Provek’s proprietary ChPP readiness checker against 10 core competences
- Briefing and coaching session
 - Completing the application form – requirements and tips
 - Presenting own evidence in the right way for success – tips and techniques
- Candidate completes written submission section by section – supported by Provek expert review of 100% of draft and feedback
- Candidate submits final written application form to APM for assessment (after final review by Provek expert)

The collage contains the following elements:

- Website Screenshot:** Shows the 'The PM Charter' website with a navigation bar (Home, Features, Corporate Solutions, Contributors, About Us) and a 'Recently Added' section featuring articles like '2016 APM Inspiral Regional Conference' and 'Agile Roadmap'.
- Man at Podium:** A man in a blue checkered shirt speaking at a podium.
- Whiteboard Checklist:**

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- Competence statements – Quick review checklist

 - 1. Specific project(s) from Project Track Record referenced?
 - 2. At least 50% of the indicators satisfied for the competence
 - 3. Evidence of "managing others" or "input of others"?
 - 4. STAR approach used? (Situation – Task – Action – Result)
 - 5. Not too many words used to explain the 'situation'?
 - 6. Would reader from outside your organisation understand it?
 - 7. Acronyms used without explanation?
 - 8. 'I' used throughout, rather than 'We'?
 - 9. Concise without waffle?
- Assessment Form:** A screenshot of a Provek assessment form with a blue header and a table for 'Management' with input fields for names.

Stage 2 Interview

Provek specialist support for candidates

- Briefing and coaching session
 - Interview structure and process – what the assessors are looking for
 - Preparing for the interview – approach and tips
 - One to one role play (candidate-assessor)
- Candidate prepares for interview – supported by Provek expert as needed
- Candidate attends interview with APM (and receives final ChPP result several weeks later)

Provek readiness checker tool

- Takes c. 60 minutes to complete
- Built on the successful Provek RPP Readiness Checker tool
- Personal report provided immediately offline
- Provides confidence of readiness for ChPP
- Filters out those not ready for ChPP, avoiding disappointment later and wasted hours
- Used to aid individual and organisation; but not required by APM for ChPP submission
- Provek available to discuss borderline cases

Please type or select X or leave blank for each indicator of each project. Press delete to clear. It is not case sensitive.

X = you have independently practised or managed other practising this indicator
Blank = you have done neither

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Competence level for RPP? No

Technical Competence Domain

TC03 ← Stakeholder Management →

Definition

Stakeholder management is the systematic identification, analysis and planning of actions to communicate with, negotiate with and influence stakeholders. Stakeholders are all those who have an interest or role in the project or are impacted by the project.

Indicators		..enter the name in here	..enter the name in here	..enter the name in here
1	Identifies, analyses and prioritises stakeholder interests, requirements and level of influence and gains the commitment of all stakeholders, including the most challenging.			
2	Develops, implements and monitors a strategy/plan to manage and communicates effectively with all stakeholders. Include interests and expectations in the requirements, objectives, scope, deliverables, time schedule and costs of the project plan.			

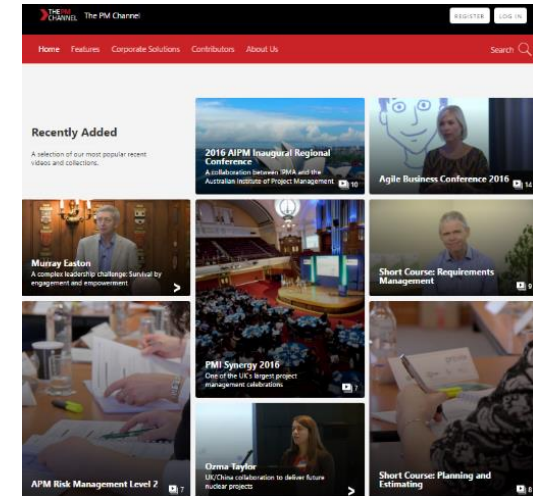


Provek expert briefing and coaching

- Expert advice and feedback from APM accredited ChPP Assessors
- Provek tips, examples and advice built on years of RPP assessing and support experience
- Anytime telephone & email queries or advice from Provek assessor team

Provek support videos on The PM Channel

- On-demand video resources on the award winning The PM Channel covering the whole ChPP process
- On-demand ChPP videos – tips, advice, guidance and examples
- Access via personal login to The PM Channel
- Key documents can be downloaded directly
- Intuitive and easy to use
- Provek created and runs The PM Channel



Provek APM ChPP support package options (Routes 1 or 3)

Item	Item details	ChPP Remote only	ChPP Face to face or webinar
Provek Readiness Checker tool	<ul style="list-style-type: none"> Assessment of readiness for ChPP in terms of project complexity and core competences This is free to use before committing to RPP process 	√	√
Provek ChPP document package	<ul style="list-style-type: none"> Tips and examples Key documents Guidance 	√	√
ChPP kick-off briefing	<ul style="list-style-type: none"> ChPP process explained Set candidate expectations 	Video	Face to face or webinar
Training session 1: Complete written submission	<ul style="list-style-type: none"> Step by step understanding of how to complete APM ChPP Stage 1 Written Submission Tips, advice and guidance Hands-on starting to draft own portfolio. Expert review of drafts Stimulate own timeline plan 	Video	Face to face or webinar
ChPP expert review of written submission	<ul style="list-style-type: none"> Phased 100% review of written submission including CPD log 	√	√
Training session 2: Preparing for interview	<ul style="list-style-type: none"> Provides full understanding of APM ChPP Stage 2 Interview Tips, advice and guidance Role play competence Q & A Action plan leading up to interview 	Video	Face to face or webinar
End to end ChPP expert advice and help (telephone and email)	<ul style="list-style-type: none"> ChPP expert support end to end throughout the ChPP application process for questions, clarifications and advice.. 	√	√

Other support package options are available for Route 2.

ChPP support package options – prices £ per person

Number of candidates in single cohort	ChPP Remote only	ChPP Face to face or webinar briefings
Per candidate (small cohorts)	£550	£1,500 (webinar briefings)
Per candidate (large cohorts)	£550	£1,200 (face to face briefings)
APM Stage 1 and Stage 2 fees total	£1,110	

Provek APM ChPP Readiness Checker tool is made available free of charge and is recommended to be used before committing to the ChPP process

Cohort size:

- A small cohort is fewer than 8 candidates and a large cohort is 8 or more.

Price includes:

- Scope of services and support as defined in previous slide for 12 month from support start date
- Full access to all ChPP resources on The PM Channel including personal login
- Payment on entry into the support process

Price excludes:

- VAT
- For ChPP face to face option, travel & subsistence for ChPP expert for face to face meetings and training sessions and a suitable room (if required)

Why use ChPP specialist support

- The written submission application is estimated to take approximately 25-35 hours of candidate preparation time
- To help those who should pass to avoid failing
- To ensure a candidate's considerable preparation time is well spent
- To enable a candidate to do full justice to presenting their evidence

Why use Provek's specialist support?

- Proven track record and approach – helped over 100 candidates achieve RPP (see some of the organisation's logos below)
- Expert support team of three experienced ChPP assessors
- Unique on-demand video-based resources invaluable to candidate
- A range of support packages to suit individual needs
- Anytime help by email or telephone

To discuss your needs



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