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| D:\IPMA\Website\Intranet\323 Official Graphics\IPMA_full_logo_sm.png | Executive Summary Reportfor IPMA Level A or B candidate, Programme Management |  |

***Please consider the environment before printing this document***

Purpose

The purpose of this document is to provide direction on how to prepare the executive summary report for IPMA level A or B candidates working in programme management.

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| **Candidate name** |  |
| **Level applied for (check one)** | [ ]  IPMA Level A | [ ]  IPMA Level B |

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| Description of employer’s organisation |
| Organisation name: |  |
| Number of employees | [ ]  < 250 | [ ]  250 – 5000 | [ ]  > 5000 |
| Main sector organisation operates in | E.g. software development, banking |
| Sector in which the portfolio operates |  |
| Role of applicant within employer’s organisation |
| An organisational chart with applicant’s position identified |  |
| Area(s) of responsibility |  |
| An overview of the programme management processes/procedures used |  |

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| **Summary for all programmes**  |
| Name of the programme | Programme start date | Programme finish date | Duration (months) |
| Programme #1 |  |  |  |
| Programme #2 |  |  |  |
| Programme #3 |  |  |  |

Add more lines if applicable

|  |
| --- |
| Summary of programme #1  |
| Strategical benefit of the programme for the organisation | Describe the main benefits and deliverables of the programme. |
| Time period of programme and projects within programme | Programme time period: xx.xx.xxxx - xx.xx.xxxxProject 1 xx.xx.xxxx - xx.xx.xxxx Project 2 xx.xx.xxxx - xx.xx.xxxx Project 3 xx.xx.xxxx - xx.xx.xxxx Project 4 xx.xx.xxxx - xx.xx.xxxx Project 5 xx.xx.xxxx - xx.xx.xxxx |
| Management effort | Total number of menmonths of execution. |
| Total budget |  |
| Resources available | Personnel:* Number of persons involved into programme management
* Number of persons total (peak) in the projects
* Number of persons reporting to you
 |
| Contractors | * Number of contractors
* Number of subcontractors
 |
| Stakeholders | Relationship with internal and external stakeholders. |
| Description of programme management | Describe the programme management organisation.Describe the methods, tools, techniques and documents used. |
| Description of programme challenges  | Describe how you have managed the programme and how you met the complexity criteria. You can use the STAR approach (Situation, Task, Action, Result) in order to structure the report.* Situation/challenge
* Effort to deal with it
* Outcome
* Reference to competence elements

You can include the links to the information in complexity criteria form. |

Please copy and fill in relevant parts of this report accordingly to cover your experience.