



INSTITUTE OF PROJECT MANAGEMENT PROFESSIONALS

REGISTERED PROFESSIONAL BODIES No.: PB, 68, 2016



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INSTITUTE PREAMBLE

All leading profession such as project management, have professional bodies to set standards, guide the member and raise the level of trust and confidence of the public in the profession. All members must express their commitment to the profession code of conduct when they join the profession and to subsequent changes to the code of conduct which may be agreed from time to time.

We, the Project Management Professional in Ghana to fully realize our purpose, do hereby adopt and establish the Institute of Project Management Professionals (IPMP) as the Project Management Professional Body as the guiding instrument of our profession in Ghana on the preamble below:

The demand for project management professionals and practitioners in Ghana is increasingly vital to many areas of business today as a result of organizations embarking on complex projects with the view of creating unique products and services. According to Ackah, D., (2016) in his research article titled "why many projects fail to complete in Africa", planning projects require Professional Competence Baseline (PCB) in scope, budget, schedule and

quality management which he described as the major project's constraints known as the project trapezium.

Again, (Ackah, D., 2016), in Africa, many government projects are not completed on schedule. This is because of delays which characterize projects in many places, including Ghana. For example, in the construction industry shortcomings like poor understanding of the project, lack of modern equipment, incompetent contractors, inadequate supervision, etc. result in delayed completion of projects, cost overruns and compromised quality.

All this happens due to its several circumstances, including political stability, relatively good governance and fast economic growth trajectory, Ghana is host to several and major development projects and landmark reforms. There is a plethora of on-going and competed projects which provide sufficient evidence of the characteristics that affect the fate of projects; hence many government projects suffer the peril of non-completion.

This situation is much pronounced in government roads and bridges projects,

hydropower projects, thermal power projects, housing projects, agricultural projects, policies, educational policies & programmes, and directly affects the lives of the people and the government's development agenda. The profession of project management is changing rapidly, and that organizations have evolved their ability to define and implement new areas of work, with more integration of project management principles and more focus on the long-term benefits.

Project management, then, is established as the preeminent method for making change in organizations and businesses and project, programme and portfolio managers are leading the way. The professionals of tomorrow will work in distributed environments with overlapping and often conflicting stakeholder interests, challenged with too much information and not enough communication and judged by their ability to deliver products or services that align with short- and long-term strategies, to deliver benefits (Ackah, D., 2016).

Ackah, D., (2016), the professionals of tomorrow will work in distributed environments with overlapping

and often conflicting stakeholder interests, challenged with too much information and not enough communication and judged by their ability to deliver products or services that align with short- and long-term strategies, to deliver benefits.

In order to avoid the menace of projects' non-completion, the root causes should be identified, which should help practitioners to adopt mitigating measures. Williams, J. M., (2016), in his research, "using an original database of over 14,000 small development projects in Ghana, it was estimated that, approximately one-third of projects that start is never completed, consuming nearly one-fifth of all local government capital spending".

The profession of project management has become a global one. Organisations frequently engage in projects, programmes and portfolios that cross organisational, regional and national borders. The modern manager must work with a wide range of partners outside of his/her organisation and with a broad array of factors including industry, culture, language, socio-economic status and organisation types. Project management has to be applied taking these contextual facets into consideration. Often these broader contexts are seen as the most critical success factors. The IPMP PCB emphasizes these challenges.

It will take IPMP three years to train project, portfolio and programme management professionals in Ghana on the institute's PCB to equip them with competency-based standards of practice in managing project, portfolio and programmes. With the IPMP PCB, a new standard is available.



INSTITUTE FORMATION

Sustainable Development Goals (SDG) 2030 is aimed at ending poverty, protecting the planet, and ensure prosperity for all, the practice of project management is becoming critical to the success of many development, government, and non-profit organizations (NGOs). With reduced budgets and increased demands from donors and other stakeholders, organizations need to incorporate the tools and practices of modern project management in order to achieve the expected results. Embracing and integrating formalized project management within an organization involves more than merely completing a training program.

Public and non-profit organizations are requiring licensed Project Management Professionals (PMP) as projects grow in complexity and donors demand transparency, accountability and efficiency. Project management skills are applicable to a growing range of development areas including: Education, Water and sanitation, Health, Agriculture and natural resources, Environmental, Fundraising, Nutrition, Advocacy, Emergency and Economic development. To be successful, organizations need to support project management from the top down and create a flexible framework consisting of practices, competencies, and techniques scaled to their specific project demands (Ackah, D., 2016).

In view of this, Institute of Project Management Professionals was established with the commitment of providing resources, develop knowledge and expertise to support development of Ghana in her efforts to achieve these ambitious goals by training and certifying project management professionals and practitioners in Ghana. The Institute of Project Management Professionals (IPMP) is a Licensing and Regulatory Professional Body in Ghana, incorporated under the Companies Code, 1963 (Act 179), and duly registered as a Professional Body in accordance with the provisions of the Professional Bodies Registration Decree, 1973 (National Revolution Council Degree 143) as Chartered Project Management Institute (CPMI) to train professionals in project management with Professional Bodies Registration No. PB 68.

The institute is approved by Ministry of Education through the Ghana Education Service (GES), a registered TVET Center and recognized professional body by Council for Technical and Vocational Education & Training (COTVET-Ghana), affiliate to National Board of Professional & Technical Examination (NABPTEX-Ghana), (Now merge as Commission for Technical and Vocational Education and Training - CTVET) for mentoring of its Professional Membership Examination.

PURPOSE

The purpose of the institute is to:

1. Conduct examinations for its members to test the competency level
2. Award membership of the Institute;
3. Evaluate the competency of persons engaged in project management
4. Award certificates of competency in the field of project management
5. Research and publish on matters relating to national project development, matters of professional's interest and all relevant reports with regards to national development





VISION

To train Project Management Professionals to become the national backbone of various countries, organization and ready to meet and overcome risks/ challenges.

MISSION

To promote and advance the science and practice of project management in the world especially enhance development in West Africa and foster the highest level of professionalism in project success.

OBJECTIVES

The Institute of Project Management Professionals was established under the laws of the Republic of Ghana by the Company Act 1963 (Act 179) and National Revolution Council Decree 143 with the objectives of:

1. Representation and Promotion of fundamental research of applications in the field of project management and its related filed.
2. Connecting the innovative capacity of project management professionals' steps towards self-reliance
3. Organizing, assessment, and quality control of project management services in Ghana, African and beyond.
4. Providing a platform for project managers, engineers, consultants & team members to share knowledge and contribute to National Development in Ghana, Africa and the World at large
Research, education, training, information, and consultancy services in project management and its related fields which are of interest to or concern project management.
5. Training professionals with skills in expediting by initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria.
6. General representation of the professionals in project management and its related field, in particular by sitting within any body in which the interests of project management could be concerned.
7. Eliminating the gaps between theory and practice helping to lift Ghana/Africa out of obscurity in areas of project management
8. The study of any question and the defense of interests concerning project management or its related field in general.



MEANS

To realise its objectives, the institute will in particular undertake the following activities:

1. Associating natural persons or legal entities with competency in or, in a more general manner, an interest in the field of project management and its related field.
2. Encouraging any form of partnership or of exchange and collaboration in the different fields of project management and related field.
3. Promoting research, whether fundamental or applied, training or information in the field of project management and, generally, in any field likely to concern project management, in any way possible, and in particular by means of various publications.
4. Initiating acquisitions in any group, foundation, institute, which already exists or is to be created and whose purpose is similar, related to or complementary to its own.
5. As a general rule, whether on its own account or for that of a third party, to initiate any operation, including sale of products and of services, which could be directly related to the objectives, or likely to facilitate or develop the realisation of these.



CORE VALUES – POCIP

The institute code of conduct supersedes any other document that regulates the conduct of members, their relationship or purpose to confer authority to Institute of Project Management Professionals or any structure falling under or formed by Institute of Project Management Professionals. The code of conduct binds the governing council and all other structures established by IPMP, whether under the code of conduct or any document purporting to confer such authority. The institute (IPMP) members subscribe to its core values known as POCIP:

1. Professional Competence and Due Care: Members have a continuing duty to maintain professional knowledge and skill at the level required to ensure that a client or employer receives competent professional service based on current developments in practice, legislation and techniques. IPMP Members should act diligently and in accordance with applicable technical and professional standards when providing professional services.

2. Objectivity: Members are obliged not to allow conflict of interest or undue influence of others to override professional or business judgments.

3. Confidentiality: Members are to respect the confidentiality of information acquired as a result of professional and business relationships and should not disclose any such information to third parties without proper and specific authority unless there is a legal or professional right or duty to disclose. Confidential information acquired as a result of professional and business relationships should not be used for the personal advantage of the IPMP Members or third parties.

4. Integrity: Members are to be straightforward and honest in all professional and business relationships.

5. Professional Behaviour: Members are to comply with relevant laws and regulations and should avoid any action that discredits the profession.

INSTITUTE STRATEGIC PLAN (2021 - 2028)

STRATEGIC GOALS

Consistently increase membership benefits and the membership base.

01

Increase the involvement and relevance of the IPMP Executive.

02

Improve financial sustainability and accountability.

03

Review, revise, and redesign the organization's professional learning program.

04

STRATEGIC GOALS

Devise and create a marketing plan and appropriate marketing materials for membership recruitment.	Development of annual meeting schedule for IPMP Executive.	Seek sponsorships and partners support (both in kind and financial).	Conduct review of Annual Conference and redesign (if required).
Create a key stakeholders plan for marketing and promotion.	Create additional Committees to work on IPMP future planning (eg Marketing and Business Development).	Create business plan for increased business development.	Expand international partnerships with key IPMP partners to promote other professional learning.
Devise a social media and marketing plan for membership recruitment	Increase the number of Country Chapters (CC's) and support CC's in their efforts to advocate and promote project management profession.	Apply for Grants, Tenders and Contracts.	Seek sponsorship and linking support for Annual Conference.

PROGRESS INDICATORS

<p>An increase in the number of marketing materials (both hard copy and electronic) for both members and the IPMP Executive.</p> <p>Development and implementation of: Marketing Plan, & Social Media Plan</p> <p>At least 3 new member benefits created annually.</p> <p>Examples may include: Monthly eNews</p> <p>Development of new publications eg. annual newsletter.</p> <p>Creation and update of regional member databases.</p>	<p>Meeting schedule created and meetings held (eg. bimonthly via Skype).</p> <p>An increase in the number of marketing materials (both hard copy and electronic) for both members and the IPMP Executive.</p> <p>An increase in IPMP membership by 80% collectively and annually.</p> <p>An increase in IPMP membership in each regional area by 5% annually.</p> <p>Formation of appropriate Committees and creation of: Terms of Reference Activity Plan for 2021 - 2028. Creation of at least 1 new Regional Office in 2025.</p>	<p>An increase in sponsorship (external) for 2015.</p> <p>An increase in the number of grants / tenders submitted.</p> <p>An increase in the number of joint proposals with IPMP partners.</p> <p>An increase in revenue for IPMP from 2021 - 2028.</p> <p>An increase in IPMP membership.</p> <p>Development and implementation of IPMP membership plan.</p> <p>Formation of appropriate Committees and creation of: Terms of Reference, Activity Plan for the year.</p> <p>The development of detailed reporting structures for all IPMP business.</p>	<p>An increase in the number of all IPMP professional learning.</p> <p>An increase in the number of jointly hosted IPMP and partner, professional learning.</p> <p>A review of current Annual Conference including:</p> <ul style="list-style-type: none"> Historical data and financials, Forecasting for the future, <p>Recommendations for the future</p> <p>Development and implementation of region specific, professional learning plans.</p> <p>An increase in requests for joint professional learning with IPMP partners.</p>
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INSTITUTE ORGANIZATIONAL STRUCTURE

The institute organizational structure has a defined organizational chart and logo which represents the human body in motion, and is depicted with enthusiasm, optimism, confidence and achievement.

Logo

The institute is a combination of text and visual imagery that serves two purposes. It tells members and the general public the name of the institute and it creates a visual symbol that represents the institute. The logo is always used in accordance on all promotion and is therefore connected with the seal of the institute on all certifications.



Organization Breakdown

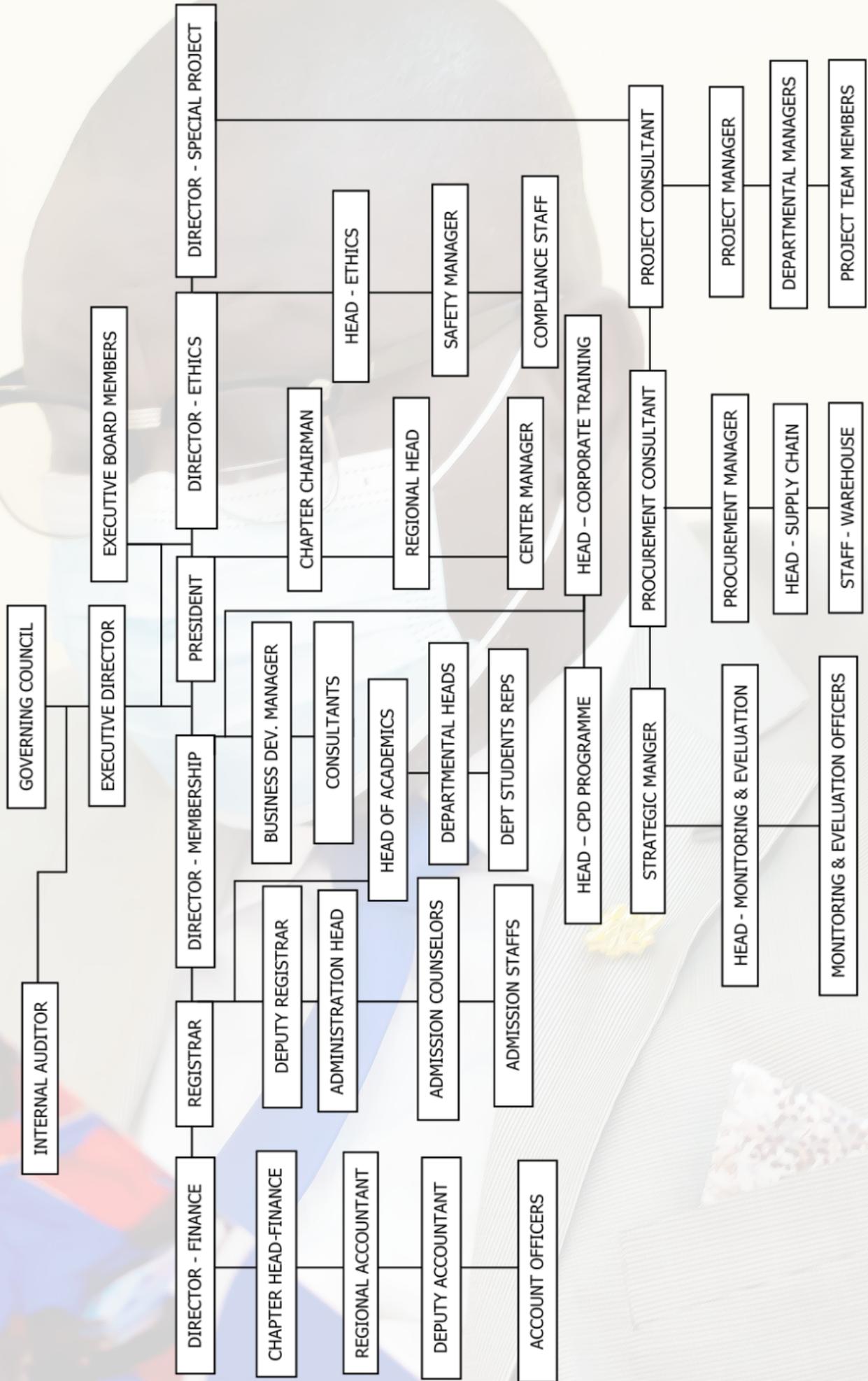
The institute Organizational Breakdown Structures (OBS) is an intuitive and reflection of the institute structure, one of the most common diagrams to illustrate the relationships among departments, superiors, and subordinates vividly and briefly. It defines a top-bottom, with icon list, architecture diagram which can automatically increase the vertical level. Its show the correlation among organizational unit in the form of graphics and provides great convenience for members and the general public to view detailed information on the institute organizational units as well as the associated position and personnel.

Purposes of Creating the institute Organizational Breakdown Structures (OBS) are to:

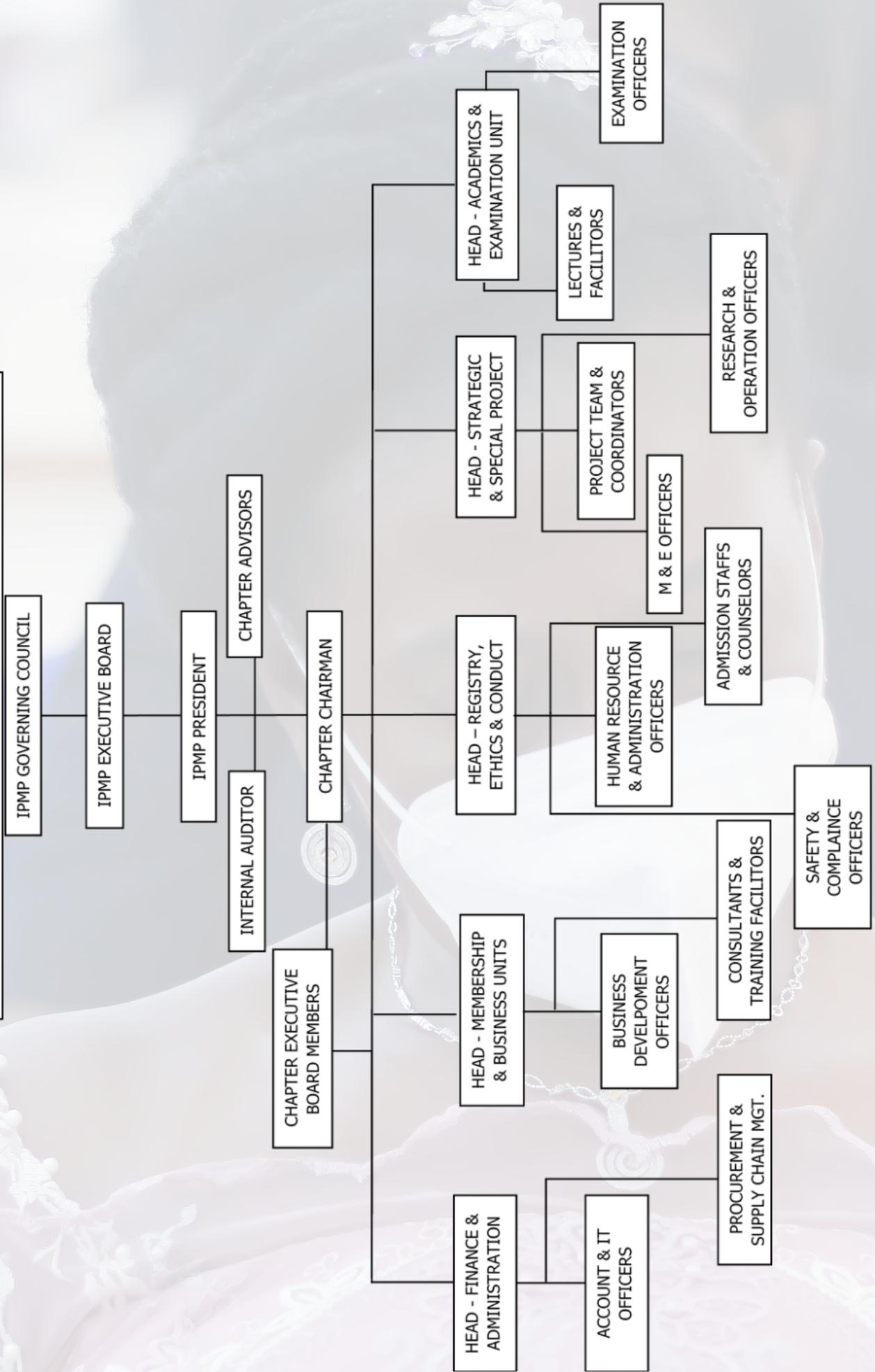
1. Display functional division, allows members and general public to know whether right and responsibility are set properly or not.
2. Tell if an executive is under the overweight workload, assist members and general public in finding if there is someone undertaking relevant work and staying idle.
3. Help executive members to identify if some talented workers haven't been able to draw out the best in themselves or from the membership body, and also to support executive members to notice if some unqualified person holds an important position.



IPMP ORGANIZATIONAL BREAKDOWN STRUCTURE (IPMP-OBS)



IPMP CHAPTER ORGANIZATIONAL BREAKDOWN STRUCTURE



GOVERNING COUNCIL

The governing council is the supreme authority of the institute and constitute ten members. After every four years, the new elected executive board members are mandated to put in place a new governing council according to the institute code of conduct.

The chair and deputy chair of the governing council is appointed by the members of the council in accordance with the provisions of the institute code of conduct. The governing council chair & vice council chair are confirmed on the individuals with over fifteen (15) years' working experience who have served in the position of Executive Director or Managing Director before a majority vote of the Governing Council.

The Executive Director, President, and Registrar by the virtue of their office are members of the governing council. Two (2) nominees from the membership body of the institute, and five (5) nominees who are academicians, industrialists, distinguished project management professionals from well-known Institutions/Industries/Research Organizations/ besides with evidence of experiences in executing five-billion-dollar project.



Professor Jonathan Annan (PhD)
Chairman



Professor David Asamoah (PhD)
Deputy Chairman



Dr. David Ackah (PhD)
Executive Director



Dr. Stephen Hammond (DBA)
President



Amina Sammo (PhD)
Registrar



Ing. Professor E. Effah Kaufmann (PhD)
President of Women in Projects (WiP)



Mrs Magdalene Ewuraesi Apenteng
Vice President of Women in Projects (WiP)



Engr. Dr. Gyamera Ankomah Ebenezer (PhD)
Member



Dr. Thelma A. Frimpong Mensah (DBA)
Member Council Member

EXECUTIVE BOARD

The Executive Board Members are the management Team responsible for the running of the day to day activities of the institute. The executive board constitute the executive director and the six voting members which include: President, Finance Director, Registrar, Ethics & Conduct Director, Strategic & Special Project Director, and Membership Director. The executive board constitutes the principal leadership of the Institute and speaks on behalf of the Institute to Government, institute bodies, groups, within or outside the institute

Bears the chief responsibility for overseeing the prudent use of the Institute's assets, approves written communication addressed to the members, whether signed by the President or by the officers, that states a formal position of the Institute or makes a formal request on behalf of the Institute. Determines the Institute's membership terms and fees, and ensures that the annual conference decisions are executed and it is invested with the most extensive powers to carry out or authorize any actions which are not exclusively the reserve of the annual conference and which are in compliance with the institute's objects.

Within this framework, the executive board has notably, the power to transfer the registered head office of the institute to any other location within the same region or city, to approve new members and, if necessary, to pronounce exclusions.



Dr. David Ackah (PhD)
Executive Director



Dr. Stephen Hammond (DBA)
President



Dr. Hajia Amina Sammo (PhD)
Registrar



Dr. Gabriel Odeh Apotey (PhD)
Director Finance



Lawyer Samuel Atukwei Quaye (Esq)
Director, Ethics & Conduct



Daniel Opoku-Mensah (FPMP)
Director, Special Projects



Dr. Prince Elisha Nsiah-Asamoah (PhD)
Director, Membership

WIP EXECUTIVE BOARD

Members of the Women in Project (WIP) Executive Board are required to represent and advise WIP in all matters, as well as timely and in the best possible way to communicate activities conducted under the WIP and to report on the work of the WIP to all stakeholders. One person is appointed as the President of the WIP through congress election. The mandate of the WIP President lasts for two years and one person may be elected to a maximum of two mandates, but can also, in exceptional cases or violations of the WIP Rules of Conduct, be dismissed. In that case, the WIP Vice president steps in until the next elections. The new President is elected within the maximum of two weeks at an emergency meeting of the WIP Executive Board with a majority votes of remaining members and is approved by the WIP Members and the IPMP Executive Board.



**Ing. Professor Elsie
Effah Kaufmann (PhD)**
President



**Mrs Magdalene
Ewuraesi Apenteng**
Vice President



Sylvia Sinkari Sam
Secretary



Dr. Hajia Amina Sammo (PhD)
Treasurer



Victory Adzo Bansah
PRO

THE YC EXECUTIVE BOARD

Members of the Young Crew Executive Board are required to represent and advise Young Crew in all matters, as well as timely and in the best possible way to communicate activities conducted under the Young Crew and to report on the work of the Young Crew to all stakeholders. One person is appointed the President of the Young Crew through congress election. The mandate of the Young Crew President lasts for two years and one person may be elected to a maximum of two mandates, but can also, in exceptional cases or violations of the Young Crew Rules of Conduct, be dismissed. In that case, the Young Crew Vice president steps in until the next elections. The new President is elected within the maximum of two weeks at an emergency meeting of the Young Crew Executive Board with a majority votes of remaining members and is approved by the Young Crew Members and the IPMP Executive Board.



RICHFIELD ANLIMAH QUARSHIE
President



FRANK ASSENSO
Vice President



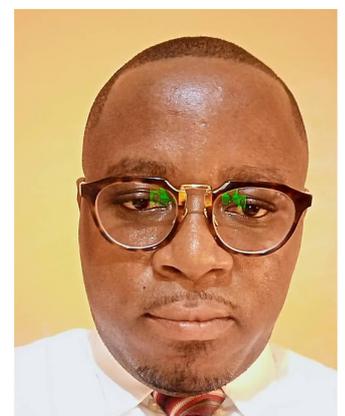
LYDIA SAFOA
Secretary



PATRICIA NELSON
P.R.O



KENNETH OSEI-ANSONG
Treasurer



RICHARD JONES ASASE
Project Coordinator



MEMBERSHIP CONDITION

For admission as an active member, the following conditions must be met:

1. Agree with the aims of the Institute and be a natural person settled in a Ghana, Africa and beyond.
2. Hold a position of responsibility, a function, competency or a qualification in the field of project management and its related field, and exercise one's professional activities in project management and its related field.
3. Applicants have to be approved by the membership committee in consultation with the executive board. The board's decisions on the subject are final.
4. In any case, at the annual general meeting, the membership director in consultation the executive board informs members of memberships accepted during the past year.

MEMBERSHIP LOST

1. Through death of a natural person or dissolution of a legal entity for whatever reason.
2. Through resignation. Any member of the institute has the right to resign; to that effect, the interested party should notify the executive director of his decision, giving at least one month's notice, by registered letter with acknowledgement of receipt.
3. Through exclusion pronounced by the Director of Ethics and Conduct in consultation with the executive board for non-payment of the membership fee, infringement of the present Articles of Institute, or the possible internal rules and regulations, or on serious grounds. The interested party will have been invited, beforehand, to appear before the Ethics Committee to give an explanation. Each IPMP member is subject to disciplinary responsibility under the code of conduct. In the case of violation of any aspect of the code of conduct, the Director of Ethics & Conduct in consultation with the Executive Board will impose on a member:
 - a) A query (eg. For non-payment of the membership fee, dues, conference fees, attending continuous professional development three times annually, not obeying the POCIP, or IPMP social media platforms regulations)
 - b) A suspension (for unauthorized release of information on behalf of IPMP).
 - c) In the case of severe violation, the individual membership (person violating the code of conduct) shall automatically be revoked from IPMP membership body and will be notified in written form attached with an explanation of violation that led to the revocation.
 - d) The decision to revoke a membership shall be made only by the Director of Ethics & Conduct in consultation with the Executive Board with a majority vote, and the member has one-month ultimatum to file a written complaint for the decision to be reevaluated, after which the decision becomes final.

4. Through loss of one the conditions of admission.

5. A person whose membership has been lost through the above sections of the code deprives himself or herself of the right of been a member.

MEMBERSHIP ROUTE

The Institute of Project Management Professionals have two routes of becoming a member. Candidate who has at least four years working experience in the Project Management field, have the opportunity of becoming a member of the institute.

- **Membership via Academic Study (MVAS):** One can become a member through studying the institute professional academic programmes to go through the tuition and write the Certification Examinations.

- **Membership via Experience (MVE):** There is also an alternate route of becoming a member of IPMP through the assessment of relevant Project Management Work Experience. It recognizes and credits relevant project management experience, it provides a route for full members who do not have the time to go through the tuition and write the certificate examination because of pressing work responsibilities.

Active Membership: Active members will be those who fulfil the conditions provided for in the present Code of Conduct Articles of Institute; they have voting rights at general meetings they can be members of the Executive Board and they pay to the institute the subscription provided for by the present Articles of Institute. The Active Membership consists of the following:

1. Eligibility: Active Membership in the institution is open to all professionals who are approved by IPMP regulation.

2. Dues: Membership dues are payable to the institution, with terms and rates fixed by the Executive Board.

3. Privileges and Benefits of Membership: The Privileges and Benefits of Active Membership are defined by the Executive Board. They include the right to vote in elections for members of the Executive Board and discounted fees for selected events.

4. Continuous Professional Development: Members activeness including attending the institute continuous professional's development three times annually

5. Annual Conference: Members activeness including attending the institute mandated Annual Conference which is an organ of the institute.





MEMBERSHIP STRUCTURE

IPMP has three categories with nine grades of membership levels based on experience, responsibility and education. The membership of the institute is consists of categories with nine levels which are as follows:

Foundation Level is made up of the following:

1. Student Member (Certificate): This Level is open to all individuals yearning to be relevant in all fields. The objective of this qualification is to empower and increase the knowledge, skills and confidence of people at various areas.

2. Associate Member (Advance Certificate): This Level is built on the knowledge gained from studying the certificate, although students with Diploma in Project Management from a recognized educational institution and professional body with one or two experiences and knowledge shall be exempted to begin their studies at this level. Membership at this level grant the permission to use the prefix **APMP** after his/her names after successfully meeting the requirement of the level and the institute.

3. Full Members (Professional Diploma): This Level is built on the knowledge gained from studying the Advance Certificate Level, although students with Advance Diploma (HND) in Project Management from a recognized educational institution and professional body with two- or three years' experiences and knowledge shall be exempted to begin their studies at this level. The course is of benefit to those in middle management positions who seek to develop a more strategic view of Project Management operations. It will give them the capability to review and modify operational activities. Students also gain an understanding of key areas from an international viewpoint. Membership at this level grant the permission to use the prefix **MPMP** after his/her names after successfully meeting the requirement of the level and the institute.

Intermediate Level is made up of the following:

1. Chartered Member (Professional Advance Diploma): This Level is aimed at giving senior managers and leader's strategic management and decision-making skills to enable them stimulate to the highest levels of success and impact. Membership at this level shall be granted the permission to use the prefix **ChPMP** after his/her names after successfully meeting the requirement of the level and the institute.

2. Master (Professional Graduate Diploma): This Level includes Organisational Building & Structuring. Students are expected to become familiar with analytical concepts and to use them in their management role. They will be aware of ethical issues, sustainability, and global environmental issues. Students will develop skills and research methodology and importantly must produce a work-based project. Membership at this level grant the permission to use the prefix **MhPMP** after his/her names after successfully meeting the requirement of the level and the institute.

3. Consultant/Engineer (Professional Post Graduate): Members at this level uses analytical concepts in their research experience. They are to be aware of managerial decision making, project performance, sustainability, and global environmental issues. Member candidate must be able to develop skills and research methodology and importantly must produce a work-based project. Membership at this level grant the permission to use the prefix **CPMC** after his/her names after successfully meeting the requirement of the level and the institute.

Professional Level is made up of the following:

1. Fellow Member (Professional Doctorate): This level of membership grade does not require any professional examination but requires industrial experience of executing one-billion-dollar project as a project consultant, project manager, and a team member on the project board. Applicant should hold a Master's Degree from recognized academic institutions or fellow from recognized professional body with 20 – 25 years working experience as a project consultant and been able to execute one-billion-dollar project contract before applying for this membership. Membership at this level grant the permission to use the prefix **FPMP** after his/her names after successfully meeting the requirement of the level and the institute.

2. Distinguished Fellow Member: This level of membership is the highest grade of membership and does not require any professional examination but requires industrial experience of executing five-billion-dollar project as a project consultant, project manager, or team member on the project board. Applicant must hold a Doctorate Degree from a recognized academic institution with over 30 years working experience as a project manager or Project Consultant before applying. Membership at this level grant the permission to use the prefix **DhPMP** after his/her names after successfully meeting the requirement of the level and the institute.

3. Honorary Fellow: The Honorary Fellow is granted to individuals whose expertise is not only limited to high records of academia but with a vast working experience in executing project. Although the individual may not necessarily need to first be IPMP Fellow, the individual must meet the primary criteria established for IPMP Fellowship: having made a significant development and/or outstanding contribution to the advancement of the profession, the project management industry. Membership at this level grant permission to use the prefix **FhPMP** after his/her names after successfully meeting the requirement of the level and the institute.

MEMBERSHIP BENEFITS

Members are to meet certain standards of achievement based on a combination of academic qualifications and knowledge gained through relevant experience, also be able to demonstrate a high level of achievement and exceptional professionalism in relation to project management profession. Being a member of IPMP will provide you with following benefits:

- 1. Independent and external recognition for your qualifications and achievements. It also provides valuable ways for you to focus on maintaining and enhancing your technical and professional skills and knowledge.**
- 2. IPMP support this intent by providing you with a professional development roadmap linking IPMP membership and professional registration with staged recognition leading to IPMP Fellowship.**
- 3. The institute Membership build on your employer's current Continuing Professional Development (CPD) recording processes.**
- 4. Granted the permission to use the prefix after their name (s) as designation, gain Professional Recognition to manage both private & public project, improve their Project Management skills in bidding for government project contract, boost their career earnings in project management, raise their confidence & competence level in managing projects, and improve their career progression and have the potential to earn a high salary.**
- 5. Be able to work anywhere of their choice, internationally – because of our world-class reputation, have flexibility in their career choice and work in any business sector from the financial services, public practice to institute sectors, be part of a global professional body with a reputation for driving global standards of professionalism, ethics, integrity and accountability, have access to a range of world-renowned technical materials and research as well as comprehensive resources designed to support their continuing professional development (CPD) including: Free access to project management books and jobs adverts posted by top employers**
- 6. Free access to project management standards, technical update, access to exclusive online and face-to-face learning opportunities, further project management qualifications from ipmp, as well as from reputable academic and professional partners, and other national project management bodies will recognize your member status.**

MEMBERSHIP OBLIGATION

Standards of Professional Conduct: Members exercise relevant competence in accordance with the institute's professional standards and qualifications, as underpinned by the membership and the Professional Competence Baseline Framework. Members also observe the various requirements of this code at all times, act with integrity in relationships with other professionals, both within and outside the institute, as well as with non-professionals and the wider public, have due regard to public health, safety and the environment; and ensure that they have knowledge and understanding of relevant legislation, regulations and standards and comply with such requirements. In paragraph 'Relevant' means the standard of competence reasonably expected of a member of IPMP when practicing as a project manager, or undertaking other functions in the sphere of project management.



Personal Responsibilities: Members have personal responsibilities which go beyond those immediately implied by their contract with employers or clients. Members should:

a) Act honestly and promptly and in such a manner to ensure that their client is not misled, offering appropriate professional advice and guidance, and respect the confidentiality of their client information.

b) Act in the best interests of their employer and clients in all business and professional matters, taking account of the wider public interest concerns and those of any employee or colleague;

c) Exercise sound judgment and professional discretion to ensure the public interests are

safeguarded, and ensure that their professional skills are kept up-to-date and enhanced by continuing professional development (CPD), training and education through the IPMP CPD scheme;

d) Claim expertise only in areas where their skills and knowledge are demonstrably adequate, declare and appropriately manage all matters which are, or could be construed as, a conflict of interests.

e) Not to give or accept any gifts, payment or inducement of more than nominal value to or from people with a business relationship with employers or clients, nor accept inducements from third parties, and be accurate in reporting and realistic in forecasting, accept responsibility for their actions; and act with due skill, care and diligence

Responsibility to the Profession and to the Institute:

Members have a responsibility to promote the profession in the best possible manner at all times. Conduct themselves in such a way as to uphold and enhance the standing and reputation of the profession. Uphold the values and mission of the institute and behave in a way which enhances the reputation and credibility of themselves, their employer and the institute, and co-operate fully with the institute, and submit promptly any information the institute may reasonably require. Refrain from ascribing views to, or speaking on behalf of, the institute unless authorised to do so, encourage and assist the professional development of staff and colleagues; and report breaches of this code to the chief executive of the institute

Standards for Ethical Conduct: Professional ethical behaviour is about doing things 'right' so that it complies with the norms of ethical

behaviour and public interest such that it could, if necessary, withstand intense public scrutiny. Project professionals have a duty to report observations or concerns about ethically questionable behaviour so that they can be properly investigated and resolved.

Membership Obligation: Duties to pay dues & subscription, attend meetings of the institute, respect the code of ethics of the institute, defend

the Name of the institute, and serve a good public image of the institute, attend to conference and any event organized by the institute, do not use the image of the institute for private or personal gain, attend the institute continuous professional's development three times annually, and ready to serve on the institute mandated, adhoc or steering committee when the need arises.

MEMBERSHIP EXEMPTION

Level 2 (Associate): Individuals with Diploma in Project Management from a recognized academic institution or professional body with two- or three-years' working experiences and knowledge as a project team member will be granted exemption to the level of an associate.

Level 3 (Full Member): Individuals with Higher/Advance Diploma in Project Management from a recognized academic institution or professional body with four to five years' working experiences and knowledge as a project team member will be granted exemption to the level of a full member.

Level 4 (Chartered): Individuals with Bachelor's Degree in Project Management from a recognized academic institution with six to seven years' working experiences and knowledge as a project manager will be granted exemption to the chartered level.

Level 5 (Master): Individuals with Master's Degree in Project Management from a recognized academic institution with five to six years' work experiences and knowledge as a project manager will be granted exemption to the level of a master project management professional.

Level 6 (Consultant): Individuals with Master's Degree in Project Management from a recognized academic institution with seven to ten years' working experiences and knowledge as a project manager will be granted exemption to the level of a project consultant or engineer.

Level 6 (Consultant): In the case of individuals with Master's Degree in any other area not

project management related from a recognized academic institution with twenty to twenty-five years' working experiences and knowledge as a project manager, project consultant, project director, or member of the project board and been able to execute project contract within the project management framework before applying for this membership will be granted exemption to the level of a project consultant or engineer.

Level 7 (Fellow): Individuals with Master's Degree in Project Management from a recognized academic institution with twenty to twenty-five years' working experiences and knowledge as a project consultant, or project director, or member of the project board and been able to execute one-billion-dollar project contract before applying for this membership will be granted exemption to the level of a fellow.

Level 8 (Distinguished Fellow): Individuals with Doctorate Degree from a recognized academic institution with twenty to twenty-five years' working experiences and knowledge as a project consultant, or project director, or member of the project board and been able to execute five-billion-dollar project contract before applying for this membership will be granted exemption to the level of a distinguished fellow.

In the case of individuals with Bachelor's Degree in any other area not project management related from a recognized academic institution with two to nineteen years' working experiences and knowledge as a project team member, project manager, project consultant, project director, or member of the project board and



been able to execute project contract within the project management framework before applying for this membership will be granted exemption determined by the membership committee or the executive board.

In the case of individuals with Master's Degree in any other area not project management related from a recognized academic institution

with two to nineteen years' working experiences and knowledge as a project team member, project manager, project consultant, project director, or member of the project board and been able to execute project contract within the project management framework before applying for this membership will be granted exemption determined by the membership committee or the executive board.

MEMBERSHIP PROGRAMME

The Institute is aimed at promoting and furthering the cause of high professionalism in the practice of Project Management through life-long learning. IPMP's programmes are designed to:

- Raise standards of professional practice in support of better Portfolio, Programmes, Projects and Business performance,
- Provide a development path for individuals, and a recognized qualification and award route, which form the foundation for a number of professional qualifications including the Full Project Management Professional (MPMP), Chartered Project Management Professionals (ChPMP), Master Project Management Professionals (MhPMP), and the Certified Project Management Consultant (CPMC) Awards.

The Institute's Professional Membership Qualifying programme was revised and expanded to reflect the philosophy of ensuring every candidate registered into IPMP's licensing programme has acquired adequate knowledge and competency of the level of a master's degree before being admitted into the professional licensing programme of the Institute.

Programme Philosophy

1. The Institute's programmes are tailored to produce and ensure professionals who are:
2. Theoretically knowledgeable;
3. Technically competent,
4. Practically and professionally-oriented; and
5. Ethically guided in practice.

The following services shall be rendered by the Institute: –

- **Failure Report:** Students who fail a subject may request a detailed report. This report shall contain indications by the examiner regarding the reasons for failure. Written requests must reach the Office of the Registrar together with the relevant fee within three weeks after results are released.

- **Model Question Papers:** Students may purchase model examination papers from the

Institute.

- **Remark of the examination script:** Students who achieve a mark between 45% and 49% may request that their scripts be remarked. Written requests must reach the Office of the Registrar/CEO together with the relevant fees. Requests for model/past papers and reports must be made in writing and must be accompanied by the relevant fee. Students may also purchase suggested solutions for model/past papers from the Institute.

- **Subject Syllabuses:** Detailed syllabus as contained in the exams guide, maybe reviewed without notice.

- **Lists of prescribed and recommended textbooks:** Details of recommended textbooks are given at the end of each subject syllabus.

- **Academic Statements:** Irrespective of the number of subjects passed, a student may request a detailed academic statement, reflecting the subject(s) he/she has already passed. This statement will be printed on an official IPMP letterhead and is issued for a fee. The Institute will accept written or telephonic requests. The institute will advise students of their marks, per question-whether the subject has been passed or failed. Written requests must reach the Office of the Deputy Registrar/Executive Director together with the relevant fee.

- **Examiners' Reports:** Examiners' comments on various aspects of the examinations shall be published regularly.

- **Membership publications:** Students may subscribe to the "Ghana Management Review" at a reduced rate.

• Entering for Examinations

1. Only registered students will be allowed to enter the examinations.
2. Students are to complete an examination entry form in full.
3. Submit the form together with proof of examination fee.

4. The admission form will indicate the subject(s) a student has entered for,
5. Students must take their student's valid identity documents to the venue.

● **Cheating During Examinations:** Should a candidate at an examination be found cheating, his or her entry to that session of examinations will be cancelled and appropriate disciplinary action will be taken by the Institute.

● **Cancellation of Examination Entries**

1. You may cancel your entry due to illness or family bereavement in which case supporting documentation is required by the Office of the Deputy Registrar/Executive Director.
2. Your cancellation request must reach us on (or before) the examination date.
3. You will be required to re-enter for your cancelled subject(s), in the usual way (by completing an examination entry form).

● **Examination Venues**

1. The Institute shall arrange for students to write examinations in approved venues. Students are expected to travel to these venues to write examinations.
2. Special examination facilities for disabled students can be arranged. You should write to us as soon as your registration confirmation has been received.

Programme Objectives

The institute Professional Graduate Certificate in Project Management helps enhance the prospects of a promotion for those already in project management or those aspiring to a senior project manager position. Project management skills are highly regarded in all industries. The ability to lead, plan, and execute projects to stringent deadlines and budgets is a primary skill in all areas of work. Those who can demonstrate competence in this area are considered attractive to prospective employers.

Project management Professional qualifications are highly regarded all around the world because they provide a versatile range of skills for managing change and achieving project

goals in any industry or business. As commercial projects typically require a range of resources and stakeholders to be managed, quality project management courses include everything from setting and tracking goals to leadership and risk management. Armed with the specific yet widely applicable skills provided in project management qualification, you're able to assist both your employer and clients in achieving their business goals on time and within budget, whether you're a project manager or in senior management.

A project management qualification equips you with strong planning abilities, including the capacity to set clear goals and realistic objectives, along with a schedule with specific stages to achieve the project goals. Budgeting, time frames, and resource estimates are typically covered by project management courses. You'll learn skills for not only setting goals for achievement within a realistic budget and time, but also for reviewing and vetting costs and resource estimates. Project managers deal with multiple work streams on a daily basis. A good project management course gives you the competencies to priorities competing interests at each project stage, so that you can maintain high standards, best practice, and high customer satisfaction levels.

Upon completion of this programme by project management professional and practitioners are expected to:

- Setting project goals and objectives to effective management throughout each project stage and enhance communication
- Leadership skills and stakeholder management, documentation & records, and effective resource management
- Mastering information systems, managing changes and project risk, and widely applicable tools and techniques

Learning Methodology

The professional core learning methodology for Institute of Project Management Professionals includes BRICS model, BBRIICCSS (BRICS) is a uniquely designed professional teaching learning methodology designed for the distance and online learning program where student member will learn

the subjects in blocks. Block based learning is dedicated learning of one subject at a time, which focuses on more immersed learning. Structured program with dedicated Student Mentor support guarantees your success. Starting from orientation till your graduation, your success is taken care by committed and customer centric team.

a) Follow Structured Deadlines: When and where you learn is up to you, but weekly assessment deadlines will ensure that you review materials, understand a topic, and develop consistent study habits. Academic calendar guides you and our student mentors are available to help keep you on track toward graduation, too.

b) Participate in weekly discussions: You'll never feel like you're learning alone. Each week, you'll chat with other students in your courses through message-board discussions. Ask questions, seek clarification, gain different perspectives, and broaden your own views. Members will be available to help guide the discussions.

d) Learning via Case Studies: Learning outcomes becomes very high and students becomes more knowledgeable via case studies. Easy way of learning concepts or logics from cases, motivates the students and increase

their practical knowledge. Leads to higher job opportunities for the IPMP students.

e) Apply what you learn to the real world: Capstone project has a purpose. You'll gain skills and knowledge that many employers look for. Examples include building strategic operating plans and analyzing financial documents for business students, or developing change strategies for improving the care environment for nursing students. Plus, you'll be able to apply what you're learning to your day-to-day career.

f) Learning from recent researches: Today's fast changing world, learning from recent researches is as important to learn from peers and different sources. We provide opportunities to students to do article review in structured format with defined learning outcomes.

Learning Management System

1. IPMP learning platform provides a rich teaching and learning experience
2. LMS allows students to access core course information, submit assessment, communicate with peers and members and participate in online activities
3. It includes a wide range of tools which is used to support learning and teaching
4. It is an interactive platform which acts as a bridge between learner and members.
5. IPMP has setup worlds no.1 LMS: Moodle





METHODS OF ASSESSMENT

We believe that our members' competencies can best be evaluated through the following, however the Professional Academic & Examination Committee determines which of these methods to use for each course:

a. Performance-Based Assessment (PfA): A member is given a task to perform and a standard rubric is used to assess his/her performance on the task.

b. Portfolio-Based Assessment (PtA): A portfolio serves as a compilation of members' work meant to show growth over time. Instead of grading members solely on standardized professional membership examination, the portfolio-based assessment is used by the members and Professional Academic & Examination Committee to keep track of member progress on hands-on activities from level to levels throughout their learning process. At the end of each membership level, it is the job of the Professional Academic & Examination Committee working with that member in the course to assess how far the member has come and then to award the necessary grades according to the level of competence achieved. Portfolios could include short videos of each member performing a particular task, and/or could be detailed instruction manuals about how to perform a particular task methodically. *Key components of the Portfolio – Based Assessment are Exhibitions and Demonstrations.*

● **The Exhibitions:** Exhibits are a great way for students to take ownership of their learning. Each exhibit piece is accompanied by a student-written exhibit label, which describes the

piece, its academic content, and the student's personal connection to the work. Lecturers use the exhibits and exhibit labels as one of the key assessments of student learning. Exhibitions provide an avenue for others (student classmates or invited lecturers or the entire campus, etc) beside the opinion of lecturers to judge student work.

● **The Demonstrations:** In demonstration assessments students view a short expert demonstration, record their observations, and write an explanation of what they observed and mirror back through demonstration what they observed, documented and recorded. This provides students an avenue to peer review each other's and work using standardized rubrics, or formalized assessment scales, to promote class discussion.

c. Project Management Professionals' Projects: Member Candidate will do research projects in various areas of their study under the supervision of Professional Academic Development Committee in their identified research projects. The students shall be assessed and graded by their respective supervisors based on findings, publications, innovations, patents, and/or meeting short term entrepreneurship goals and achieving project execution success.

d. Continuous Assessment (CA): Continuous Assessment of students in the membership programme is a strategy implemented by the institute as a matter of professional academic policy in order to determine whether the member have mastered the knowledge and skills they are taught. The CA grade for each course accounts for 30 percent of the Final Grade (FG) at the

end of each membership level. The Professional Academic Development Committee assesses for CA in a variety of ways including projects execution, solving problem practical, and CDP programme attended. Member students receive feedback from their professional assessors based on their performance. The Continuous assessment is a powerful diagnostic tool that enables the students to understand the areas in which they are having problems and concentrate their efforts in those areas. The CA also allows the lecturers/professors to monitor the impact of their teaching on the students' understanding and application of skills to enhance the modification of their pedagogical strategies. The professors/lecturers also use the CA assessment outcomes to assist the students through remedial or tutorial

programs.

e. Field Practical Training (FPT): Students between levels 4 and 6 in this program are required to undertake the FPT. Students join in project where they will undergo training. Lecturers are supposed to supervise and grade each student three (3) times during the training. A confidential report about the student (which includes student feedback, feedback from third party and lecture field trip assessment of student performance) during the training period is used by the institute to assign a grade to the student. An average grade determined from both the lecturer's grade, student feedback and that from the confidential constitute the assessed grade for the student.



MEMBERSHIP EXAMINATION (ME)

Member Examination for the programme shall be administered at the end of each membership level in all courses offered during the level. It comprises a set of questions including essays, questions and practical examinations. The Member Examination accounts for 50 percent pass grade for each course taught and examined.

Grading System

The system of grading shall basically comprise two weights: **Pass and Fail**. Score **below 50%** for any course taken in the professional programme represent a **Fail** in the course. **Passes** are recorded for scores above **50%** in any respective course. However, the Pass mark is constituted of weighted designated by letters and description to distinguish deserving students who show excellence and professionalism in their examinations. The table below indicates the designation as applicable to the grading system of the IPMP professional Programme. Table 1: Scores and letter grades. **Passing Percentage:** Passing percentage in the examination of each subject is 50%.

Score Range (%)	Grade Designation	Description	GPA	Grade Type
80 – 100	A	Excellent	3.5 – 4.0	Pass
70 – 84	B	Very Good	2.5 – 3.4	Pass
60 – 69	C	Good	2.0 – 2.4	Pass
50 – 59	D	Credit	1.5 – 1.4	Pass
10 – 49	F	Referral	1.00	Fail
Incomplete	IC	Re-write	IC	Fail

The Institute shall ensure quality training of its members without compromising its standards, for this reason the examination pass mark is 50% for each subject. A minimum of two subjects in an examination must be passed at 50% and this will be recorded in the candidate favour at any time examination is conducted. When a candidate is unsuccessful in four attempts examination sitting, such a candidate shall be withdrawn from the Institute examinations.

Membership Examination Period: The Professional Examination of the IPMP (all level) is held in April, August & December of every year. Only registered students of the institute who have paid their Examination Fees, Annual Subscription and the Special Levy up to date are eligible to apply for the examinations.

Examination Registration

Candidates shall be required to register for the professional Examinations by sending a mail or picking the examination registration form from our office. Examinations and assessment are currently provided as part of the course framework of an IPMP registered or accredited training programs. The assessment is based on centralized examinations with a local and international component to the examination program. Core programs will be the first to qualify for global assessment with specializations being assessed through course framework as currently performed. The examining body (Professional Academic & Examination committee) is responsible for providing examination questions for assessment and marking of scripts.

Examinations of IPMP to be held in all the centers will be communicated to candidates one (1) month to the examination. Change of center by candidates after submission of entry form, where one examination center has been selected on the application form will not be allowed by the Institute.



Candidates are entreated to give due consideration to several factors that may influence them before they choose an examination center, because the Institute will prepare full list of candidates for each center they have personally chosen and failure to be at the venue will be treated as examination absence.

Scope of the Examinations: The examination for all papers shall be set to cover all aspects of the syllabus content of each subject.

Communication of Examination Results: The result of the examination in the form of a Grade Sheet shall communicate to all candidate at the mailing address mentioned in the examination application form. Member Candidates, who do not receive the Grade Sheets within a month from the date of official announcement of the results, should contact us for a duplicate copy. The result is also uploaded on the Association’s website.





EXAMINATION POLICY

General Examinations Rules & Regulations (Part A)

Copies of professional examination timetables shall be pasted on Notice Board and it shall be the duty of the student member to consult these Notice Boards for details of their examinations. If it should become necessary for any changes to be made in the timetables, student members shall be informed accordingly. Student member shall report at the examination's hall/room at least 15 minutes before the time fixed for the beginning of the examination and should occupy the places assigned to them as indicated by the invigilator or Supervisor.

No student member shall enter the examination room/hall more than half-an-hour after the examination paper has been given out. In exceptional cases the candidate shall secure permission from the invigilator. No student member shall be allowed to leave the examination room until half-an-hour after the examination paper has been given out.

Student member shall not take books, papers or written information of any kind to the examination hall/room unless they are specifically requested to do so. No scribbling paper or anything that can be passed from one student member to another is allowed. Rough work and calculations must be done in the answers booklet and then crossed through to show that they are not part of the answers. You should not copy the questions into your answer booklets. In the case of multiple-choice papers, rough work for calculations must be done in the question paper and under no circumstances on the answer booklet sheets.

It shall be the student members' responsibility to provide for themselves such materials as pen, pencil, eraser, ruler, calculator for the examination. Borrowing of these materials will not be allowed. Candidates are to ensure that they are given the right question. Student members are to use their index numbers throughout the examination. You are particularly asked to read the instructions in the question papers before answering the questions. It is most important that student members' membership number are written correctly on all examination papers.

On receipt of answer booklet, student member should carefully read the instructions on the front cover of the answer booklet and enter their index numbers and other details as required. Student members may leave the examination room/hall temporarily only with express permission of the invigilator. Any student member leaving an examination room/hall and intending to return shall be accompanied.

MOBILE PHONES ARE NOT ALLOWED IN THE EXAMINATION ROOM/HALL. Student members would be told by the invigilator(s) when to start answering the questions. Student members would be allowed a reading time to check that the question paper is the correct one, all questions are readable and there are no missing pages.

No communication whatsoever, between student members is permitted during the examination. A student member may attract the attention of the invigilator by raising his/her hand. As soon as the "STOP WORK" order is announced, student members are to stop writing. Student members should

remain seated for their answer booklets to be collected by the invigilator/invigilation assistant before they leave the examination room. Student members have the personal responsibility for ensuring that their answer booklets are collected by the invigilator/invigilation assistant.

At the end of each examination, student members should ensure that numbers of questions are entered in the order they have been answered in the space provided on the answer booklet. All used supplementary sheets should be fastened following the last page of the booklets. At the end of each examination, student members should not take away any used or unused answer booklets or any material supplied for the examination. Student members who go contrary, to the spirit and letter of these examination rules and regulations may be dismissed from the examination room/hall and their papers cancelled as specified in **PART B** of this regulation.

Examination Malpractices

All examination malpractices shall be dealt with in accordance with the provisions stipulated in part B of these general rules and regulations, as well as approved internal examination regulations of the institution. These include:

Unprofessional Examination Practices with Associated Penalties (Part B)

UNPROFESSIONAL PRACTICES	PENALTIES
Bringing Prepared notes to the examination Hall which is a) Relevant to the examination Question b) Not relevant to the examination question	a) Cancellation of Paper b) Invigilator shall withhold student answer booklet for one (1) Hour.
A student Showing up one (1) Hour late in to the Examination Hall	Shall not be allowed to sit for the particular paper unless with prior notice.
Possessing Mobile Phone during Examination for a) Assessing information relevant to the questions b) Possession without assessing information	a) Bared from sitting for subsequent papers in that level. b) Invigilator shall withhold answer booklets for thirty (30) minutes.
Failing three or more papers per level	Shall not proceed to the next level
Communicating during examination	Invigilator shall withhold answer booklets for thirty (30) minutes for disturbing the session.
Spending more than ten (10) minutes in the washroom	Invigilator shall withhold answer booklets for thirty (30) minutes.
Removing sheets from the Examination Answer booklets	Bared from subsequent examination in that particular level.
Copying during the examination session	Cancellation of the paper in question
Insults or Assault on the Invigilator	Dismissal from the Examination Hall.
Prepared notes on any part of the body	Dismissal from the examination hall
Destroying materials suspected to help establish cases of examination malpractices	Dismissal from the examination hall.

All student members shall read and understand the general rules and regulations. All student's members who contravene the provisions provided in the general rules and regulations of the professional examination shall face the Examination Committee of the Institute, once found guilty on the grounds of firm evidence, the corresponding punishment shall be applied.

MEMBERSHIP PROGRAMME FOR NEWLY ADMITTED MEMBERS

The Institute of Project Management Professionals Continuing Professional Development (CPD) is widely recognized as a mandatory way to improve project management professional standards and skills of newly admitted individual members and their industries.

The online compulsory Continuing Professional Development exists to ensure that newly admitted individual members enhance their skills and abilities once they have formally qualified. Typically, academic qualifications may have already been completed at this stage and an individual is now working within their specific industry and job function.

The institute online CPD is important as it helps to ensure that further learning is progressed in a structured, practical and relevant way to guarantee that newly admitted members applied efficiencies to the learning, the CPD allows newly admitted individual members to focus on what specific skills and knowledge they require over a short-term period, say six (6) months, in order to be recognized for improvement within their proficiency and skill sets.

Below are the number of modules (courses) being mandatory/compulsory for newly admitted members apart from their various face-to-face training modules.

S/N	CODE	MODULE DESCRIPTION	CHRS
001	PMP101	Project Management Principles	5hrs
002	PMP102	Project Scope Management	5hrs
003	PMP103	Project Schedule Management	5hrs
004	PMP104	Project Communication Management	5hrs
005	PMP105	Project Procurement Management	5hrs
006	PMP106	Project Risk Management	5hrs
007	PMP107	Project Quality Management	5hrs
008	PMP108	Project Stakeholder Management	5hrs
009	PMP109	Project Cost/Budget Management	5hrs
010	PMP110	Project Human Resource Management	5hrs
011	PMP111	Project Integration Management	5hrs

Full Member (Level 3)

The Institute Full Membership Programme comprises Eight (8) Modules Face-to-face lectures, and Eleven (11) compulsory CPD online courses. After completing all the above-mentioned requirement, applicant shall be inducted as a Full Member (Project Management Professionals) of the Institute. As part of the applicant membership with the Institute of Project Management Professionals (IPMP), applicant is required to:

1. Attend lectures both for virtual and face-to-face on all the Eight (8) Modules, and eleven (11) CPD courses.
2. Applicant will be assigned to a Mentor who will assist you to go through the membership programme.

Membership Programme Fee

S/N	CODE	MODULE DESCRIPTION	CHRS	COST (¢)
001	MPMP 01	Project Management (PMBOK 7th Ed.)	5hrs	300.00
002	MPMP 02	Operations Research	5hrs	300.00
003	MPMP 03	Agile Project Management	5hrs	300.00
004	MPMP 04	Project in Control Environment	5hrs	300.00
005	MPMP 05	Project Organizational Environment	5hrs	300.00
006	MPMP 06	Project Planning & Schedule	5hrs	300.00
007	MPMP 07	Management of Projects	5hrs	300.00
008	MPMP 08	Project Six Sigma	1hr	500.00
009	GRAD	Graduation Fees	–	1,000.00
010	IPMPCoD	Code of Conduct & Standards	–	400.00
011	IPMPLIN	Licensed Identification Number	–	200.00
012	IPMPMIC	Membership Identification Card	–	400.00
013	IPMPMLS	Membership Licensed Stamp	–	500.00
Total Cost				5,100.00

Payment Schedule

Initial Deposit	GH¢2,000.00
2nd Instalment	GH¢620.00
3rd Instalment	GH¢620.00
4th Instalment	GH¢620.00
5th Instalment	GH¢620.00

Chartered (Level 4)

The Institute Chartered Membership Programme comprises Eight (8) Modules Face-to-face lectures, and Eleven (11) compulsory CPD online courses. After completing all the above-mentioned requirement, applicant shall be inducted as a Chartered Member (Project Management Professionals) of the Institute.

As part of the applicant membership with the Institute of Project Management Professionals (IPMP), applicant is required to:

1. Attend lectures both for virtual and face-to-face on all the Eight (8) Modules, and eleven (11) CPD courses.

1. Applicant will be assigned to a Mentor who will assist you to go through the membership programme.

PROFESSIONAL MEMBERSHIP PROGRAMME FEE (FACE-TO-FACE TRAINING)

S/N	CODE	MODULE DESCRIPTION	CHRS	COST (¢)
001	ChPMP01	Project Management (PMBOK 7th Edition)	5hrs	378.00
002	ChPMP02	Lean Project Management	5hrs	378.00
003	ChPMP03	Agile Project Management	5hrs	378.00
004	ChPMP04	Project in Controlled Environment (Prince2)	5hrs	378.00
005	ChPMP05	Project Management Office (PMO)	5hrs	378.00
006	ChPMP06	Project Planning & Control	5hrs	378.00
007	ChPMP07	Business Analysis & Project Management	5hrs	378.00

008	ChPMP08	Investment Portfolio Management	5 hr	500.00
009	GRAD	Graduation Fees	–	1,000.00
010	IPMPCoD	Code of Conduct & Standards	–	400.00
011	IPMPLIN	Licensed Identification Number	–	200.00
012	IPMPMIC	Membership Identification Card	–	400.00
013	IPMPMLS	Membership Licensed Stamp	–	500.00
Total Cost				5,646.00

Payment Schedule

Initial Deposit	GH¢2,000.00
2nd Installment	GH¢946.00
3rd Installment	GH¢900.00
4th Installment	GH¢900.00
5th Installment	GH¢900.00

Master Project Mgt. Professional (Level 5)

The Institute Master Membership Programme comprises Six (6) Modules and a Concept Paper (Research Work). After completing all the above-mentioned requirement, applicant shall be inducted as a Master Project Management Professional of the Institute.

As part of the membership with the Institute of Project Management Professionals (IPMP), applicant is required to:

1. Attend lectures both for virtual and face-to-face on all the Six (6) Modules and present your concept paper before the Professional Academic Development Committee of the Institute.

1. Publish your concept paper finding and recommendation in the Institute Magazine and reputable online journal.

1. Applicant will be assigned to a Mentor who will assist him/her to go through the concept paper.

Membership Programme Fee

S/N	CODE	MODULE DESCRIPTION	CHRS	COST (¢)
001	MhPMP01	Project Management (PMBOK 7th Ed.)	5hrs	430.00
002	MhPMP02	Lean Project Management	5hrs	430.00
003	MhPMP03	Agile Project Management	5hrs	430.00
004	MhPMP04	Project in Controlled Environment	5hrs	430.00
005	MhPMP05	Project Management Office (PMO)	5hrs	430.00
006	MhPMP06	Project Planning & Control	5hrs	430.00
007	MhPMP07	Concept Paper (Research Project)	5hrs	430.00
008	MhPMP08	Defense Presentation	1hr	500.00
009	GRAD	Graduation Fees	–	1,000.00
010	IPMPCoD	Code of Conduct & Standards	–	400.00
011	IPMPLIN	Licensed Identification Number	–	200.00
012	IPMPMIC	Membership Identification Card	–	400.00
013	IPMPMLS	Membership Licensed Stamp	–	500.00
Total Cost				6,010.00

Payment Schedule

Initial Deposit	GH¢2,000.00
2nd Installment	GH¢1010.00

3rd Installment	GH ₵1000.00
4th Installment	GH ₵1000.00
5th Installment	GH ₵1000.00

Project Consultant (Level 6)

The Institute Project Consultant Membership Programme comprises Six (6) Modules and a Concept Paper (Research Work). After completing all the above-mentioned requirement, applicant shall be inducted as a Certified Project Management Consultant of the Institute.

As part of the membership with the Institute of Project Management Professionals (IPMP), applicant is required to:

1. Attend lectures both for virtual and face-to-face on all the Six (6) Modules and present your concept paper before the Professional Academic Development Committee of the Institute.
2. Publish your concept paper finding and recommendation in the Institute Magazine and reputable online journal.
3. Applicant will be assigned to a Mentor who will assist him/her to go through the concept paper.

Membership Programme Fee

S/N	CODE	MODULE DESCRIPTION	CHRS	COST (₵)
001	CPMCP01	Project Management (PMBOK 7th Ed.)	5hrs	520.00
002	CPMC02	Oil & Gas Project Management	5hrs	520.00
003	CPMC03	Agile Project Management	5hrs	520.00
004	CPMC04	Project in Controlled Environment	5hrs	520.00
005	CPMC05	Project Technical & Financial Proposal	5hrs	520.00
006	CPMC06	Project Appraisal	5hrs	520.00
007	CPMC07	Concept Paper (Research Project)	5hrs	520.00
008	CPMC08	Defense Presentation	1hr	500.00
009	GRAD	Graduation Fees	–	1,000.00
010	IPMPCoD	Code of Conduct & Standards	–	400.00
011	IPMPLIN	Licensed Identification Number	–	200.00
012	IPMPMIC	Membership Identification Card	–	400.00
013	IPMPMLS	Membership Licensed Stamp	–	500.00
Total Cost				6,640.00

Payment Schedule

1.	Initial Deposit	GH₵2,000.00
2.	2nd Installment	GH₵1,160.00
3.	3rd Installment	GH₵1,160.00
4.	4th Installment	GH₵1,160.00
5.	5th Installment	GH₵1,160.00

Professional Level (Fellow & Distinguished Fellow)

The Institute Fellow Membership Programme comprises Six (6) Modules and a Concept Paper (Research Work). After completing all the above-mentioned requirement, applicant shall be inducted as a Fellow Member of the Institute.

As part of the membership with the Institute of Project Management Professionals (IPMP), applicant is required to:

1. Attend lectures both for virtual and face-to-face on all the Six (6) Modules and present your concept paper before the Professional Academic Development Committee of the Institute.
2. Publish your concept paper finding and recommendation in the Institute Magazine and reputable online journal.
3. Applicant will be assigned to a Mentor who will assist him/her to go through the concept paper.

Membership Programme Fee

S/N	CODE	MODULE DESCRIPTION	CHRS	COST (¢)
001	FPMP01	Project Management (PMBOK 7th Ed.)	5hrs	720.00
002	FPMP02	Technical Project Management	5hrs	720.00
003	FPMP03	Agile Project Management	5hrs	720.00
004	FPMP04	Project in Controlled Environment	5hrs	720.00
005	FPMP05	Economic & Tech. Evaluation of Project	5hrs	720.00
006	FPMP06	Project Management Decision Making	5hrs	720.00
007	FPMP07	Concept Paper (Research Project)	5hrs	720.00
008	FPMP08	Defense Presentation	1hr	500.00
009	GRAD	Graduation Gown	–	1,500.00
010	GRFEE	Graduation Fees	–	1,000.00
011	IPMPCoD	Code of Conduct & Standards	–	400.00
012	IPMPLIN	Licensed Identification Number	–	200.00
013	IPMPMIC	Membership Identification Card	–	400.00
014	IPMPMLS	Membership Licensed Stamp	–	500.00
Total Cost				9,540.00

Payment Schedule

Initial Deposit	GH¢4,000.00
2nd Installment	GH¢1,385.00
3rd Installment	GH¢1,385.00
4th Installment	GH¢1,385.00
5th Installment	GH¢1,385.00

MEMBERSHIP ADMISSION MODE OF PAYMENT

Payment can be done through the following Bank details:

Bank Name:	Fidelity Bank
Account Name:	Institute of Project Management Professionals
Account Number:	1050027329518
Branch:	Adenta–Accra, Ghana

Payments could also be made at the IPMP – Ghana office located at the Kwabenya, Same Building with Ga Rural Bank Ltd, Adjacent Lucky Oil, Via Kwabenya Tippa Junction



IPMP

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Address:
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