

Certified Project Master (CPM) Rules for Certification



A **Certified Project Master (CPM)** is a project leader and innovator. They have been independently assessed against a broad range of project management competencies, and can apply a suite of specialised technical and managerial skills to initiate, plan, execute and evaluate their own project work and the work of others.

These rules set out the requirements that must be met by applicants and the ongoing standards that must be maintained in order to use the Certified Project Master (CPM) Certification Trade Mark.

The Mark may not be used or applied except as set out in these Rules.

1. Definitions

In these rules, the following terms have the following meanings:

“Candidate” means an applicant for Certification;

“Certification” means the right to use the Mark as set out in the Rules;

“CPM Certification Examination” means an examination of the Candidate’s project management knowledge and skills to the requisite standard. This is evidenced via the Candidate’s independent review of the following, in the context of a recently completed, complex project:

- project assets, including (but not limited to):
 - project initiation documentation (for example: a project business case; project charter); and
 - project planning documentation (for example: a project stakeholder register; work breakdown structure; Gantt chart; budget; position descriptions; risk register; communications plan); and
 - project delivery documentation (for example: project status reports; change requests; issues register); and
- project performance, including (but not limited to):
 - planned versus actual performance to scope, schedule and budget; and
 - stakeholder identification and communication; and
 - business case development; and
 - scope definition and management; and
 - schedule development and control; and
 - cost estimating and control; and
 - risk identification, prioritisation and treatment; and
 - human resource availability and performance; and
 - quality planning and control; and

- procurement / contract management; and
- project governance and change control; and
- project delivery and handover; and
- other lessons learned.

In order to meet the minimum threshold of complexity, the project must involve:

- a comprehensive and multi-faceted project plan; and
- a formal internal or external communications strategy; and
- a dedicated and diverse project budget; and
- multiple administrative components; and
- multiple operational components; and
- a wide range of stakeholders; and
- a project operations team.

The Candidate must be a stranger to the project they review. In other words, they cannot have participated in the project or contributed to it in any of the following roles:

- project initiator; or
- project sponsor; or
- project manager; or
- project team member; or
- project contractor or supplier; or
- project client; or
- end-user of the project's outputs.

In order to meet the requisite standard, Candidates will be required to apply industry best-practices in arriving at and presenting recommendations to inform the performing organisation's delivery of future projects.

Sufficient detail for evidencing this standard would include a minimum 2,000-word report (review); and a 30-minute oral defence of their findings with an examiner approved by the Owner.

“Mark” means the Certified Project Master (CPM) Trade Mark;

“Owner” means the Institute of Project Management Pty Ltd (IPM) ABN 58 137 685 020;

“User” means a natural person approved by the Owner to use the Mark.

2. The Mark

The Mark is a designation for individuals who have attained the appropriate levels of education and been certified in accordance with these Rules.

3. Certification Requirements

In order to be certified pursuant to these Rules and entitled to use the Mark, Candidates must:

- 3.1 be currently certified by the Owner as a Certified Project Officer (CPO); and

- 3.2 demonstrate a minimum of 4,500 hours' project experience earned over a minimum of 36 months; and
- 3.3 have successfully completed:
 - 3.3.1 the Owner's CPM Certification Examination; or
 - 3.3.2 an equivalent examination of the Candidate's project management knowledge and skills that has been otherwise approved by the Owner; and
- 3.4 commit to and comply with the Owner's Code of Ethics (annexed); and
- 3.5 pay the registration fee to the Owner; and
- 3.6 obtain the Owner's acceptance in writing that their application was successful.

4. Certification Process

The Owner will issue the Certification to the Candidate once:

- 4.1 the Candidate has evidenced a minimum of 4,500 hours' project experience earned over a minimum of 36 months; and
- 4.2 the Candidate has completed the Owner's CPM Certification Examination (or approved equivalent) to the requisite standard; and
- 4.3 the Owner has verified the Candidate's experience, knowledge and skills with a third-party referee not related to the Candidate by blood or marriage; and
- 4.4 the Owner has received an electronically signed statement from the Candidate agreeing to be bound by the Owner's Code of Ethics (annexed); and
- 4.5 the Owner has processed the Candidate's registration fee.

5. Approved Certifiers

An approved certifier must be an employee or delegate of the Owner sufficiently trained in the process of:

- 5.1 validating a Candidate's eligibility pursuant to Clause 3 of these Rules; and
- 5.2 processing the application pursuant to Clause 4 of these Rules; and
- 5.3 issuing the Certification.

6. Maintenance of Certification

In order to maintain Certification and the right to use the Mark, the Candidate must:

- 6.1 comply with the Owner's Code of Ethics (annexed); and
- 6.2 notify the Owner of any changes to their contact details or circumstances relevant to Clause 7 of these rules.

7. Use of the Mark

Approved Users of the Mark may use the Mark by:

7.1 calling themselves a Certified Project Master; and

7.2 placing after their name the initials **CPM**.

8. Ownership

The Owner is the sole owner of the Mark. A successful Candidate is entitled to use the Mark according to these Rules, but does not have, and is not entitled to, any rights to ownership in the Mark.

9. Register

The Owner will keep a register of certified users of the Mark at its office which shall include the names, contact details and date of Certification of each Candidate.

10. Notices

Any notice, consent or communication that the Owner may be required or may wish to give to a Candidate or certified user of the Mark under these rules (including, but not limited to, any notice of de-certification), shall be given in writing and may be given by:

10.1 being sent by pre-paid ordinary mail to the Candidate or certified user's address recorded in the Register; or

10.2 being sent by electronic mail to the Candidate or certified user's e-mail address recorded in the Register;

AND the notice shall be deemed to have been given:

10.3 if sent by pre-paid ordinary mail, on the date three business days after the date of posting; or

10.4 if sent by electronic mail, on the date one business day after the date of transmission.

Service effected in accordance with any one of these provisions shall be deemed good and sufficient service of the notice irrespective of whether the notice shall actually have come to the notice of the intended recipient.

11. Schedule of Fees

11.1 The fees referred to in these Rules are in Australian dollars and set as follows:

a. Registration fee - \$250;

11.2 This fee is exclusive of any resource or examination fees, and may be discounted or waived from time-to-time at the discretion of the Owner.

12. De-Certification

The Owner shall have the right to de-certify an approved user of the Mark in the event that the approved User:

12.1 is dismissed from employment for a breach, or otherwise found to have breached, the Owner's Code of Ethics (annexed); or

- 12.2 is convicted of any criminal offence carrying a penalty of not less than twelve (12) months imprisonment; or
- 12.3 misuses or misappropriates the Mark for any use other than those conferred by these rules.

13. Liability

All uses of the Mark are the responsibility of the User and do not result in liability of the Owner. The User agrees to hold the Owner free from all claims of third parties arising from their use of the Mark, as such use is the User's own responsibility.

14. Complaints

Complaints about the use of the Mark should be addressed to the Owner. In reviewing the complaint, the Owner is obliged to adhere to the principles of natural justice, as they are understood at the time in Australian law, are to be applied. These principles include:

- 14.1 The right of the complainant to obtain (on request) written reasons for the decision made; and
- 14.2 The right of the complainant to comment on materials that may be adverse to them.

In addition, the Owner is committed to:

- 14.3 Ensuring a complainant or respondent is not victimised or discriminated against; and
- 14.4 Considering complaints in a consistent, transparent, objective and unbiased manner; and
- 14.5 Making all details of the procedures publicly available; and
- 14.6 Communicating the procedures in writing to all staff and ensure comprehensive training regarding comprehension and implementation of the policy's procedures, and that amendments and their implications are understood; and
- 14.7 Specifying reasonable timelines for responses to each stage of the process and monitoring of these timelines; and
- 14.8 Allowing the complainant and/or respondent to be accompanied and/or assisted by a third party if desired; and
- 14.9 Keeping appropriate records of complaints for at least five years, and allow parties to the complaint appropriate access to these records; and
- 14.10 Ensuring that such records are treated as confidential; and
- 14.11 Reviewing the complaints-handling process regularly.

15. Dispute Resolution

- 15.1 If there is any dispute between the parties concerning these Rules, then the parties must attempt to resolve any such dispute by the dispute resolution procedure set out herein before resorting to alternative avenues, including litigation.

15.2 The dispute resolution procedure is as follows:

- a. if a party believes that a dispute has arisen, including where a Candidate believes he/she has been mistakenly denied Certification, that party must notify the Owner in writing;
- b. the dispute notice must identify in sufficient detail what the dispute is;
- c. in the case of a dispute against the Owner, the dispute must be sent to the Owner's Chief Executive Professional; following which the Owner will seek to resolve the dispute within ten (10) business days;
- d. failing resolution, the parties may jointly request the appointment of a mediator; and failing an agreement to that within ten (10) business days, either party may apply to the President of the Law Society of Tasmania to appoint a mediator;
- e. once the mediator has been appointed, the parties will comply with the mediator's instructions;
- f. such mediation shall take place in Hobart, Tasmania, Australia;
- g. if the dispute is not resolved within thirty (30) days of the appointment of the mediator, or any other period agreed by the parties in writing, the mediation ceases.

15.3 The mediator may fix charges for the mediation which must be paid equally by the parties.

15.4 If the dispute is settled, all parties must sign the terms of agreement and those terms are binding on the parties.

15.5 The mediation is confidential and statements made by the mediator or the parties, as well as discussions between the participants to the mediation, cannot be used in any legal proceedings.

15.6 It shall be a term of the engagement of the mediator that the parties release the mediator from any Court proceedings relating to the dispute or mediation.

15.7 The mediator is not bound by the rules of natural justice and may discuss the dispute with a party in the absence of another party.

16. Amendment

These Rules may be amended at any time by the Owner, subject to the provisions of the *Trade Marks Act 1995* (Cth).

Annex

1. IPM Code of Ethics for Project Professionals

- 1.1 As Project Professionals, we will conduct our business honestly and ethically wherever we operate in the world. We will constantly improve the quality of our services and will create a reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment.
- 1.2 No illegal or unethical conduct is in our best interest as Project Professionals. We will not compromise our principles for short-term advantage; rather, we will adhere to high standards of personal integrity.
- 1.3 As Project Professionals, we must never permit our personal interests to conflict, or appear to conflict, with the interests of our clients. We must take great care to be honest in all stakeholder communications. We shall also avoid using our client contacts to advance our own private business or personal interests at the expense of clients or their affiliates.
- 1.4 No bribes, kickbacks or other similar remuneration or consideration shall be given to any person or organisation in order to attract or influence business. As Project Professionals, we shall avoid giving or accepting gifts, gratuities, fees, bonuses or excessive entertainment in order to attract or influence business.
- 1.5 As Project Professionals, we will often obtain proprietary, confidential or business-sensitive information and must take appropriate steps to assure that such information is strictly safeguarded. This information could include strategic business plans, operating results, marketing strategies, customer lists, personnel records, upcoming acquisitions and divestitures, new investments, and manufacturing costs, processes and methods. Proprietary, confidential and sensitive business information about our clients, their affiliates, and individuals will be treated with sensitivity and discretion and only be disseminated on a need-to-know basis.
- 1.6 As Project Professionals, we will refrain from gathering competitor intelligence by illegitimate means and refrain from acting on knowledge that has been gathered in such a manner. We will seek to avoid exaggerating or disparaging comparisons of the services and competence of our clients' competitors or our own competitors.
- 1.7 As Project Professionals, we obey all laws and client policies and act with respect and responsibility toward others in all of our dealings. We agree to disclose unethical, dishonest, fraudulent and illegal behaviour directly to management of our clients. As Project Professionals, we negotiate in good faith and do not act in an abusive manner toward others. We respect the property rights of others.
- 1.8 As Project Professionals, we do not engage in or condone deceptive behaviour, including half-truths, material omissions, false or misleading statements, or providing information out of context necessary to make the statement incomplete. We must be particularly careful to avoid misrepresenting our project estimates and forecasts to

stakeholders; rather, all estimates should be based on rigorous and transparent forecasting techniques.

- 1.9 As Project Professionals, we do not use favouritism or nepotism in hiring and firing decisions or in the award of contracts. Nor do we discriminate in hiring or in the award of contracts on the basis of race, gender, religion, age, sexual orientation, national origin, disability, marital or family status, or any other protected or improper category.
- 1.10 As Project Professionals, we fully disclose any potential conflicts to our clients. If a potential conflict of interest arises, we refrain from being a part of decision-making processes until the stakeholders can decide with informed consent whether our continued involvement is appropriate in light of the potential conflict.
- 1.11 As Project Professionals, we strive to fulfil the commitments we make. We take ownership of our own mistakes and make prompt corrections; when others for whom we have responsibility make mistakes, we promptly communicate those errors to the appropriate party and take remedial action.