

2010 Canadian National Project Awards *Assessor Training Information*

Benefits of Being a CNP Awards Assessor

You take part in a training session to get to know the IPMA Project Excellence Model in order to be prepared to assess projects when you are appointed as a CNP Award Assessor. You will practice how to use the model and how to assess objectively projects on the basis of an original application. You will get a detailed look at the acting of a project team that applies for the CNP Award and during the on-site visit you will discuss with them methods, plans, procedures, matters of success and problems. You will have the opportunity to discuss and exchange views with well-experienced colleagues during the training. You will develop the special capability to assess impartially the quality of a project and to make it comparable to others. This ability will be useful for your organization and potentially for your customers.

Duties of a CNP Awards Assessor

Participation in the Assessors Training: 2-3 days preparation, 3 days training

Single Assessment: about 2-3 days

Team Virtual meeting: 3 hours

Site-Visit: 2 or more days

Benchmark Report Preparation: 1 day. The preparation for the training needs to be of good quality so that you will be able to follow the discussions and to perform actively in working group sessions. All traveling, hotel and other related costs for participation in the training are at your expense.

Successful participation in the training in principle obliges you to work as an Assessor if being asked to work on Application of the current year's CNP Award.

The confirmation of acceptance for and the participation in the training does not automatically imply that the participant will be chosen to act as a CNP Award Assessor for the actual Award Assessment.

Dates of training

Toronto: 10-12 September 2010

The assessors training is **not obligatory only** for those who **took one of the trainings in Frankfurt and Beijing in 2010 and passed**. If you meet this point and you are willing to act as an assessor in 2010-2011 please contact the Award Office: awards@pmac-ampc.ca

Application Timelines

The assessors training application forms are collected by 31st August 2010. The list of training participants will be announced on 1st September 2010. Contact awards@pmac-ampc.ca with questions.

2010 Canadian National Project Awards *Assessor Training Application Form*

Personal Information	
Full Name:	
Date of Birth:	
Citizenship:	

Contact Information	
Work Phone:	
Home Phone:	
Cell Phone:	
Fax:	
Email:	

Employment			
Job Title:			
Employer:			
Address:			
City:		Prov.:	
Country:	Canada	Postal Code:	
Current Assignment:			

Knowledge, Experience, and Qualifications			
Profession:			
Summary of your last three employments:			
<i>From Date</i>	<i>To Date</i>	<i>Employer</i>	<i>Position</i>
Post-Secondary Degrees or Diplomas:			

Vocational Training (diplomas, degrees, or certificates):

Project Management Qualification / Training (degrees / level):

Describe your experience as a Project Leader (*include project type, duration, and costs*):

Describe your experience as a Project Decision-Maker (*include project type, duration, and costs*):

Describe your experience as a Project Management Decision-Maker (*include project type, duration, and costs*):

Describe your experience with Assessment Procedures:

CNP Awards Assessor Type			
I am applying as: <i>(tick against your choice in the left column)</i>			
	Participant	Description	Cost*
<input type="checkbox"/>	Potential assessor**	<ul style="list-style-type: none"> Meets the basic entry criteria for the CNP Award assessor Willing to act as an Award assessor in 2010-2011 	CAD\$ 375
<input type="checkbox"/>	Potential applicant	<ul style="list-style-type: none"> Representative of a company interested in applying for the CNP Award 2010-2011 	CAD\$ 450
<input type="checkbox"/>	Non-potential assessor	<ul style="list-style-type: none"> Does not meet the basic entry criteria for the Award assessors Not willing to act as an Award assessor in 2010-2011 Interested in the Project Excellence Model and the Award process 	CAD\$ 700
<p>* The payment is due immediately after the application form is accepted by the Award Office and invoice issued by PMAC secretariat is received. The training fee covers: training materials, lunches, coffee breaks and dinners.</p> <p>** Basic Entry criteria for Potential Assessors:</p> <ul style="list-style-type: none"> Age: above 30; Experience in working as a project manager: min 5 years; or Experience in working as a consultant in project management: min 7 years; and Member of the PMAC-AMPC. 			

CNP Awards Assessor Details	
PMAC Member?	<input type="checkbox"/> No <input type="checkbox"/> Yes # _____
Participated in previous IPMA Award Assessor Training?	Year: _____ Location: _____ Year: _____ Location: _____
Why would you like to be a CNP Awards Assessor?	

Signature	
<i>By signing below, you certify that the above information is true and complete.</i>	
Signature:	Date: