PMSA PROFESSIONAL DESIGNATIONS
PORTFOLIO OF EVIDENCE
## 1. OVERVIEW

The next step in the registration of a designation is the completion of a portfolio of evidence addressing project competencies you undertake in your role. Your portfolio of evidence is submitted towards evaluation of award as a designation-holder; it is based on Global Alliance for Project Performance Standards: Framework for Performance Based Standards for Global Level 1 and 2 Project Managers and you are welcome to refer to the framework for range statements and context. Please click here to view the framework now.

The portfolio includes questions asking you to describe your current role as a project manager delivering six identified competency units and supplementing this with sample, historical documents that illustrate your performance. You will need to use the applicable online form to submit these details but we have outlined these questions in this document so that you are able to prepare beforehand.

If you require any assistance or would prefer to submit an offline, hard copy of this questionnaire please contact Dilshaan Duearte via email designations@projectmanagement.org.za or by calling 011 257 8005

This guide has been created to offer you assistance in becoming familiar with the requirements of your portfolio of evidence as well as instructions on submitting your project competency portfolio of evidence.
2. PROJECT COMPETENCY QUESTIONNAIRE REQUIREMENTS

In the online forms you will be asked the following questions as well as requested to provide corresponding documentary evidence. Please prepare these details before you access the online questionnaire.

**QUESTION 1: STAKEHOLDER ENGAGEMENT**
*In your current role, describe how do you ensure that stakeholder interests are identified and addressed throughout the project?*

**Documentary evidence requested:** Please provide a sample document that illustrates how you ensure that stakeholder interests are identified and addressed throughout the project lifecycle. Examples include documents referring to: stakeholder communication plans, stakeholder matrix, forums, register, issue logs, stakeholder approach to change.

**QUESTION 2: MANAGEMENT OF DEVELOPMENT PLAN**
*Describe the planning process and outcomes typically followed on your projects*

**Documentary evidence requested** Please provide a sample document that illustrates your project planning process and outcomes. Examples include the project plan including work breakdown structure and risk register.

**QUESTION 3: MANAGEMENT OF PROJECT PROGRESS**
*Describe the processes you apply to monitor, evaluate and control project progress?*

**Documentary evidence requested** Please provide a sample document that illustrates how you monitor, evaluate and control project progress. Examples include milestones, GANTT Chart, resource allocation, processing of change request.

**QUESTION 4: MANAGEMENT OF PRODUCT ACCEPTANCE**
*How do you ensure that the result of the project will be accepted by relevant stakeholders?*

**Documentary evidence** Please provide a sample document that illustrates how you ensure that the product, service or result of the project will be accepted by relevant stakeholders. Examples include benefits realisation, scope statement, project objectives and project signoff.

**QUESTION 5: MANAGE PROJECT TRANSITIONS**
*What processes and tools do you have in place to transition your projects from start-up to close?*

**Documentary evidence requested** Please provide a sample document that illustrates how you would manage project transitions to ensure the project is moved from one phase to the next, to close-out. Examples include evidence of methodology applied, control schedules, performance measurement, change control, user / sponsor acceptance.

**QUESTION 6: EVALUATION & IMPROVEMENT**
*How do you ensure opportunities for improvement are applied and made available for future projects?*

**Documentary evidence requested** Please provide a sample document that illustrates how would ensure that opportunities for improvement are applied and made available for future projects. Examples include project objectives vs outcomes, performance data, evaluation and measurement across stakeholder groups, lessons learned and continuous improvement.
3. **SUBMITTING YOUR PROJECT COMPETENCY QUESTIONNAIRE**

Kindly submit your portfolio of evidence either by completing the relevant online form.

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<tr>
<th>Once administrative checks have been conducted and your application logged for evaluation an administrator will request that you compile your portfolio of evidence by compiling your answers and supporting documents and uploading these to a customised form.</th>
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<td><strong>PLEASE NOTE:</strong> The total file size for this online form is 30 MB. All documents must be saved as PDFs optimised for online publishing (minimum size) and compressed where possible. On completing the portfolio you will automatically be issued with an invoice for the assessment fee. In order to initiate the assessment process you must submit proof of payment of the applicable assessment fee (Project Manager – PM (R1710), Senior Project Manager – Sr.PM (R2850) incl vat).</td>
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### QUESTIONS & QUERIES

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<th>Should you have any questions or queries please do not hesitate to contact Dilshaan Duearte on 011 257 8005 or via email at <a href="mailto:designations@projectmanagement.org.za">designations@projectmanagement.org.za</a></th>
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<tr>
<td><strong>PLEASE NOTE:</strong> The PMSA National Office is contactable from Monday to Friday between 09:00am and 15:00pm</td>
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