

The **ExtraordinaryPM Chartered Project Professional (ChPP) Group Mentoring Programme** is designed to support you through your ChPP application submission, helping you to evidence your experience, complete all submission documentation and prepare for your final interview.

Who is it for? ChPP Mentoring is for those experienced project managers who wish to apply for their APM Chartered Professional Qualification via Route 3, the experiential write-up route.

What's involved? We provide weekly mentoring and feedback calls via Zoom. These are a mix of seminars and Q&As that support you through the completion of your written submission and help you plan for your interview. Full details as are provided as below.

Webinar	Subjects covered:	Materials Provided:
<p>Week 1 (1 hour)</p>	<ul style="list-style-type: none"> The structure of the programme and what to expect including guidelines on time required and planning. Who can be a ChPP and what is the ChPP standard? The structure of the submission – projects and competencies, written evidence and interview. Mandatory competencies and elective competencies. Choosing your projects. Tips and things to consider when writing you submissions. Tools and templates we have available to help you. Starting your CPD log now. Your “to do” list for next week. Who is ChPP for? <p>Homework: review the documents and complete the projects and competencies matrix tool</p>	<p>Projects and matrix tool (adapted from the APM version)</p> <p>CPD log (APM version)</p> <p>APM – ChPP Standard</p> <p>APM – ChPP application guidance</p> <p>APM – competency framework 2015 (on which the ChPP is based)</p> <p>Example of a completed submission</p>
<p>Week 2 (1 hour)</p>	<ul style="list-style-type: none"> Guidelines for writing and editing Writing up projects – how many to choose, structure, evidencing complexity Writing up competencies – the professional performance indicators, guidance on how many to select, things to watch out for Examples of good and bad competency responses – discussion of what the assessors are looking for A brief focus on the consolidated planning competency <p>Homework: draft one project and one competency to be submitted 24 hours before the next webinar</p>	<p>ExtraordinaryPM ChPP submission template</p> <p>ExtraordinaryPM Submission Tracker</p>
<p>Week 3 (1 hour)</p>	<ul style="list-style-type: none"> The ChPP marking structure with an emphasis on ensuring the 4 aspects of complexity are evidenced within the project write-up Reminder of the project write-up structure introduced in week 2 Emphasising the importance of using the correct terminology for projects and programmes Reminder of the approach to writing up the competencies and how to point the assessor to the professional performance indicator you are referring to Feedback on some general errors that are being made within the group based on the write-ups from last week that they sent in for review. 	<p>Each participant will have received feedback on their project and competency before the start of the session.</p>

	<ul style="list-style-type: none"> • Discussion of what good looks like and an example of how to write succinctly • Questions arising from the previous week's homework <p>Homework: review notes and edit project and competency submitted. Draft at least one more competency.</p>	
Week 4 (1 hour)	<ul style="list-style-type: none"> • The consolidated planning competency – what is meant by consolidated planning • Why this is not described in the Body of Knowledge v.7 and where to gain APM guidance on consolidated planning • Discussion of the professional performance and technical knowledge indicators for consolidated planning • Examples of what a consolidated plan could include • An example of a good competency write-up for consolidated planning • Review of recent of competency submissions and discussion of content • Questions arising from the previous week's homework <p>Homework: continue to edit and draft projects and competencies according to each participant's personal plan to complete the write-up</p>	Each participant will have received feedback on their project and competency before the start of the session.
Week 5	<p>This is not run as a formal webinar as participants are usually wanting to use the time to continue with their drafting.</p> <p>We offer the call if required.</p>	
The Submission Process (30 mins)	As we approach the submission deadline the participants are aiming for, we hold a short webinar on the submission process and what to expect when uploading the written evidence.	
Technical Knowledge Revision (30 mins)	<ul style="list-style-type: none"> • How to approach technical knowledge revision • What to focus on and where to find useful resources • How much time to plan to spend 	<p>Technical competency revision guide and checklist</p> <p>Various APM blogs and technical knowledge documents/guides</p>
Interview Preparation (1 hour)	<ul style="list-style-type: none"> • How the interview will be structured • What the candidate needs to prepare for both at the start and at the conclusion of the interview • Professional standards and ethics questions 	
Interview Practice (1 hour)	Practice at responding to interview questions – usually conducted in small groups of 2 -3 people.	

Each candidate can submit a project or competence write-up for review twice.

After the first 3 webinars it will be up to the candidate to decide on the pace at which they wish to submit their submissions. The mentor will request a plan from them and will agree a turn round time in which to provide feedback which will typically be within 4 working days.

It is recommended that the candidates complete their submissions within 6 months of the initial webinar.