Cheatography

Certified Project Manager (IAPM) Cheat Sheet

by Linda (LndOttm) via cheatography.com/125405/cs/25160/

Certified Project Manager (IAPM)



General information

Who should take the certification?

★ People who aspire a career as a PM[1]

Is project **experience required**?

No

Where is the certification exam taken?

★ Online via Classmarker
★ Wherever you want to
→ internet connection is required
★ Further requirements can be found here. [1]

How many questions need to be answered?

★ 120 questions

How long can I work on the exam?

★ 80 minutes

How many questions need to be answered correctly in order to **pass the exam**?

★ 65 %

How much is the exam?

★ Depends on your nationality.
★ Here you can calculate it. [2]

Can a **discount** be granted?

Yes
→ Further requirements can be found here [3]

How can I **pay for** the exam? Do I have to **pay attention** to something?

★ Pay via PayPal, bank transfer or Wise. [4]
★ Always mention your invoice number.
★ Commas are used as decimal separators instead of dots. [5]

How do I **register** for the exam?

Follow this link to register. [6]

General information (cont)

Which topics are relevant for this certification?

1. Project Check
2. Project File
3. Project Environment
4. Stakeholders
5. Project Charter
6. Steering Committee and Core Team
7. Communication
8. Creation of the Specification
9. Creation of the Phase Model
10. Creation of the WBS[2]
11. WPs[3]
12. Process and Time Schedule
13. Cost Breakdown and Budget
14. Risk Analysis
15. SPM[4] and WPO[5]
16. Project Organisations
17. Project Start-Up
18. Project Review
19. Project Close Out
20. Soft Factors[6]

Can I have a certificate from **another certification body recognized** as Certified Project Manager (IAPM)?

★ Yes you can have a suitable certificate recognized.
★ This certificate can also be expired.
★ Submit your certificate here. We will contact you via email. [7]

Notes

[1] Project Management
[2] Work Breakdown Structure
[3] Work Packages
[4] Sub-Project Manager
[5] Work Package Owner
[6] Soft Factors: Team Building, Leadership, Motivation, Working in the Project Team, Conflict Management, Time Management, Personal Success, Stress Management

Links

[1] www.iapm.net/techreq-en
[2] www.iapm.net/fee-en
[3] www.iapm.net/discount-en
[4] www.iapm.net/paypal-en
[5] www.iapm.net/dsinfo-en
[6] www.iapm.net/rcpm-en
[7] www.iapm.net/recog-en

During the exam

May I use **assistive devices** during the exam?

> No, you are not allow to.
> → You need to sign a affirmation in lieu of oath to garantuee that you will take the exam independently. [1]

Can I **contact the IAPM** in case of ambiguity during the exam?

> No, questions must be answered independently.

Which **type of questions** can I expect?

> ★ Multiple-choice questions
> →single correct answer
> →multiple correct answers
> ★ True / false questions

Which **examination system** is used and why?

> Classmarker system is used to ensure an objective certification.
> It requires ...
> ★ ... a current browser.
> ★ ... a stable internet connection.
> ★ ... activated JavaScript and cookies.

Can I **skip questions** or **return** to previous questions?

> No, you need to answer a question before you can go on.
> Subsequent changes are not possible.

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During the exam (cont)

What happens if the test is **interrupted due to technical reasons**?

- ★ Contact the IAPM support team immediately. [2]
- ★ Further course is then individually coordinated.

Links

[1] www.iapm.net/aloath-en
[2] www.iapm.net/contact-en

Most important links

Register for the exam. [1]

The Project Managers' Guide (IAPM)[1], which builds the basis for the certification. [2]

Web-learning platform which is the optimal preparation for the exam. [3]

All questions and answers about the CPM. [4]

All questions and answers about the test system. [5]

All questions and answers. [6]

Notes

[1] Formerly known as PM Guide 2.0.

Links

[1] www.iapm.net/rcpm-en
[2] www.iapm.net/pmg-en
[3] www.iapm.net/wlcpm-en
[4] www.iapm.net/faqcpm-en
[5] www.iapm.net/faqcm-en
[6] www.iapm.net/faq-en

Certification process:

Preparation and self-test

What is the **best preparation**?

- ★ IAPM's free of charge web-learning platform. [1]

Are there any additional **trainings** for preparation?

Contact the IAPM via the Certification Assistant to find a training partner. [2]

Where can I find **literature** for preparation?

Literature can be found here. [3]

What is a **self-test**?

It's a test which ...

- ★ ... can be taken prior to the exam.
- ★ ... is **not** included in the certification fees → separate registration needed. [4]
- ★ ... can only be taken once.[1]
- ★ ... doesn't have an impact on the end-result.
- ★ ... is recommended to be taken, not mandatory.
- ★ ... gives you an idea your deficits.

What are the **self-test's framework conditions**?

- ★ 25 questions
- ★ 20 minutes
- ★ Paid separately [5]

How long do I have **time to take the exam** / **self-test** after registering?

6 months from the date of receipt of payment.[2]

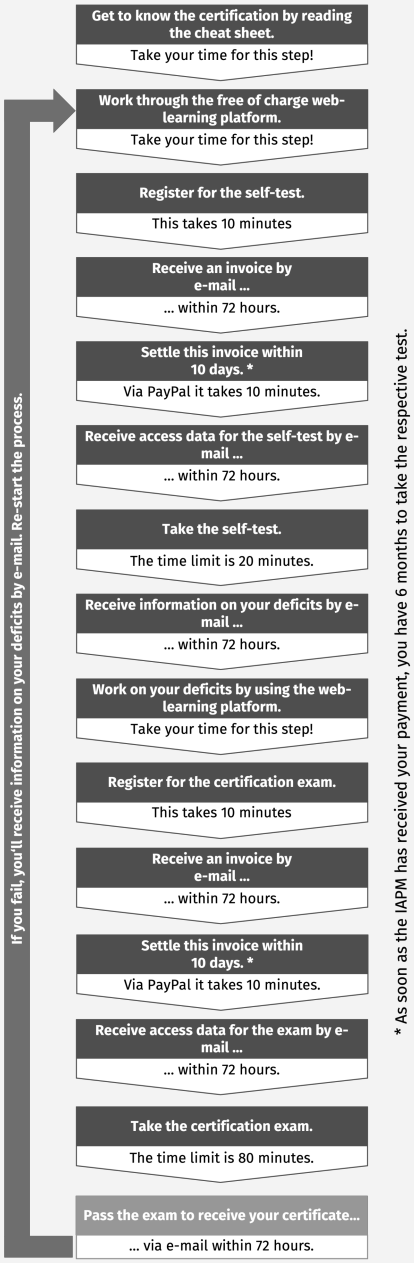
Notes

[1] In case you fail the certification exam and would like the repeat it, you can - of course - also re-take the self-test.
[2] For each test, since you need to register separately for the self-test and for the certification exam.

Links

[1] www.iapm.net/wlcpm-en
[2] www.iapm.net/certas-en
[3] www.iapm.net/lit-en
[4] www.iapm.net/rstpm-en
[5] www.iapm.net/fee-en

After the exam and certificate



Can I **repeat** the certification exam if I **fail**?

> ★ Yes you can repeat the exam twice with new questions.
> ★ After not-passing exam the second time, you need to wait 12 months before taking exam third time.
> ★ **Costs will be re-incurred.**

When and how do I receive my **examination result**?

> ★ By e-mail
> ★ Within 72 hours

Is the **exact percentage I passed** the exam shown on the certificate?

> No, not the exact percentage is shown, but a wording:
> ★ pass (65% - 70%)
> ★ good pass (71% - 80%)
> ★ very good pass (81% - 90%)
> ★ pass with distinction (>90%)

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After the exam and certificate (cont)

How can the IAPM certificate **influence my professional career**?

Certficate is ...
- ★... valid woldwide.
- ★... internationally recognized.
- ★... an objective confirmation of your knowledge.

How long is my **certificate valid** and how much **costs** the recertification?

- ★ Valid a lifetime
- ★ No recertification fees!

Which **documents** do I receive after passing the exam?

- ★ Cover letter
- ★ Certificate
- ★ Testimony
- ★ Download link for your certification badge

Can I **upgrade** the certificate? What are the **conditions**?

- ★ Yes you can upgrade the certificate.
- ★ As soon as you have gained sufficient experience in project management.[1]
- ★ Contact the IAPM support team to receive further information. [1]
- ★ You will be informed about the fees and options by email.

Notes

[1] At least five years of practical experience in project management, three years of this time should be proven to be in a management position or a position with considerable scope of responsibility.

Links

[1] http://www.iapm.net/contact-en

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