

## IPMA LEVEL B – CERTIFIED SENIOR PROJECT MANAGER – PROGRAM MANAGER – PORTFOLIO MANAGER OR SENIOR AGILE LEADER

At IPMA Level B, you can choose between four different certification tracks, depending on whether you lead projects, programs, portfolios, or agile assignments. The requirements and eligibility criteria are identical for all tracks. IPMA certification is an open system, allowing you to decide how to acquire your knowledge—there are no requirements for specific literature, methods, or project models. The certification is also industry-independent and applies to all types of projects.

### Experience requirement

At least 5 years (55 months) of experience as a project, program, or portfolio manager, or as a senior agile leader, of which at least 3 years (33 months) must be in a leadership role in complex assignments ( $\geq 25$ ). The remaining 2 years (at least 22 months) must meet the requirements corresponding to at least Level C ( $\geq 16$ ). Experience is counted from the past 6 years.

If you apply for an exemption to have your experience counted from an earlier period, it may, in certain cases, be extended up to 12 years. This applies if you have been on sick leave, parental leave, or have held a line management position. Illness and parental leave must be documented with certificates. Line management positions must also be documented and described, and at the time of application, you must have returned from the line management position to be active as a project manager.

The extension is calculated in calendar time and corresponds to the duration of your absence. During this extended period, you may count your experience proportionally to the time you were absent. Send your application by email to [certifiering@projektforum.se](mailto:certifiering@projektforum.se)

### Complexity

The complexity of an assignment is evaluated using ten parameters grouped under three headings. Each of the parameters is judged and given a score (integers) from 1 (not complex) to 4 (very complex). Complexity should be judged based on your perspective as project manager. Only conditions handled by the management are relevant. The complexity of a project is then calculated as the sum of scores of the ten parameters. If the total score is 25 or higher, the assignment is classified as complex.

### Assessment of Competence

IPMA has developed the ICB, *Individual Competence Baseline*, to describe the competences a person may have in order to lead or participate in projects, programs or portfolios. Candidates use the standard when conducting their self-assessment, and assessors use it to evaluate whether the candidate meets the certification requirements.

The assessors are experienced project managers who are certified at least at the same level they are assessing, and they possess both broad knowledge and extensive experience in project management. For agile leaders, a similar model is used — *IPMA Reference Guide ICB4 in an Agile World* — which is adapted to agile ways of working.

### Definitions

**A project** is a unique, temporary, multidisciplinary and organized endeavor to realize agreed deliverables within predefined requirements constraints. Project management typically involves personnel from project management associates up to senior project managers.

**A program** is set up to achieve a strategic goal. A program is a temporary organization of interrelated program components managed in a coordinated way to enable the implementation of change and the realization of benefits. Program management typically involves senior project managers or project directors.

**A portfolio** is a set of projects and/or program, which are not necessarily related, brought together to provide optimum use of resources and to achieve the organization’s strategic goals while minimizing portfolio risk. Important issues on a portfolio level are reported to the senior management of organization by the portfolio manager, together with options to resolve the issues.

## Certification process IPMA level B

The certification process is carried out digitally and remotely. Once your registration is complete, all relevant information will be emailed to you prior to the start.

**Introduction** – This mandatory first step involves a detailed review of the entire certification process, as well as the opportunity to ask questions. The introduction takes place digitally and lasts approximately two hours.

**Application** – submitted approximately four weeks after the introduction.

You have about 4 weeks to complete your application before it must be submitted. In this step, you document your competencies and experience based on IPMA competence areas in an Excel workbook. Before submitting your application, you review it together with your discussion partner—an opportunity for valuable self-reflection. The application is the most time-consuming part of the certification process, so it is important to start early to ensure you can submit a complete and well-prepared application. It typically takes between 40 and 80 hours to complete.

The application must be submitted by the specified deadline and will then be assessed by two assessors. If your application meets the certification requirements for the level you are applying for, you will proceed in the certification process. If, however, the assessors determine that the application does not meet the requirements, you may be offered the opportunity to continue the process at a lower level. Please note that an incomplete application may be rejected, and you will not have the opportunity to make any additions or corrections after submission.

**Exam** – conducted approximately three weeks after the application has been submitted.

The written exam consists of 10 open-ended questions based on IPMA’s competence areas. The exam is conducted digitally in Digiexam, with supervision through Zoom, and the duration is three hours. The maximum score is 100 points, with a minimum of 60 required to pass. If you do not pass the exam on your first attempt, you may do a retake within one year for an additional fee. After the exam, you will receive feedback from your assessor highlighting your strengths and areas for development in relation to IPMA competencies. You can prepare for the exam by attending an IPMA Registered course or through self-study.

**Report** – submitted approximately four weeks after the exam.

In the fourth step of the certification process, you will demonstrate your ability to address leadership challenges by submitting a report based on your experience in complex assignments. The report shall include six concrete examples illustrating how you have led projects, programs, or portfolios through various leadership challenges. You are expected to reflect on and describe how these challenges were managed. The report shall not exceed 25 pages. If you do not pass the report on your first attempt, you may retake it within one year for an additional fee.

**Interview** – conducted approximately three weeks after the reports has been submitted.

In the final step, you will be interviewed by your two assessors, who will review your performance throughout the certification process. They will ask additional questions to deepen their understanding of your knowledge and skills. You may also be given tasks based on a fictional case. In this part, you are expected to provide suggestions and reflect on possible solutions, leadership issues, and project management methods.

During the interview, you are also expected to give a 10-minute presentation of your report. The interview lasts approximately 2.5 hours and concludes with immediate feedback and a recommendation for approval or non-approval. You will also receive written feedback with suggestions for further development. If the outcome is not approved, you have the right to a retake within one year for an additional fee.

**Certificate** – one week after the interview

The final decision is made by the certification manager. If you are approved, you will receive an internationally recognized certificate in both Swedish and English, sent to you by email. To further enhance your professional profile, you can also download a digital badge to use in your email signature, on your CV, or LinkedIn.

Your certificate is valid for five years and can be renewed through recertification. This provides an opportunity to maintain and further develop your project management expertise, keeping your skills up to date and competitive.

### Appeal

Anyone who is dissatisfied with a certification decision may submit a written appeal within 30 working days from the decision date. The appeal should be sent to the Certification Office and will be reviewed by an independent Appeals Board. If the decision is still not accepted, the matter can be escalated to IPMA - **info@ipma.world**

### Contact information

For more information or to discuss certification levels, please contact us at [certifiering@projektforum.se](mailto:certifiering@projektforum.se) or +468221413.