

## The Information Systems Examination Board (ISEB)

### Certificate in Project Management for Information Systems

ISEB administers examinations and issues certificates in a variety of subjects in the field of Information Systems engineering. The Certificate in Project Management for Information Systems is intended for those who have a minimum of four years' experience in management and wish to obtain a formal Project Management qualification and for those who have been working in the information systems field and are about to take on project responsibilities.

#### Entry requirements

ISEB expects candidates to have previous experience or training in the fundamentals of man management, motivation, control, etc.. Candidates for the examination must have an adequate ability to communicate, orally and in writing, in English. In addition, they must either: a) have had a minimum of four years' experience in management and/or in information systems, and have attended training accredited to lead to the Certificate; or b) have had a minimum of three years' experience as a project manager.

#### Process

Assessment and examination of the candidate will be in three stages and, to be awarded the Certificate, candidates must perform satisfactorily in all three. Each stage must be completed in sequence.

##### 1a) Course work assessment

Candidates attending an accredited course should note that Course Directors are required to submit an assessment of each candidate. There are five assessments, which include an evaluation of the candidate's ability to prepare specified deliverables and an evaluation of interpersonal skills, demonstrated while carrying out the project management tasks.

##### 1b) Experience route

Candidates wishing to enter for the examination on the basis of previous project management experience should first register with the ISEB and submit two copies of a report on a project which they have managed. A line manager, or other responsible person, who is able to confirm the details, must validate the completed registration form. An assessment fee is payable to ISEB.

##### 2) The Written Examination

Of three hours' duration it typically comprises a scenario for which candidates will be required to produce various project plans and justify the choices made. The results of the examination will be sent direct to candidates by the ISEB about 8 weeks after the date of the examination. Candidates who fail the written examination will not be invited to attend the oral.

##### 3) The Oral Examination

Lasts for approximately 45 minutes and is conducted by two examiners appointed by ISEB. Candidates may be questioned on any of the topics in the syllabus and on their background qualifying experience. Results will be sent out within two weeks after the date of the examination. Candidates must take the oral examination within 12 months of the notification of the written examination result.

#### Qualification achieved

It is intended that Certificate holders will be competent in the basic skills of project management as defined in the ISEB syllabus, and be capable of taking responsibility for the life cycle of small to medium-sized projects. Holders will also be aware of, and competent to use, current techniques, methodologies and relevant tools.

### Foundation Certificate in Project Management for Information Systems

The Foundation Certificate in Project Management for Information Systems was released in March 2004 after continuing demand for qualifications in this field. It is intended for anyone involved in or affected by IT projects; this extends to users, buyers and directors.

#### Entry requirements

There are no prerequisites to taking the qualification, although it is expected that candidates will take a training course accredited by the ISEB. Written Examination: a one-hour multiple-choice examination.

#### Qualification achieved

It is intended that candidates will be able to demonstrate an understanding of the principles of project management, including planning, monitoring and control, change management, risk management and communication between all involved.

### Programme and Project Support Office (PPSO)

PPSO certificates are available at Essentials and Advanced levels.

They bring together all the really important technical and behavioural skills that PPSO staff are most likely to need.

#### Essentials Certificate

This Certificate is aimed at those new to PPSO work who will be operating at a relatively junior level. This examination is available as a computer-based exam.

On completion, candidates should be able to: demonstrate good understanding of the ten areas indicated in the syllabus; exhibit competence in the application of those techniques required to effectively support programmes and projects; show appreciation of the issues and challenges that face programme and project managers; set up and maintain service-level agreements for business-level and project-level services.

Experienced project support personnel may choose to take the Essentials exam directly.

It is a prerequisite that ALL candidates must hold the Essentials certificate to be able to sit the Advanced exam.

The accredited course leading to the Essentials Certificate is a minimum of 24 hours' training. Candidates will then be able to sit a one-hour multiple-choice examination.

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#### Entry requirements

The candidate should have a basic working knowledge of IT, and it is recommended that all candidates attend an ISEB-approved training course run by an accredited training provider.

#### Advanced Certificate

Entrants to the Advanced level must hold the Essentials Certificate. The Advanced Certificate is aimed at those who have a more strategic role to play in PPSO functions.

On completion candidates should be able to demonstrate good understanding of the ten areas indicated in the syllabus; exhibit competence in the application of those techniques required to effectively support programmes and projects; show appreciation of the issues and challenges that face programme and project managers.

#### Accredited Training Route for the Advanced Examination

Candidates applying for accredited training leading to the Advanced Exam must have the Essentials Certificate and be able to demonstrate two years' practical experience as a member of a PPSO.

#### Direct Entry Route for the Advanced Examination

Candidates applying for direct entry to the Advanced Examination must have achieved a pass award for the Essentials Certificate and supply a curriculum vitae and an appropriate reference as proof of experience.

The accredited course leading to the Advanced Certificate is a minimum of 32 hours' training. The examination is in two parts. The first part is a two-hour written examination. Successful candidates will then be invited to attend a 45-minute oral examination.

Both examinations may use PRINCE2 and MSP terminology in addition to generic terms.

For more details visit the qualification areas at: [www.iseb.org.uk](http://www.iseb.org.uk)