

## Project Management IPMA Level D («IPMAD»)

In this course you will learn how projects are initiated, planned, executed, monitored and completed. In addition to the structural elements, cultural aspects are also taken into account.

**Duration:** 4.5 days

**Price:** 3'800.–

**Course documents:** Digicomp courseware (digital) & reference book

### Content

#### Day 1-3:

1. Definition project/project management
2. Project management procedure models
3. Project portfolio management
4. Initiation of projects
  - Project assignment
  - Goal formulation
  - Systems thinking
5. Planning of projects
  - Work breakdown structure
  - Project schedule
  - Resources
  - Costs
6. Executing and monitoring projects
  - Leadership in project management
  - Project controlling
  - Key figures in project management
  - Conflict management in projects
7. Closing of projects
  - Final report
  - Lessons Learned

#### Day 4 and 5: Examination training and examination (total duration 4.5 days)

- General information about the exam/requirements
- IPMA Level D examination procedure
- IPMA application for certification
- Conducting the required self-assessment
- Processing of sample exams IPMA Level D
- Joint discussion of the sample exams
- Deeper discussion of project management knowledge if desired
- Examination

- Understanding the essential contents of project management in an overall context
- Independently applying basic methods and techniques
- Understanding the importance of personal communication and leadership in the project
- Understanding how to deal with conflicts and crises in a project
- Defining and developing requirements and objectives
- Defining and structuring the scope of services and deliverables
- Creating a process plan and schedule
- Defining and setting up a project reporting system
- Defining and applying a quality management plan
- Defining and securing project costs and funding
- Understanding resource management
- Defining and developing project risk management
- Identifying and managing stakeholders in the project
- Preparing for the «Certified Project Management Associate IPMA Level D®» certification

## Methodology & didactics

This project management training has a high interaction and action orientation. Building on short impulse phases by the trainer, numerous exercises are carried out and discussed to consolidate what has been learned. The content is aligned with the ICB4 and the key competencies of a project manager, so that you can prepare for the IPMA exam on the one hand, but also get the tools for successful project management on the other.

Your trainers are experienced project managers: practical orientation is very important in this training.

You will receive the reference book by mail before the training. Please familiarize yourself with the book beforehand and complete the preparation assignment in the learning platform. You will receive the login about 10 days before the start of the training.

Please allow approx. 4 hours for preparation.

You will also receive 120 practice questions from us to review and consolidate what you have learned. During the exam preparation, you will go through the individual steps of certification (from application to exam) together with the expert.

**Important:** Please bring your personal notebook on the day of the exam preparation (4th day) so that you can directly work on the self-evaluation and the application forms.

## Target audience

Project management beginners, project managers, project staff, PMO

## Certification

The exam for the «Certified Project Management Associate (IPMA Level D)» takes 3 hours and consists of 60 multiple-choice questions and 30 open questions. The questions can relate to all competencies of SWISS.ICB4. You have passed the exam if you have achieved at least 60% of the possible total score and have answered at least one question correctly for at least 23 of the 28 competencies.

The exam takes place remotely. There is one appointment per class. Digicomp will register you for this online exam with the certification body. You will need a webcam for the exam, as the exam proctoring is done via Zoom, and a browser. You will receive the links for this in the exam invitation.

On the day of the exam, you can log into the candidate portal and find your exam session there. You will then open your browser and be able to join the Zoom meeting there. Before the exam, please make sure Zoom is installed on your computer. You can download a free version here: <https://zoom.us/download>

For more information, please refer to this [guideline](#).

The certificate has international recognition and is valid for five years. It entitles you to use the acquired title «Certified Project Management Associate (IPMA Level D)» during the validity period of the certificate.

## Additional information

In order to register, you must complete the *IPMA Level D* certification application prior to the exam. All candidates can register on the [VZPM certification portal](#) and upload the completed certification application. The documents should be submitted three weeks before the start of the exam. A short explanation video about the whole project management certification can be found [here](#).

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-service-project-management/ipma/course-project-management-ipma-level-d](http://www.digicomp.ch/courses-service-project-management/ipma/course-project-management-ipma-level-d)