Qualifcation and Certification

Certified Project Management Associate IPMA® Level D

Why should I take part in the qualification course?

Are you managing medium-size projects or sub-projects? Are you a project member or a work package manager in complex projects? Would you like to bolster your professional experience with in-depth PM knowledge? Do you enjoy working in a structured environment and would like to increase your expertise? Does your course of study include PM content, or are you working in the crafts sector holding a project management function?

Anyone who wants to deepen their project management knowledge and confidently master PM methods is in the right place!

What do I achieve with the course?

- You will feel more confident in your project, as you are given a well-stocked toolbox and will be able to use it competently.
- Project management methods are no longer a challenge for you in your everyday professional life, as you know how to apply them and thus lead a moderately complex project*.
- You acquire a structured approach to project management which will help you find your way into your role as project manager, even in the face of difficulties.
- Your professional competence is complemented by modern PM methodology and communication and interactive skills.
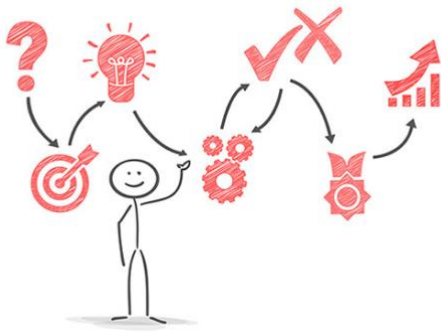
What can I rely on?

- Taking the broader view: You exchange ideas and network with colleagues from a wide range of business sectors.
- Subject matter expertise: You will be able to use the correct technical terms of project management and confidently take a first step towards a proficient project manager role.
- Excellent and practical exam preparation: You will receive intensive support and reviews of your exam preparations.
- Practical relevance: You can immediately apply what you have learned to your projects and close potential knowledge gaps.

What is the syllabus?

The course lasts 7 days, plus time for self-study and work on the Level D report. The phases between classes serve for preparation and follow up on the course learnings, as well as for transfer of the knowledge to your own projects, and for exam preparation (report).

*Example of a moderately complex project:
 Team size 2-5 members (part-time), duration 6-12 months.

Which contents are covered?

Kick-Off/Module 1 (1 day)	Module 2 (2 days)	Module 3 (2 days)	Module 4 (2 days)
Introduction and information on GPM/IPMA® Certification requirements PM basics and definitions Project start Project organisation Teamwork	Strategy Project governance and compliance Project goals Stakeholder and Risk management Project design and agile PM	Project planning Quality Change management Project controlling and reporting Information and documentation management	Communication Leadership Conflict management Negotiations Change and transformation Project closure Exam preparation

Which exam will I be taking?

Written online exam (90 minutes) and Level D report (25 pages).
If you already hold the Basic Certificate (GMP), only written online exam (90 minutes).

What are the costs?

Online course: **3.650,00 €** plus 19% VAT

Included are:

- Project management study book
- Flash cards for exam preparation
- Case studies, exercises, mock exams
- Access to the Steinbeis sharepoint with photo documentation, templates, and course records
- Extensive support while creating your Level D report by the course trainer
- Member of the Fachgruppe IT-Projektmanagement

The additional costs of 630,00 € (plus 7% VAT) for the certification will be charged after the exam by the PM-ZERT.

The course is expected to be supported by the Baden-Württemberg Ministry of Economics with funds from the European Social Fund (ESF). **The net course fee will then be reduced by 30%, for persons over 50 by 50%.** Target group: Employees, self-employed persons, business founders, re-entrants with place of work or residence in Baden-Württemberg. Employees of the federal government, state, municipalities, transfer companies are not supported.

Please contact us. We are looking forward to working with you!