

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 1 or 3, requiring a written submission.

**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><b>Week 1 (1 hour)</b></p>	<ul style="list-style-type: none"> <li>The structure of the programme and what to expect including guidelines on time required and planning.</li> <li>Who can be a ChPP and what is the ChPP standard?</li> <li>The structure of the submission – projects and competences, written evidence and interview.</li> <li>Mandatory competences and elective competences.</li> <li>Choosing your projects.</li> <li>Tips and things to consider when writing you submissions.</li> <li>Tools and templates we have available to help you.</li> <li>Starting your CPD log now.</li> <li>Your “to do” list for next week.</li> </ul> <p><b>Homework:</b> review the documents and complete the ChPP readiness assessment</p>	<p>CPD log (APM version) APM – ChPP Standard APM – ChPP application guidance APM – ChPP readiness assessment</p>
<p><b>Week 2 (1 hour)</b></p>	<ul style="list-style-type: none"> <li>Guidelines for writing and editing</li> <li>Writing up project overviews – how many to choose, structure, evidencing complexity</li> <li>Writing up competence statements – the professional performance indicators, guidance on how many to select, things to watch out for</li> <li>Examples of good and bad competence statements – discussion of what the assessors are looking for</li> </ul> <p><b>Homework:</b> draft one project and one competence statement to be submitted 48 hours before the next webinar</p>	<p>ExtraordinaryPM ChPP submission templates ExtraordinaryPM drafting planner ExtraordinaryPM Progress Tracker Example of a project overview Examples of good and bad competence statements.</p>
<p><b>Week 3 (1 hour)</b></p>	<ul style="list-style-type: none"> <li>The ChPP marking structure with an emphasis on ensuring the 4 aspects of complexity are evidenced within the project write-up</li> <li>Reminder of the project write-up structure introduced in week 2</li> <li>Emphasising the importance of using the correct terminology for projects and programmes</li> <li>Reminder of the approach to writing up the competence statements and how to point the assessor to the professional performance criteria you are referring to</li> <li>Feedback on some general errors that candidates typically make and sharing experience to date within the group</li> <li>Discussion of what good looks like and an example of how to write succinctly</li> <li>Questions arising from the previous week’s homework</li> </ul> <p><b>Homework:</b> review notes and edit project and competence statement submitted. Draft at least one more competence statement.</p>	<p>Each participant will have received feedback on their project and competence write up before the start of the session.</p>

<p><b>Week 4 (1 hour)</b></p>	<ul style="list-style-type: none"> <li>• Q&amp;A session to ensure there is clarity on the drafting process and what the APM assessor will be looking for</li> <li>• Sharing of drafting experience to date and tips from previous candidates</li> <li>• Questions arising from the previous week’s homework</li> <li>• This session is optional and we find some candidates prefer to use this time to continue with their drafting.</li> </ul> <p><b>Homework:</b> continue to edit and draft projects and competence statements according to each participant’s personal plan to complete the write-up</p>	<p>Each participant will have received feedback on their project and competence statement before the start of the session.</p>
<p><b>Week 5</b></p>	<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>	
<p><b>The Submission Process (30 mins)</b></p>	<p>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.</p>	
<p><b>Technical Knowledge Revision (30 mins)</b></p>	<ul style="list-style-type: none"> <li>• How to approach technical knowledge revision</li> <li>• What to focus on and where to find useful resources</li> <li>• How much time to plan to spend</li> </ul>	<p>Technical competence revision guide and checklist</p> <p>Various APM blogs and technical knowledge documents/guides</p>
<p><b>Interview Preparation (1 hour)</b></p>	<ul style="list-style-type: none"> <li>• How the interview will be structured</li> <li>• What the candidate needs to prepare for both at the start and at the conclusion of the interview</li> <li>• Professional standards and ethics questions</li> </ul>	
<p><b>Interview Practice x2 (2 x 1 hour)</b></p>	<p>Practice at responding to interview questions – usually conducted in small groups of 2 - 3 people.</p>	

In addition to the above, each candidate can submit a project or competence write-up for review twice for review by a coach.

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.