

# IPMA ITALY

## INTRODUCTORY CERTIFICATE IN PROJECT MANAGEMENT

### POLITECNICO DI MILANO – ARCHITETTURA URBANISTICA E INGEGNERIA DELLE COSTRUZIONI (AUIC) - EDITION #1.2019

IPMA ITALY - ITALIAN CERTIFICATION BODY  
SESSION RESERVED TO POLITECNICO DI MILANO AUIC  
July 15<sup>th</sup> 2019 at 6.15 pm

The Introductory Level Certification is carried by the IPMA Italian Certification Body (IPMA Italy) accredited in Italy by the International Project Management Association (IPMA) for the Certification of project managers program according to IPMA methodology.

#### REGULATION OF THE CERTIFICATION PROCEDURE

##### I. Entry to the session

This Session is reserved to students who:

- a. have attended the course "Introductory in Project Management";
- b. have read this document;
- c. have registered at IPMA Italy. The form is available online at [www.ipma.it](http://www.ipma.it) (IPMA Certification > IPMA Italy Introductory Certificate [link](#));
- d. have finalized the registration paying the fee (€ 100 + VAT). As indicated into the registration form, payment can be made online either by bank transfer or credit card.

*For payments via bank transfer it is recommended to specify the reason: PoliMI AUIC – Student's name - Introductory*

- e. The payment of the fee includes:
  - i. IPMA Young Crew Italy membership fee (valid until 31.12.2019);
  - ii. the book (electronic format) IPMA ICB4 Individual Competence Baseline developed by IPMA;
  - iii. for those who will pass the certification test, the Certificate and the registration in the official certified IPMA Italy register;
  - iv. the right to apply to an upper IPMA Certification Level discounting the official fee (€ 100 + VAT).
- f. Registration must be formalized at the latest within 15 days before the exam. For requests sent after this deadline IPMA Italy reserves the right to accept or not the enrollment.

##### II. Document package

As described at the previous points, once registered, the candidate will automatically get by email the IPMA ICB4 book.

### III. Certification procedure

#### 1) Objective

Certify that the candidate knows and has acquired the theoretical skills relating to the fundamental methodologies, internationally recognized, which are required for the Project Management.

#### 2) Who is it for?

The certification is aimed at those who are approaching the project management discipline and who have studied the basic methods for the conduct of the projects, either through participation in internal courses to companies, both for the students, by attending courses on Project Management within the various degree courses currently offered by Italian Universities.

#### 3) Certification Body

Certification is carried by IPMA Italy.

#### 4) Test Content

The test aims to check the knowledge of some of the 28 "Competence Elements" (CE) that constitute the competences of a Project Manager, as described in the IPMA ICB4 Individual Competence Baseline.

- Area Practice: "Impostazione del progetto", "Requisiti e obiettivi", "Ambito", "Tempo", "Organizzazione e informazione", "Qualità", "Gestione economico-finanziaria", "Risorse", "Pianificazione e controllo", "Rischi e opportunità", "Stakeholder".
- Area People: "Leadership", "Lavoro di squadra", "Orientamento ai risultati", "Comunicazione personale".
- Area Perspective: "Governance, struttura, processi".

#### 5) Official Certification Title

"Introductory Certificate in Project Management"

## PROCEDURE

#### 6) The Process

The examination process of certification is managed by IPMA Italy.

The entire evaluation process follows the general rules as set by IPMA for the Certification of Project Managers

#### 7) The Test

The test is made up by 30 multiple choice questions prepared by an Assessor accredited by IPMA Italy.

#### 8) Rules

The questions are given to the candidates in a paper format. Candidates can only use the provided sheets. Candidates are not allowed during the test to consult any documentation and are requested to switch off mobile phones and computers.

#### 9) Test duration

The time available to candidates, to answer the 30 questions, is 70 minutes

### **10) Surveillance**

The surveillance is in charge to IPMA Italy officers

### **11) Test evaluation**

The test evaluation is made by IPMA Italy officers

### **12) Scoring**

The exam is passed if the candidate provides at least 20 correct answers to the 30 questions.

### **13) Registration fee**

The examination fee is not refundable. In case of failure to participate, the candidate is allowed to ask for to take the exam into another session, within one year from the date of his/her registration.

### **14) Test Results**

IPMA Italy will communicate the test result (successfully passed or not) by email directly to the candidate. In both cases (test successfully passed or test not passed) marks will never be published or communicated. IPMA Italy can't accept candidate's request asking for to look at the exam done.

### **15) Test passed successfully: IPMA Italy Official Register and Certificate**

The names of all those who get the certificate will be entered and published into the Register of IPMA Italy Official Certificates on [www.ipma.it](http://www.ipma.it) website within 30 days from the certification session date.

IPMA Italy releases the official certificate "Introductory Certificate in Project Management" that will be sent in printed copy to the attention of Prof. Andrea Ciaramella who will ensure the delivery to the candidate.

The Introductory Certificate has no expiry date.

### **16) Those who do not pass the test? Exam retaking**

The candidate has the right to retake the exam one time attending a new Certification session.

The candidate has the right to attend to the new Certification session at no extra charge.

The candidate keeps this right for 12 months from the date of the attended Certification session.

Expired this period time the candidate loses the right to participate without additional cost.

IPMA Italy does not guarantee that the session is carried out in the same location of the first session.

Whenever IPMA Italy shouldn't plan any certification session within 12 months, the candidate will be entitled to participate to the first planned session even beyond the 12 months time limit.

In case the candidate should fail even the second test the access to a new certification session requires the full payment of the fee.

### **17) How to subscribe to retake the exam**

It is a candidate's responsibility to check the dates of the planned certification sessions published on IPMA Italy website ([link](#)).

To ask for subscription to one of the available sessions, candidate is asked to write a message to [certificazioneipma@animp.it](mailto:certificazioneipma@animp.it) with the following information: name and surname, attending university, date of the first exam, date of the session chosen to retake the exam. IPMA Italy can accept or not the subscription request depending on session availability.



**ANIMP / IPMA ITALY**

c / o ANIMP Via E. Tazzoli 6 - 20154 Milan  
Tel. +39 0267100740 - Fax +39 0267071785  
E-mail: [certificazioneipma@animp.it](mailto:certificazioneipma@animp.it)

Italian website: [www.ipma.it](http://www.ipma.it)  
International website: [www.ipma.world](http://www.ipma.world)