Application form for Professional Project Director (PPD)

Personal Particulars

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | Given Name: | | Date of Birth: | **Please paste a recent photograph of yourself here** |
| NRIC/Passport No.: |
| Nationality: | Telephone No.: | | Mobile No.: |
| Residence Address: | | Personal Email: | |

**Employment**

|  |  |  |
| --- | --- | --- |
| Name of Present Employer: | | Office Telephone: |
| Business Type:  Developer  Consultant  Builder  ☐ Institution ☐ Contractor  ☐ Others: (please state): | Practice Type:  Architect  Engineer (C&S)  Engineer (M&E)  Planner  Project Manager  Quantity Surveyor  ☐ Others: (please state): | |
| Business Email: | | |
| Business Address: | | Current Job Title: |
| Date of Appointment: |

|  |
| --- |
| Preferred Mailing Address:  Residence Address  Business Address |

**Academic Qualifications (Diploma/Degree)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Qualification | Name of Awarding Institution | Year of Award | Duration of Program | Mode of Program |
|  |  |  |  | Full Time  Part Time |
|  |  |  |  | Full Time  Part Time |

**Professional Affiliations (if any)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Professional Body | Type of Membership | Grade of Membership | Period of Affiliation |
|  |  |  |  |
|  |  |  |  |

**Proposer and Seconder**

* Please provide names and contact details who can validate your experience
* Must be Professional Project Director (PPD) or APM Assessor

|  |  |  |
| --- | --- | --- |
| Name of Proposer: | Grade:  Professional Project Director (PPD)  APM Assessor | Accreditation No.: |
| Organization: | Phone: | Email: |
| Relationship: | | |
| Signature: | | Date: |

|  |  |  |
| --- | --- | --- |
| Name of Seconder: | Grade:  Professional Project Director (PPD)  APM Assessor | Accreditation No.: |
| Organization: | Phone: | Email: |
| Relationship: | | |
| Signature: | | Date: |

**Eligibility Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **How many years of industry experience do you have?**  (applicant should have a minimum of 10 years for degree and 15 years for diploma) | | | | | |  |
| **How many years of local industry experience do you have?**  (applicant should have a minimum of 3 years for degree and 3 years for diploma) | | | | | |  |
| **Area of industry experience** | Client | Developer | Consultant | Contractor | Sub-contractor | |
| Others: | | | | | |
| **Field of experience** | ☐ Civil & Structural (C&S)  ☐ Architecture (Arch)  ☐ Mechanical & Electrical (M&E)  ☐ Engineering Systems & Design (ESD) | | | ☐ Quantity Survey (QS)  ☐ Project Management (PM) | | |
| ☐ Others: | | | | | |
| **How many years of specific project management experience do you have?**  (applicant should have minimum of 8 years for degree and 8 years for diploma) | | | | | |  |
| **Area of specific project management experience** | Developer  Consultant (PMC/C&S /Arch/ M&E/ ESD/ QS)  Contractor (General/Specialist) | | | | | |
| **Project size during specific project management experience**  Applicant should have experience in managing any of the following:   * At least 1 project >$150 million in last 5 years or * At least 2 projects >$100 million in last 5 years * Assessed up to 5 projects | | | | | | |

To submit **1 set** of Project Fact Sheet, Personal Involvement, Key Task, Critical Core skills and Technical skills & Competencies **for each project**

Project Size Requirement (involved as Professional Project Director):

* At least 1 project >$150 million in last 5 years or
* At least 2 projects >$100 million in last 5 years

**Project Factsheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Project: | | | | | | |
| Start date of your involvement: | End date of your involvement: | | | Total duration of involvement (In Months): | | Completion Date: |
| Location of Project: | | Gross Floor Area: | | | Contract Cost (S$): | |
| Client’s Name: | | | | | | |
| Business Type:  Development  Consultancy  Construction  Institution  Others: (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Role of Applicant (Job designation) in each of the following functions (The applicant should indicate whether he is the Project Manager, Assist. Project Manager, or Project Architect or Quantity Surveyor etc.) | | | | | | |
| Role: | | | Capacity:  Lead  Deputy  Assistant  Part of a team | | | |

**Personal Involvement Matrix**

* **At least 75%**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stages** | **Weightage** | **Involvement?** | | **Period of Involvement (In Months)** |
| **Yes** | **No** |
| Feasibility Studies | 5% |  |  |  |
| Concept Design | 5% |  |  |  |
| Design Development | 10% |  |  |  |
| Tender Documentation | 15% |  |  |  |
| Construction   1. Piling 2. Demolition 3. Basement work 4. Superstructure 5. Architectural Work 6. M&E services 7. Landscaping work 8. External civil work | 50% |  |  |  |
| Completion   1. TOP Preparation | 5% |  |  |  |
| Completion   1. Hand over and run-in commission | 5% |  |  |  |
| Defects Management | 5% |  |  |  |
| **Total Involvement** | | | |  |

Name and Designation of Person to whom applicant reported to with respect to the role described above. Contact details to be furnished for purpose of verification, if need be.

|  |  |
| --- | --- |
| Name: | Designation: |
| Email Address: | HP No.: |

**Please describe the following key tasks in your mentioned projects.**

* Meet a minimum of 75% of the key tasks

|  |  |
| --- | --- |
| **Key task:** | Endorse contractual and tender documents for submission |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive strategies to optimise time, cost and quality |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Strategize processes and procedures to integrate overall project plan based on industry's best practices |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Refine integrated project plans based on the industry's best practices for project execution, risk management, safety management and quality assurance and control |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive compliance with relevant regulatory and legislative prerequisites in preparation for project execution |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Endorse project planning and execution documents for submission to relevant authorities |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive project progress and completion |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Oversee the management of stakeholders to obtain approval on variation order requests |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Establish connections with the various disciplines and project teams |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Establish quality control policies, processes and procedures in alignment with industry standards |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Oversee the management of requests and expectations of project stakeholders |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Oversee the acquisition of people and material resources to support the progress and completion of projects |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Oversee overall project delivery on time, cost and quality to maintain contractual, regulatory and legal obligations |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Endorse project completion documents for submission to relevant authorities |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive compliance with Workplace Safety and Health (WSH) policies and practices |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Establish organisational health and safety policies, processes and procedures in alignment with WSH policies and practices |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Recommend improvements based on WSH accident and incident findings and trends |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive organisational adoption of environmental sustainability and green building strategies |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Establish sustainable Business Continuity Management (BCM) plans to manage project crisis effectively based on industry's best practices |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive talent recruitment and development in alignment with organisational strategy |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive team performance to achieve project performance metrics |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Manage the financial inflow and outflow against allocated budgets and forecasts |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Develop relationships with prospective clients for business development opportunities |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Keep abreast of latest developments in the built environment trends and technologies |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Evaluate the benefits, trade-offs and impact of new technologies |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Lead the adoption of latest built environment technologies |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Drive a culture of continuous improvement to obtain time, cost and quality improvements |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Validate risk management plans and risk controls to ensure compliance with organisation's risk management framework |
| **Name of project:** |  |
| **Description** | |

**Please describe the following critical core skills in your mentioned projects.**

* Meet a minimum of 3 out of 5 of the critical core skills

|  |  |
| --- | --- |
| **Critical core skill:** | Developing People |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Critical core skill:** | Collaboration |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Critical core skill:** | Communication |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Critical core skill:** | Decision Making |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **General skill:** | Problem Solving |
| **Name of project:** |  |
| **Description** | |

**Please describe the following technical skills & competencies in your mentioned project.**

* Meet all the requirements of the compulsory skills and competencies
* Meet a minimum of 50% of the elective technical skills & competencies

|  |  |
| --- | --- |
| **Technical skill:** | Building Information Modelling Application (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Business Development (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Business Negotiation (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Condition-Based Assets Monitoring Management (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Construction Technology (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Continuous Improvement Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Critical Thinking (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Data Collection and Analysis (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Design for Maintainability (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Design for Manufacturing and Assembly (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Design for Safety (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Dispute Resolution (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Emergency Response Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Engineering Contract Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Green Building Strategy Implementation (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Incident and Accident Investigation (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Integrated Digital Delivery Application (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Manpower Planning (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | People Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Procurement Coordination and Policy Development (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Project Cost (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Project Feasibility Assessment (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Project Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Project Risk Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Quality System Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Regulatory Submission and Clearance (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Stakeholder Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Technical Writing (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Technology Scanning (Elective) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Value Engineering (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Workflow Management (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Workplace Safety & Health Culture Development (Compulsory) |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Technical skill:** | Workplace Safety & Health Framework Development & Implementation (Compulsory) |
| **Name of project:** |  |
| **Description** | |

**Consent & Declaration**

By providing your personal particulars in the form, you are allowing SPM to use the data to communicate with you and for all SPM related activities.

I hereby certify that information furnished hereinabove and, in the Form are true and accurate to the best of my knowledge. There should be no false claim or misleading information.

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**Instructions**

Please submit the following:

1. Completed Application Form
2. Education Qualifications
3. Professional Affiliations (if any)
4. Appendix - Professional Career Experience Gantt Chart
5. Appendix - Project Manager's Report

**Scoring Weightage (100%)**

1. Education – 1%
2. Additional Qualifications – 0.5%
3. Professional Affiliation – 1%
4. Project Experience – Contract Value (Aggregate of Best 5 Projects) – 1.5%
5. Duration of Involvement in Project – 1.5%
6. Project Type – 1.5%
7. Employment Service Type – 1.5%
8. Applicant’s Role in Projects – 1.5%
9. Stages of Involvement (to score on each stage involved in) – 10%
10. Key Tasks – 10%
11. Technical Skills and Competencies – 10%
12. Critical Core Skills – 10%
13. Written Report – 20%
14. Interview – 30%

**Fees**

Application fee $300

Reassessment fee $200

Annual renewal $200

**Payment Methods:**

1. Please make your crossed cheque payable to “Society of Project Managers”. Kindly indicate your name and contact at the back of the cheque and mail it to Macpherson Road Post Office, PO BOX 1083 S(913412)
2. Internet Banking Transfer to DBS Current Account 001-054-0840. Kindly indicate your full name as reference and send us a copy of the transaction details together to apm@spm.sg

**Enquiries**

For enquiries, please contact at (65) 6748 8306 or email [apm@spm.sg](mailto:apm@spm.sg)