



Global Institute of Project Management (GIPM)

Certification Overview

Decide, Commit and Succeed



The Global Institute of Project Management (GIPM) is a world renowned premiere Professional Institute on training, learning, performance and capacity development in the Project Management, Facility Management, Supply-Chain Management and Human Resource Management Industry.

1. Introduction

The Global Institute of Project Management (GIPM) (Chartered) is the only Project Management Campus in the world offering both local and international university degrees as well as professional qualifications in Project Management and Facility Management. It is a Chartered Institute which was founded in Colombo, Srilanka which still remains the Institute international head office till today. It was founded by various professionals who saw the need for improvement in the project management education which was in shamble and need urgent attention. The founding fathers came with the vision of increase in the awareness of the importance of project management skill in all job processes.

GIPM courses are for all set of people ranging from students to top executive. GIPM certifications are recognized worldwide and helps lead to higher recognition as a professional in the project management profession, the Institute is in strong partnership Asia E University (AeU) Malaysia and whole lot of other universities in Africa and beyond.

GIPM gives license to be a Chartered Project Manager (CPM)[®] and operate has a project manager anywhere in the world.

With our years of experience and expertise in the field of Project Management, we assure the highest quality education in Project Management. GIPM will equip students with the necessary skills and knowledge required to provide project leadership to the success and growth of their organizations

Our Professional certificate study is a very cost- effective way to remain current with changes in your field. Join the many successful and proud individuals who have completed our in-depth courses.

We offer range of certificate courses and practicals including facility management, supply-chain management, project management, human resources management e.t.c for advanced professionals as well as courses for new professionals who are interested in honing various skills offered by our institution.

Each certificate course embodies the essence of quality training and meets the required education hours needed to sit the international GIPM-CPM Project Management exam. Importantly, Chartered Project Managers will also earn PDUs from each course.



Offered by AeU Asia eUniversity

Project Management provides a solid base for the success of an organization, helping them to execute organization's business strategies efficiently and effectively. Moving from an accidental profession, today, Project Management has become a profession of choice by many professionals across various industries.

The executive master degree in Project Management is expected to produce skilled and qualified project leaders and contribute to the society with an increased rate of project success and efficiency.

Objectives

It is expected that the prospective students of Global Institute of Project Management (GIPM) will acquire the skills required by a Project Manager to initiate, plan, execute, monitor and control, and close the project, with complete understanding of the project management process, framework, tools and techniques and the application of Global Standards in Project Management.

Program will also focus on interpersonal skills including communication, leadership and decision making to ensure it builds excellent leaders in project management.

The Certification Programmes are designed with an in-depth accredited eLearning and classroom courses provided by the Global Institute of Project Management (GIPM).

2. What is GIPM Certification Programme?

The Global Institute of Project Management (GIPM) certification Programme is designed with the aim of developing professional competence in the ever growing complexity of Project and Facility Management, serving as a resource for grooming qualified professionals in the area of capacity building, technical and academic competence in the field.

3. Benefits of GIPM Certification

Certification: Guarantee of Competence

While the benefits of applying sound project and facility management practices vary depending on the organization's needs, candidates stand to gain the following after qualifying as GIPM Certified graduates:

➤ For the INDIVIDUAL

- Validate your project and facility management knowledge, skill and practice
- Be more engaged in the profession
- Remain current and competitive
- Learn from previous experience



- Get a transferable credential
- Proceed for further studies
- Globally recognized with local relevance
- Increase in employment chances
- Added advantages to your C.V
- Increase your confidence in ability to do the job
- Get recognition for your qualification and ability from employers

➤ **For the PROFESSIONAL**

- Provides benchmarks and standard of practice
- Creates a common understanding and language
- Recognizes knowledge, skill and practice
- Demonstrable performance indicators.
- Professional roles and responsibilities defined in service provision

➤ **For the EMPLOYER**

- Optimize productivity, efficiency and quality of work
- Build organizational capacity
- Create a positive corporate image
- Improve quality service provision
- Obtain services that meet business, customer and user demands
- Acquire integrated centralized processes
- Reduce risk
- More recognition
- Increase profit

4. Who can benefit from GIPM Certification Programmes?

It is important to consider a range of stakeholders who can benefit from improved career / profession:

These stakeholders could be from any of these backgrounds or disciplines:

- Senior Management
- Customers
- Project management
- Facility Management
- IT Staff
- IM Coordinators
- Health Information Managers



- Implementation Team – (IT and Business)
- Business Analysts
- Solution Providers, Vendors and Suppliers
- IT Management
- Document Controls
- Document Controllers
- Information Managers
- Technical Staff
- Project Engineers
- Business Administrators
- Human Resources Professionals
- Executives
- Data Managers
- Business Managers
- Information Technician
- Change Agents
- Information Analysts
- Record Management Personnel
- Project Managers
- Facility Managers
- Financial Management Professionals
- Business Unit Managers
- End users
- Students
- Business owners
- Contractors
- Employers of labour
- Archivists
- Other IM related disciplines
- Information Security Staff etc.

5. GIPM Certification process

The GIPM Certification Programme is a distinctively designed industry certification. First of its kind anywhere in the World ensuring that professionals are equipped with the fundamentals and all relevant subject matter areas required to excel as a project and facility management professional by passing through compulsory certification stages before specializing in their preferred project management related discipline (Master).

Achieving GIPM certification is dependent on any of the following: educational background,



professional work experience or passing the appropriate proctor examination(s).



6. Certification Options / Paths

6.1 Foundation Stage

GIPM Foundation Stage is meant for students who are interested in developing the skills and experiences for their future career in the project management industry.

What qualify you for foundation stage?

- Undergraduates
- OND
- SSCE

6.2 Compulsory Stages

- | | | |
|----|----------------------------------|-----------------------------|
| 1. | Certified Project Manager | Stage I – CMP® I |
| 2. | Certified Project Manager | Stage II - CMP® II |
| 3. | Certified Project Manager | Stage III - CMP® III |

6.3 Master Certification

6.3.1 Masters Options

The Global Institute of Project Management (GIPM) offers four (4) different **Master Certification** options:

1. **Chartered Project Management - CPM®**
2. **Chartered Facility Management Professional - CFMP®**
3. **Chartered Human Resources Professional – CHRP®**
4. **Chartered Supply-Chain Management professional - CSMP®**

7. GIPM Certification Examination

GIPM certification requires that candidates attend the pre-certification training classes prior to attempting the certification examination/testing except in a situation where they are applying for exemption(s).



To register for certification examination/testing or exemption, all candidates must complete and submit an application form with supporting documentation indicating acceptable work experience and education in case of exemption. The process of exemption requires that credentials are reviewed and evaluated by the GIPM's Certification Standards Committee to determine if the requirements for the certification applied for have been met. Evidence of pre- certification training will be required for those taking the examination.

NB: GIPM certification examination is open to registered members of the Institute and non-members.

8. Pre-Certification Training Classes

The GIPM classroom Pre-Certification Training Programmes are designed in line with the international best practices, and leading to GIPM Compulsory Professional stage (GIPM I – III) & Master (CPM®, CFMP®, CHRP®, & CSMP®) designations.

9. Applying for GPIM Certification Exam

All applicants must be accepted as candidates before applying for either exemption or examinations/testing. In case of examinations/testing, a candidate must pass a stage before advancing to the next stage.

9.1 Application Procedure

Candidates who wish to write the examination should first register by completing the form and submitting at any of our various offices closer to your location, after payment is effected a pin voucher is generated. The voucher contains a pin code that would give a candidate access to complete the registration form. Copies of candidates' credentials must be brought to the administrative office or the venue or call GIPM office line 09071586642 for validation or send a mail to gipmafrica@gmail.com.

9.2 Timeline

Applicants may not sit for the examination until their credentials (the application form with supporting documentation) have been approved by the Certification Standards Committee. Applicants who, in the judgment of that Committee, do not furnish adequate written documentation of acceptable educational qualification and experience may be offered the opportunity to provide additional supporting materials. If acceptable documentation is still not received by the requested date, their files will be closed. They may apply again at such time as they can provide the proper documentation.

All applicants will be contacted within two (2) weeks of their initial application and informed of their status, i.e. approved, requesting additional information, or denied.



9.3 Fees

In the Membership by examination scheme, applicants will be required to pay a non-refundable fee of **N50,000** for processing and the kick off of lectures. Applicants who fail to meet mandatory qualifications are required to resubmit a new application form if they request reconsideration.

9.4 Membership

Apart from the professional qualifications being slated in this documents, you can also be a member of the Institute with different membership grades. Please refer to the membership documents for the full details or call the African Chapter coordinator on 08103774666 or call GIPM office line 09071586642 for further details.

9.5 Refund Policy

These fees are only refundable if a candidate cancels his/her registration 48 hours prior to their scheduled exam. Candidates must notify the Exam Administrator and also contact the Institute directly. A request for refund will attract an administration fee of 25% of the examination fees paid except for cases of deferment.

10. GIPM Certification Programme - Exemption Guidelines

Are you qualified for exemption?

Relevant qualifications may be considered for exemption. Exemption shall be granted on the following basis:

10.1 Assessment Path

10.1.1 Knowledge

Exam (Professional exams and GIPM professional training programmes)

10.1.2 Portfolio-based Assessment Path: Skill Demonstration

Good option for those with many years of professional work experience. Acceptable work experience at the professional level includes the following: conducting studies and surveys or developing, designing and implementing systems; having direct operational or managerial responsibility for Programmes; or teaching courses for an accredited institution of higher education on a full time basis in relevant field.

10.1.3 Education

Applicants who properly demonstrate achievement of a Bachelor's degree (Bsc.) or Higher National Diploma (HND) from an accredited institution of higher education must also



demonstrate two (2) years of professional experience.

Alternatively, two (2) years of relevant professional experience can be substituted for each year of college education.

11. GIPM Certification Examination

- Each exam consists of 100 multiple-choice questions.
- Classroom, proctored exam
- 50% to pass
- Covers all Competencies

NB: The Institute might choose to defer from the above at any time

12. GIPM Certification Examination Centers

The examinations can be taken at any designated centers (usually one center in each state) or prometric centers globally.

Now that you've passed the examination! What's Next?

Within 3-4 weeks of passing the exam you will receive an email from GIPM that will congratulate you on your achievements, and that will include the location and date for the institute induction ceremony. You will have to consent to the Programme agreement in order to access your materials for the induction.

13. GIPM Certification Maintenance

13.1 Continuing Professional Development (CPDs)

13.2 Payment of yearly membership dues

13.3 Renewing the membership certificate every three (3) years

13.4 Staying current through professional development by:

13.4.1 Developing Your Knowledge Base;

1. Continuing Education
2. Self-directed Learning
3. Development

13.4.2 Sharing Your Knowledge about Training & Development

1. Teaching & Presenting



2. Creating New Knowledge & Activities
3. Research & Publishing

13.4.3 Experiential Learning

1. Leadership & Professional Volunteer Activities.
2. Series of visitation to raise awareness.

PROCEDURES FOR DIRECT MEMBERSHIP SCHEME

Direct Membership Scheme is the alternative route to become the member of the Institute which comes with unique opportunities for acquisition of project management knowledge, skills and expertise for global best practices with professional membership of the Institute. Participants will have the opportunity of acquiring comprehensive general knowledge of Project Management from academics and professionals in the industry trained by renowned world experts of Project Managements in the best centers across the globe.

Direct membership are for professional with certain years of experience in relevant fields, this comes with the believe that such professional has acquired some certain skills and knowledge.

QUALIFIED INDIVIDUALS

Practitioners in the Project Management Industries, Procurements professionals, Entrepreneurs, Management Consultants, Contractors, Engineers, NGO, Logistics Professionals, Working Professionals, Bankers, Graduates and interested professionals in all disciplines.

OUR OBLIGATIONS

- To create better awareness regarding the propositions of project management and facility management.
- To foster excellence in academic and professional practices in project management through the promotion and development of professional talent and expertise in all spheres of the sector.
- To award professional and membership certificate to deserving members.
- To determine the acceptable knowledge, skills and experience to attain by persons seeking recognition as professionals and experts globally and in Africa;
- To do all such other lawful things as may be considered to be incidental or conducive to the attainment of the above objectives or any of them.

KNOWLEDGE FOCUS:

- Core knowledge and applied skills in project management
- Essential communication skills to help you manage a project
- Project phases and the project life cycle



- How to management time in any project.
- Project human resource management
- Project communication management
- Project procurement management
- An understanding of why today's projects are more complex
- Understanding risk in project management
- Project planning development
- Cost budgeting, cost estimating and cost control
- Quality planning, quality assurance and quality control
- Project contracts and products.

MEMBERSHIP PROCESS VIA THE INSTITUTE'S DIRECT MEMBERSHIP SCHEME (DMS) CRITERIA FOR MEMBERSHIP CONSIDERATION

- A. **Doctorate member** (an honorary membership award)
- B. **Fellow member** (minimum of 15 years working experience with prior relevant experience in project management)
- C. **Full member** (minimum of 7 years working experience in related field)
- D. **Associate member** (minimum of 3 years working experience)
- E. **Student member** (current students of accredited tertiary institutions in relevant fields).

APPLICATION PROCEDURES

Interested applicants are to make payment for the appropriate with directly into the institute official account. Thereafter, fill the form attached with relevant documents and proceed to submit to the state office.

Table: Fee payable

FEES	Fellow (FGIPM)	Full (MGIPM)	Associate (AGIPM)	Student (SGIPM)
Min. Years of work Experience	15 years	7 years	3 years	-
Membership Fee	N110,000	N90,000	N70,000	N27,000
Annual Subscription	N10,000	N10,000	N5,000	N2,000
TOTAL	N120,000	N100,000	N75,000	N29,000

All payment should be made into

Bank: First City Monumnet Bank (FCMB)
Account Name: Global Institute of Project Management Limited
Account Number: 5297346014

All evidence of payment must be sent to gipmafrica@gmail.com or brought our administrative



offices for verification. Payment will be acknowledged with an official receipt of the Institute.

GLOBAL INSTITUTE OF PROJECT MANAGEMENT

International Head Office

No 37 Cambell Place (Ananda Rajakaruna Mawatha)

Colombo, Srilanka.

www.gipmsrilanka.com

African Regional Head Office

Suite 4a, No 30, Lagos Abeokuta express way, Cement bus stop beside Ascon filling station

Dopemu Agege Lagos State.

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