

**Appendix (1)**

**Name of Candidate:**

**Date:**

**Organization:**

**Job:**

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*Each Applicant shall submit an Executive Summary Report of a maximum of 15 pages regarding their suitability for assessment based on the eligibility criteria.*

**The report shall include:**

**Part 1: Organization:**

- Company Details:

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- Industry:

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- Project types:

- Principal objectives of the organization:

- Business unit the applicant works in:

**MPC**  
**Executive summary report**

**Part 2: Details of Projects/ Programs/ Portfolio :**

one-page summary for each of the project(s) /programme(s) /portfolio(s)

S/N	Project/Program/ Portfolio	Summary	Time	Phase	Resources

**Part 3: The role of the Applicant:**

- **Organization chart:**
- **Applicant area of responsibility**
- **Overview of the used Project Management procedures**
- **The Applicant relationship with internal and external stakeholders**

**Additional requirements for Levels A and B:**

**Description of :**

- **how the candidate have led each project/ portfolio/ program?**

- how the candidate meet the complexity criteria for the level being applied for?

<b>Complexity of projects, programs and portfolios (table 3)</b>						
<b>Complexity Areas</b>	<b>Complexity indicators</b>	<b>Description of indicator</b>	<b>Score</b>			
			<b>VL 1</b>	<b>L 2</b>	<b>H 3</b>	<b>VH 4</b>
<b>a) Capability-based indicators</b>	1. Objectives and assessment of results (output-related complexity)	This indicator shall describe the complexity originating from vague, exacting and mutually conflicting goals, objectives, Requirements and expectations.				
	2. Processes, methods, tools and techniques (process-related complexity)	This indicator shall describe the complexity related to the number of tasks, assumptions and constraints and their Inter-dependence; the processes and process quality requirements; the team and communication structure; and the availability of supporting methods, tools and techniques.				
	3. Resources including finance (input-related complexity):	This indicator shall describe complexities relating to acquiring and funding the necessary budgets (possibly from several sources); the diversity or lack of availability of resources (both human and other); and the processes and activities needed to manage the financial and resource aspects, including procurement.				
	4. Risk and opportunities (risk-related complexity)	This indicator shall describe complexity related to The risk profile(s) and uncertainty levels of the project, program or portfolio and dependent initiatives.				
<b>b) Context-based indicators</b>	5. Stakeholders and integration (strategy-related complexity):	This indicator shall describe the influence of formal strategy from the sponsoring organization(s), and the standards, regulations, informal strategies and politics which may influence the project, program or portfolio. Other factors may include the importance of outcomes for the organization; the measure of agreement between stakeholders; the informal power, interests and resistance surrounding the project, program or portfolio; and any legal or regulatory requirements.				
	6. Relations with permanent organizations (organization-related complexity):	This indicator shall describe the amount and interrelatedness of the interfaces of the project, program or portfolio with the organization's systems, structures, reporting and decision-making processes.				
	7. Cultural and social context (socio-cultural complexity):	this indicator shall describe complexity resulting from socio-cultural dynamics. These may include interfaces with participants, stakeholders or organizations from different socio-cultural backgrounds or having to deal with distributed teams.				

Complexity of projects, programs and portfolios (table 3) - Cont.						
Complexity Areas	Complexity indicators	Description of indicator	Score			
			VL 1	L 2	H 3	VH 4
c) <b>Management and leadership based complexity indicators</b>	8. Leadership, teamwork and decisions (team-related complexity)	This indicator shall describe the management/ leadership requirements from within the project, program or portfolio. This indicator focuses on the complexity originating from the relationship with the team(s) and their maturity and hence the vision, guidance and steering the team requires to deliver.				
	9. Degree of innovation and general conditions (innovation-related complexity)	This indicator shall describe the complexity originating from the degree of technical innovation of the project, program or portfolio. This indicator may focus on the learning and associated resourcefulness required to innovate and/or work with unfamiliar outcomes, approaches, processes, tools and/or methods.				
	10. Demand for coordination (autonomy-related complexity)	this indicator shall describe the amount of autonomy and responsibility that the project, program or portfolio manager/ leader has been given or has taken/shown. This indicator focuses on coordinating, communicating, promoting and defending the project, program or portfolio interests with others.				
<b>Score</b>						
<b>Total Score</b>						

**Key:**

- Moderate Complexity: Score (16 – 24) = Level C
- Complex : Score (25 – 31) = Level B
- Very Complex : Score (32 – 40) = Level A

**MPC Decision:** The Applicant / Candidate certification level is: -----

**Note:**

these details shall be used by the Candidate as the basis for the Report

