Application form for Certified Project Manager (CPM)

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 Certified Project Manager (CPM) or Professional Project Manager (PPM) or Professional Project Director (PPD)

|  |  |  |
| --- | --- | --- |
| Name of Proposer: | Grade:  Certified Project Manager (CPM  Professional Project Manager (PPM)  Professional Project Director (PPD) | Accreditation No.: |
| Organization: | Phone: | Email: |
| Relationship: | | |
| Signature: | | Date: |

|  |  |  |
| --- | --- | --- |
| Name of Seconder: | Grade:  Certified Project Manager (CPM)  Professional Project Manager (PPM)  Professional Project Director (PPD) | Accreditation No.: |
| Organization: | Phone: | Email: |
| Relationship: | | |
| Signature: | | Date: |

**Eligibility Requirements**

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| --- | --- | --- | --- | --- | --- | --- |
| How many years of industry experience do you have?  (applicant should have a minimum of 5 years for degree and 8 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 3 years for degree and 3 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 >$10 million or 2 projects >$5 million each in last 5 years * Up to 5 projects will be assessed | | | | | | |

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 Certified Project Manager):

* At least 1 project >$10 million or 2 projects >$5 million each in last 5 years
* Up to 5 projects will be assessed

**Project Factsheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name & Description 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$): | |
| Employer’s Name: | | | | | | |
| 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 50%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 (for each respective project)

|  |  |
| --- | --- |
| **Key task:** | Support the preparation of contractual and tender documents for approvals and submissions |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Identify project requirements based on project size, scope and timeline |
| **Name of project:** |  |
| **Description** | |

|  |  |
| --- | --- |
| **Key task:** | Manage the various disciplines and project teams to integrate overall project plans |
| **Name of project:** |  |
| **Description** | |

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| --- | --- |
| **Key task:** | Assess integrated project plans for project execution, risk management, safety management and quality assurance and control |
| **Name of project:** |  |
| **Description** | |

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

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| --- | --- |
| **Key task:** | Prepare project planning and execution documents for approval and submission in compliance with the relevant regulatory and legislative requirements |
| **Name of project:** |  |
| **Description** | |

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| **Key task:** | Prepare project progress reports |
| **Name of project:** |  |
| **Description** | |

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| --- | --- |
| **Key task:** | Prepare relevant documents to obtain approvals for variation order requests |
| **Name of project:** |  |
| **Description** | |

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| --- | --- |
| **Key task:** | Manage the various disciplines and project teams to work within the project timeline and budget |
| **Name of project:** |  |
| **Description** | |

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| --- | --- |
| **Key task:** | Manage quality standards based on established policies, processes and procedures |
| **Name of project:** |  |
| **Description** | |

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| --- | --- |
| **Key task:** | Conduct site meetings with the various project stakeholders |
| **Name of project:** |  |
| **Description** | |

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

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| **Key task:** | Prepare project completion documents for approval and submission in compliance with the relevant regulatory and legislative requirements |
| **Name of project:** |  |
| **Description** | |

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

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| --- | --- |
| **Key task:** | Ensure inspections comply with organisational health and safety policies, processes and procedures |
| **Name of project:** |  |
| **Description** | |

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| --- | --- |
| **Key task:** | Evaluate records of accidents and incidents against WSH policies and practices |
| **Name of project:** |  |
| **Description** | |

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| **Key task:** | Adapt organisational environmental sustainability and green building standards and guidelines |
| **Name of project:** |  |
| **Description** | |

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| **Key task:** | Manage project crisis based on established sustainable Business Continuity Management (BCM) plans |
| **Name of project:** |  |
| **Description** | |

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| **Key task:** | Conduct scanning on latest developments in the built environment trends and technologies |
| **Name of project:** |  |
| **Description** | |

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| **Key task:** | Assess the viability of proposed continuous improvement initiatives to improve time, cost and quality |
| **Name of project:** |  |
| **Description** | |

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| **Key task:** | Implement risk management plans and risk controls in alignment 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 (for each respective project)

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

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

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

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

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| **Critical core 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 (for each respective project)
* Meet a minimum of 50% of the elective technical skills & competencies (for each respective project)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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| --- | --- |
| **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)

**Scoring Weightage (100%)**

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

**Fees**

Application fee $200.00

Reassessment fee $100.00

Annual Renewal fee $100.00

**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

**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)