

# Drive your Projects to Done





Center of  
**Applied Project  
Management**

# Assessment Guide

Certified Project Officer (CPO)

A Certified Project Officer (CPO) applies practical project management tools, techniques and methods according to the unique context of each project undertake.

They identify and respond proactively to project risks, opportunities and issues, while managing stakeholder communication throughout.

The following criteria would be required to demonstrate your competence and become a Certified Project Officer :

- **Project management knowledge** – your understanding of core project management concepts, tools, and the project lifecycle
- **Professional conduct and ethics** – your commitment to ethical, accountable, and professional behavior.

## 30 hours' project management knowledge

In order to demonstrate your **Knowledge** as a Project Officer, you are required to submit evidence with your application form for the CPO course. This evidence must include:

- A detailed description of the training program completed, including a link to a relevant webpage; AND
- The application form with the following information:
  - Your education experience

# Online Assessment guide

The Online Assessment aims at testing your knowledge of the course content presented in the units. For CPO, there will be 45 questions at the end of the course completion which you will be attempting in 60 minutes time limit.

You will have two re-attempts per question after which you will have to pay a minimal fee to attempt the questionnaire again. On completion of the questionnaire, you will receive a Score Report and your CPO Certification.

The assessments are timed and it is mandatory for you to attempt this questionnaire by yourself and without any support from other resources. Any disingenuous attempts will be under the examination of Center of Applied PM.

As part of the ethics conduct code, you will be asked to review and agree to the Center of Applied PM Code of Ethics as part of the certification process.



## Get in touch

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