

**IPMA ITALY**  
**INTRODUCTORY CERTIFICATE IN PROJECT MANAGEMENT**  
**POLITECNICO DI MILANO EDITION A.A. 2022 /2023**  
**IN PARTNERSHIP WITH ANIMP/IPMA ITALY**

IPMA ITALY - ITALIAN CERTIFICATION BODY  
SESSION RESERVED TO STUDENTS OF POLITECNICO DI MILANO

**TEST DATE: 9:00 AM - JULY 8<sup>TH</sup>**

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.

**NOTE: Students will take the exam online.** The test will be organised in groups and will be monitored by IPMA Italy through Microsoft Teams. 10 days before the test candidates that have completed the registration form will receive an email with the Guidelines and all details needed to enter IPMA platform and take the Test. ( see point I. Registration)

### **REGULATIONS OF THE CERTIFICATION PROCEDURE**

#### **I. Registration to test:**

This Session is reserved to students who:

- a.** have attended the course “Introductory in Project Management” or a project management course within their degree course
- b.** have read this document;
- c.** Fill the form available online at [www.ipma.it](http://www.ipma.it)  
IPMA Certification> IPMA Italy Introductory Certificate ([link](#));
- d.** complete the registration paying online by credit card the fee of € 100 + VAT (22%).
- e.** The payment of the fee includes:
  - i. IPMA Young Crew Italy membership fee (valid until 31.12.2023);
  - ii. IPMA ICB4 Individual Competence Baseline developed by IPMA (pdf) and an Exercise Book (pdf);
  - iii. a Certificate of “**Introductory Certificate in Project Management**” in PDF format with digital signature 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 10 days before the exam. For requests sent after this deadline please fill the form ( see point I c. and d.) and then write to [certificazioneintroductory@animp.it](mailto:certificazioneintroductory@animp.it)  
IPMA Italy reserves the right to accept or not the enrolment.

## II. Document package

As described at the previous points, once registered, the candidate will automatically get by email the IPMA ICB4 book and an Exercise book (available in English).

## 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.

- Practice: Project Design, Requirements and Objectives, Scope, Time, Organisation and information, Quality, Finance, Resources, Plan and Control, Risk and opportunity, Stakeholders.
- People: Personal communication, Leadership, Teamwork, Results orientation.
- Perspective: Governance, structures and processes.

### 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 of 30 multiple choice questions prepared by an Assessor accredited by IPMA Italy.

### 8) Rules

The exam is online based on a IPMA Italy platform and on the MS Teams platform for audio/video connection with a IPMA Italy representative. 10 day before the test date candidates will receive Guidelines and all the information needed to enter IPMA Platform and take the test (time, turns, access code and links). Candidates must show a valid ID document.

Candidates are not allowed during the test to consult any documentation and are requested to switch off mobile. Candidates are divided into different groups, depending on the final number of registrations.

### **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. Wrong or blank answers add 0 points to the score.

### **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, within 7 days after the test date. 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 to look at test's results.

### **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 by email to the candidate in electronic format.

The Introductory Certificate has no expiry date.

### **16) To Those who DID NOT pass the test**

The candidate has the right to retake the exam one time attending to 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**

ONLY if you failed the first test you need to subscribe to re-take the test.



It is a candidate's responsibility to check test's dates of the sessions published on IPMA Italy website ([link](#)). It's required to choose one of the available test session and to write a message to [certificazioneintroductory@animp.it](mailto:certificazioneintroductory@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.

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