

Drive your Projects to Done





Center of
**Applied Project
Management**

Assessment Guide

Certified Project Master (CPM)

A Certified Project Master (CPM) applies practical project management tools, techniques and methods according to the unique context of each project undertake. A CPM is a project leader and innovator. They identify and respond proactively to project risks, opportunities and issues, while managing stakeholder communication throughout.

Center of Applied PM uses a competency-based assessment model to determine whether a candidate meets the required standard for certification. This means candidates are assessed on their ability to demonstrate applied knowledge, real-world experience, and professional conduct, not simply on academic performance or theoretical understanding.

Unlike graded assessments, competency-based assessment is criterion-referenced: it measures whether you can perform to a defined standard in practice, not how you compare to others.

This approach reflects what employers and industries value most: reliable, demonstrated capability in performing the responsibilities of a project leader.

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

- 1. **Project management knowledge** – your understanding of core project management concepts, tools, and the project lifecycle
- 2. **Project management experience** – your track record applying that knowledge in real project settings
- 3. **Project management skills** – your ability to perform key tasks across project domains, assessed through structured interview questions
- 4. **Professional conduct and ethics** – your commitment to ethical, accountable, and professional behavior.

30 hours' project management education

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

- A detailed description of the training program completed, including a link to a relevant webpage; OR
- Completion of the Center of Applied PM - CPM course including passing the online questionnaire, AND
- The application form with the following information:
 - Your education experience
 - LinkedIn profile including your role, organisation, years of experience and company reference contact.

Center of Applied PM may directly contact your reference contacts to clarify any details of the experience stated.

Three years' project experience

In order to demonstrate your **experience** as a Project Master, you are required to submit evidence with your application that you have **minimum 3 years** full-time experience of working on projects, programs and/or portfolios.

In order to meet the minimum threshold of complexity, the projects, programs or portfolios of work you have led must involve:

- a full-time equivalent delivery team of three (3) or more people (including yourself as the project/program/portfolio manager)
- detailed project documentation at all stages
- formal governance structure (for example: a sponsor and/or governance group), and multiple, complex and dynamic stakeholder relationships.

Years of experience may be accumulated non-consecutively (for example, over six calendar years).

Online Assessment guide

The Online Assessment aims at testing your knowledge of the course content presented in the units. For CPO, there will be 65 questions at the end of the course completion which you will be attempting in 90 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.

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.

Case Writing

Your case writing assessment becomes available after completing of your online questionnaire. This written submission allows you to demonstrate how you've applied the tools and knowledge from your coursework in real project management situations.

You'll receive a case writing prompt based directly on the course content you've covered, such as project communication, stakeholder management, risk assessment, or other modules from your specific learning path. The assignment asks you to present a detailed case study showing how you've used course concepts, frameworks, and tools in actual project work.

This is your opportunity to showcase practical application of course learnings through authentic project experiences you've personally managed or contributed to significantly.

Once you gain access to the case writing assessment, you have a two-month window to submit your case assignment. After this period expires, you'll need to re-enroll and pay a fee to access the assessment.

For CPM, we'll focus on whether you understand and can apply basic concepts correctly.

- Have led at least one project from initiation through to close, or played a senior leadership role across multiple phases of a complex project or initiative
- Understand the strategic objectives, constraints, and risks associated with the project(s) you managed
- Took ownership of key delivery outcomes, including planning, execution, team coordination, stakeholder engagement, and change management
- Can reflect critically on your leadership approach and explain how your decisions influenced project success.

Your submission will be screened for AI-generated content and plagiarism before being assigned to one of our qualified assessors for evaluation. The assessment process typically takes between four to six weeks from submission to results.

If your case writing doesn't meet the required standards initially, you'll have two additional opportunities to resubmit - giving you three total attempts. Each resubmission involves a minimal processing fee that will be determined and communicated to you.

Should your submission not pass after all attempts, we'll provide feedback explaining what elements were missing or need improvement in your case writing. Our philosophy is supportive - we will provide guidance on areas for continued development.

Real Project Experience: You must write about an actual project where you had direct involvement—not theoretical scenarios, case studies from other sources, or projects you only observed. We're evaluating your personal application of project management principles.

Specific Details: Authentic cases include concrete details like actual timelines, budget ranges, team sizes, stakeholder names/roles, and measurable outcomes. Vague or generic descriptions suggest theoretical rather than practical experience.

Learning Integration: Clearly demonstrate how specific concepts from the course were applied in your project. Connect theoretical frameworks to real decisions you made or influenced..

Your case should tell a compelling story that showcases not just what you did, but why you made certain choices, how course concepts influenced your approach, and what you discovered through the process. Think of it as demonstrating your growth as a project management professional and your ability to apply learning in complex, real-world situations.

Confidentiality

While we prioritize maintaining the confidentiality of all information shared during assessment interviews, it's important to exercise caution regarding the disclosure of sensitive or secret information, as these interviews are recorded. Generally speaking, our focus is more on your approach to project management rather than the intricate details of the projects themselves.

If you have concerns about meeting the certification standard without sharing such details, we encourage you to contact us in advance so that we can make alternative arrangements that align with your unique circumstances.

Your Account & Privacy

We truly value your privacy and the security of your learning journey with us.

- Your Personal Learning Space: To get access to our programs, you'll simply need to sign up with a unique User ID and password and then purchase the program you're interested about. This creates your very own "Participant Account."
- For Your Individual Use: Your Participant Account is designed for your exclusive use as an individual learner. We kindly ask that you do not share your login credentials with others, as this is essential for maintaining the integrity of your learning experience and our platform.
- Maintaining Account Integrity: Please be aware that if we detect that your Participant Account is being used by multiple individuals or on multiple devices, your access may be suspended or terminated. This measure helps us protect our content and ensures fair access for all registered learners.
- No Resale or Sharing: You're prohibited from reselling, redistributing, sublicensing, or otherwise transferring our course content to any third party. It's for your eyes only, as part of your registered program.
- Your Responsibility: You are responsible for maintaining the confidentiality of your account details and for all activities that occur under your Participant Account.
- Our Promise (and What We Can't Control): We are committed to maintaining the security of our platform. However, we will not be held responsible for any issues or claims arising from the use or misuse of your Participant Account if such incidents are caused by:
 - The actions of a third party beyond our control.
 - Your failure to maintain the confidentiality and security of your account.

Pricing and Transaction Details

We aim for transparency and fairness when it comes to pricing your learning programs.

- Your Invoice: Once your payment is successful, you'll be able to view your invoice. It will also be emailed to your registered email ID for the program and will always be accessible in your Participant Account.
- Prices Can Change: Prices for programs, products, and offers on our website are subject to change without prior notice. However, the price you pay at the time of purchase for any course is guaranteed and will not change. Once your payment is processed based on the real-time program fees, that is the final price you are locked into. There will be no refunds or additional charges from our end.
- Pricing Errors: While we strive for accuracy, human errors, digital image issues, or technical glitches may occasionally lead to incorrect pricing. In such rare instances, the prices of programs and products on our website are still subject to change without notice. We are committed to resolving any discrepancies fairly.

Cancellation & Rescheduling

- By Us: We reserve the right to reschedule or cancel a session (online) due to unavoidable circumstances. We promise to communicate any necessary changes to you in a timely manner.
- By You: You must submit a cancellation request for a scheduled interview 2 days prior to the interview day. If you need to reschedule, please provide a valid reason!

Important Disclaimers

While our goal is to empower you, please note the following essential information.

- Intellectual Property - Ownership of Content and Usage Rights:
 - All course materials, including presentations, handouts, and videos, are protected by copyright and may not be reproduced or distributed without prior permission. This includes content owned by us, materials licensed from the Center of Project Innovation (CPI), and any third-party content referenced with attribution to the respective authors.
 - © [2025] [Adi Raheja and Co]. All rights reserved.
- Confidentiality:
 - We kindly request that you maintain the confidentiality of the course material, resources provided, and discussions throughout your program. This helps preserve the value for all our learners.
 - You are responsible for your own data security and protection, including your unique User ID, password, and other Participant Account data.
- Technology:
 - While we strive for a seamless experience, we are not responsible for all technical issues that might arise during course delivery. However, please know that we are here to support and help resolve any issues that are within our control.
 - We should not be held responsible for access issues stemming from:
 - Downtime of the server (though we work with reliable providers to minimize this!).
 - Lack of appropriate technology or internet access on your end.
 - Problems with the hosting platform that are beyond our direct control.
 - Technical issues related to specific software on your device.

- **Communities (User-Generated Content):**
 - When you use our discussion groups, chat rooms, message boards, blogs, virtual communities, and other collaborative spaces, you are responsible for the User Content you upload or post and the consequences of doing so.
 - We do not represent, warrant, or guarantee the truthfulness, accuracy, quality, or reliability of any User Content posted by others in these interactive services.
- **Professional Advice:**
 - Please understand that once you purchase or use our course, it does not establish any professional or legal relationship between you and us.
 - Our courses are for educational and informational purposes only and are not a substitute for professional advice. We encourage you to seek qualified professional guidance when needed.
 - You are responsible for deciding to sign up for the course.
 - You should also make sure for yourself that you meet the requirements of the course and that it aligns with your expectations.
- **Limitation of Liability**

Except where prohibited by law, we will not be liable for any indirect, incidental, special, consequential, or punitive damages, including lost profits, data, or goodwill, arising from your use of our programs, products, or services. Our total liability to you for any claim arising out of or relating to these terms or your use of our services will not exceed the amount you paid for the program giving rise to the claim.

Red Flags That Indicate Inauthentic Cases

- Overly perfect outcomes with no challenges or setbacks
- AI plagiarised content
- Vague descriptions without specific details, dates, or numbers
- Generic stakeholder titles without industry context
- Theoretical language rather than personal experience narrative
- No mention of course concepts or learning applications

Assessment Rubric

A rubric for assessment and case writing, usually in the form of a matrix or grid, is a tool used to interpret and grade candidates' work against criteria and standards. Rubrics are sometimes called "criteria sheets", "grading schemes", or "scoring guides".

A rubric makes explicit a range of assessment criteria and expected performance standards. Assessors evaluate a candidate's performance against all of these, rather than assigning a single subjective score.

A rubric is intended to:

- make candidates aware of all expectations related to the assessment task, and helps them
- evaluate their own work as it progresses, and
- help assessors apply consistent standards when assessing qualitative tasks and promote consistency in shared marking.
- The rubric shown on the following page is applied in assessing your interview.

In order to achieve this Certification, you need to be assessed as proficient (at a minimum) in ALL the listed criteria. Note that proficiency is generally considered to be a higher standard than a 70% examination grade.

Rubrics

Get in touch

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