Updating form for SPM Certified Project Manager (CPM)

Personal Particulars

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | Given Name: | | Date of Birth: |
| 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 |

**Update of Academic Qualifications (if any)**

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

**Update of Professional Affiliations (if any)**

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

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

**Project Factsheet**

* Please list at least 1 project >$10 million or 2 projects >$5 million each in last 5 years

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 PM Involvement Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stages** | **Involvement?** | | **Period of Involvement\* (In Months)** |
| **Yes** | **No** |
| Project Initiation (Land/Feasibility Study) |  |  |  |
| Project Planning (Scope, Masterplan, Design Brief) |  |  |  |
| Concept Design (More Feasibility Study) |  |  |  |
| Design Development (Schematic, Detailed Design, Authority Clearances) |  |  |  |
| Tender / Procurement (Procurement of Services, Tender Preparation) |  |  |  |
| Construction (Contract Administration, Supervision, Control) |  |  |  |
| Construction (Piling, Demolition) |  |  |  |
| Construction (Basement Work) |  |  |  |
| Construction (Superstructure, Architecture, M&E) |  |  |  |
| Construction (Landscaping Work, External Civil Work) |  |  |  |
| Completion (Commissioning, TOP, Handover) |  |  |  |
| Occupation & Operation (DLP, CSC) |  |  |  |
| Project Closure (Lessons Learnt, Final Accounts) |  |  |  |
| **Total Involvement** | | |  |

*\*Please state period of involvement if you are involved in only some stages of the project*

**Declaration of Project Management Practice & Experience**

In relation to the above-mentioned projects, my practice experience in the projects submitted in this form covers the following core areas of Project Management Competencies:

**Key Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Key Tasks** | **Do your projects cover the following areas?** | |
| **Yes** | **No** |
| 1 | Support the preparation of contractual and tender documents for approvals and submissions |  |  |
| 2 | Identify project requirements based on project size, scope and timeline |  |  |
| 3 | Manage the various disciplines and project teams to integrate overall project plans |  |  |
| 4 | Assess integrated project plans for project execution, risk management, safety management and quality assurance and control |  |  |
| 5 | Identify relevant regulatory and legislative prerequisites in preparation for project execution |  |  |
| 6 | Prepare project planning and execution documents for approval and submission in compliance with the relevant regulatory and legislative requirements |  |  |
| 7 | Prepare project progress reports |  |  |
| 8 | Prepare relevant documents to obtain approvals for variation order requests |  |  |
| 9 | Manage the various disciplines and project teams to work within the project timeline and budget |  |  |
| 10 | Manage quality standards based on established policies, processes and procedures |  |  |
| 11 | Conduct site meetings with the various project stakeholders |  |  |
| 12 | Manage overall project delivery on time, cost and quality to maintain contractual, regulatory and legal obligations |  |  |
| 13 | Prepare project completion documents for approval and submission in compliance with the relevant regulatory and legislative requirements |  |  |
| 14 | Ensure compliance with Workplace Safety and Health (WSH) policies and practices |  |  |
| 15 | Ensure inspections comply with organisational health and safety policies, processes and procedures |  |  |
| 16 | Evaluate records of accidents and incidents against WSH policies and practices |  |  |
| 17 | Adapt organisational environmental sustainability and green building standards and guidelines |  |  |
| 18 | Manage project crisis based on established sustainable Business Continuity Management (BCM) plans |  |  |
| 19 | Conduct scanning on latest developments in the built environment trends and technologies |  |  |
| 20 | Assess the viability of proposed continuous improvement initiatives to improve time, cost and quality |  |  |
| 21 | Implement risk management plans and risk controls in alignment with organisation's risk management framework |  |  |

**Critical Core Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Critical Core Skills** | **Do your projects cover the following areas?** | |
| **Yes** | **No** |
| 1 | Developing People |  |  |
| 2 | Collaboration |  |  |
| 3 | Communication |  |  |
| 4 | Decision Making |  |  |
| 5 | Problem Solving |  |  |

**Technical Skills and Competencies**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Technical Skills and Competencies** | **Do your projects cover the following areas?** | |
| **Yes** | **No** |
| 1 | Building Information Modelling |  |  |
| 2 | Condition-Based Assets Monitoring Management |  |  |
| 3 | Construction Technology |  |  |
| 4 | Continuous Improvement Management |  |  |
| 5 | Critical Thinking |  |  |
| 6 | Data Collection and Analysis |  |  |
| 7 | Design for Maintainability |  |  |
| 8 | Design for Manufacturing and Assembly |  |  |
| 9 | Design for Safety |  |  |
| 10 | Dispute Resolution |  |  |
| 11 | Emergency Response Management |  |  |
| 12 | Engineering Contract Management |  |  |
| 13 | Green Building Strategy Implementation |  |  |
| 14 | Incident and Accident Investigation |  |  |
| 15 | Integrated Digital Delivery Application |  |  |
| 16 | Procurement Coordination and Policy Development |  |  |
| 17 | Project Cost |  |  |
| 18 | Project Management |  |  |
| 19 | Project Risk Management |  |  |
| 20 | Quality System Management |  |  |
| 21 | Regulatory Submission and Clearance |  |  |
| 22 | Stakeholder Management |  |  |
| 23 | Technical Writing |  |  |
| 24 | Technology Application |  |  |
| 25 | Value Engineering |  |  |
| 26 | Workflow Management |  |  |
| 27 | Workplace Safety & Health Culture Development |  |  |
| 28 | Workplace Safety & Health Framework Development & Implementation |  |  |

**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 completed form and documents via either of the following:

**Email Address**

[apm@spm.sg](mailto:apm@spm.sg)

**Mailing Address**

Society of Project Managers

Macpherson Road P.O. Box 1083

Singapore 913412

**Enquiries**

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