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Application Guide for CPIT(PD) Certified Professional IT (Project Director)

Document Code: PDAPP_2009V1.0

Version: 1.0

11 December 2009

Certified Professional of IT

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1 CERTIFIED PROFESSIONAL OF IT

The Hong Kong Institute for IT Professional Certification (HKITPC) pioneers the first IT professional certification scheme in Hong Kong with the synergy and recognition of IT professionals, academics and employers. By granting a credible credential with a rigorous experience and knowledge assessment, the Certified Professional of IT (CPIT) scheme strives to maintain and promote the profession's expertise, to inspire IT professionals' personal professional development and ultimately to foster the development and competitiveness of the Hong Kong IT Industry.

Originating from an industry-led certification system development project, the HKITPC advances the identification of fundamental competency elements for various specializations in the IT profession whilst values regional application knowledge and experience. The professional competency definitions are also designed to be seamlessly synchronized with the respective frameworks of the Education Bureau's Qualification Framework.

A CPIT must satisfy all education and experience requirements for the CPIT scheme and demonstrates an acceptable level of understanding and competency in a specific IT specialization in the assessment. To maintain the CPIT credential, substantiation of professional commitment to the IT profession by satisfying the CPIT Continuing Professional Development Program is a requisite.

2 APPLICATION

2.1 General Eligibility Requirement

A CPIT applicant should meet the following requirements:

1.1.1 Professional work experience

- Posses adequate work experience in IT from the date of application submission;
- Posses the relevant professional experience satisfying the respective specialization requirements as stipulated in the specific application guides and
- Posses at least one year of IT experience obtained with local exposure.

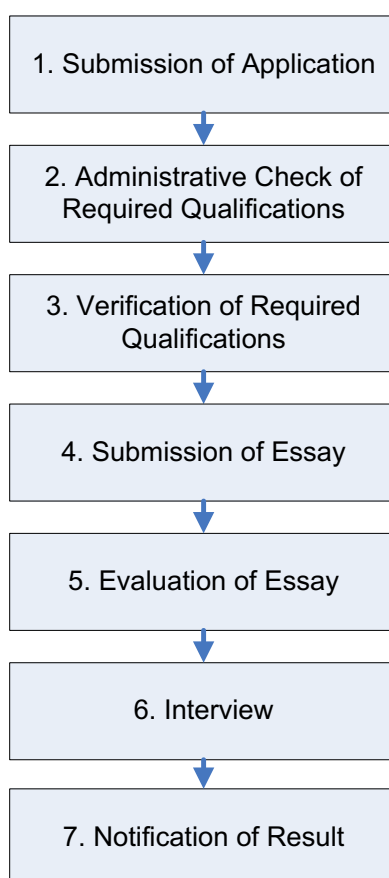
1.1.2 Supporting Entities

- An application must receive support in writing from three references who are either peers, superiors and/or clients of the applicant and are familiar with the applicant's accomplishments and character;
- At least one reference must be a CPIT or with an equivalent professional qualification granted by other IT related professional bodies recognized by the HKITPC Certification Board and
- The references should not be relatives of the applicant.

2.2 Application Procedure

The CPIT scheme is supervised by the HKITPC Certification Board (CB) and administered by the HKITPC Secretariat Office (Secretariat Office). To apply for the CPIT, the applicant is required to follow the procedure as stated in Chart 1 below.

Chart 1: Application Procedure for CPIT



2.3 Submission of Application

An application will only be accepted for processing when a complete application package is submitted in person to the Secretariat Office. The application package must contain:

- a. A duly signed Application Form completed according to the stated instructions;
- b. Payment of application fee and
- c. Photocopies of supporting documents in A4 size for all submitted academic/professional qualifications and working experiences (i.e. academic and/or professional credentials, reference letters, etc.)

2.4 Credential and Experience Verification

For verification purpose, the applicant should present the original documents to the Secretariat Office for verification at the time of application submission and provide contact information of the references.

2.5 Submission of Essay

The applicant deemed satisfying both the general and specialization requirements for the respective CPIT credential will be requested by email to submit an essay. The essay should be prepared with reference to section **Assessment Part I – Essay** and submitted within the deadline specified in the email.

2.6 Interview

If the submitted essay is found to be satisfactory by an Assessment Panel, the applicant will be invited to attend an interview with compliance guidelines as described in section **Assessment Part II – Interview**.

The interview invitation will be sent by email. The Secretariat Office will offer 3 tentative interview schedules for the applicant's selection. The applicant is obliged to attend the interview at one of the schedules provided.

2.7 Interview Cancellation, Rescheduling or Absence

If the applicant knows he/she cannot attend the scheduled interview due to unexpected circumstances (such as medical emergency), he/she must inform the Secretariat Office as soon as possible. If the applicant is absent from the scheduled interview due to unexpected circumstances, he/she must inform the Secretariat Office within 3 business days after the scheduled date. The applicant is allowed to reschedule the interview ONCE and in both cases, he/she must produce justification and supporting documentation for failing to attend the interview as previously scheduled.

Applicant failing to comply with the aforementioned guideline will risk termination of the assessment process and forfeiture of the full application fee. Payment of a \$1,750 re-interview fee will be levied to reactivate the assessment process.

The HKITPC reserves the authority to review, accept and reject the claimed justification for absence. If the submitted explanation is not reckoned to be extenuating, the applicant will be required to pay the re-interview fee.

The applicant is allowed a maximum of 6 months to reschedule and attend the interview.

2.8 Result Notification

The notification letter indicating the result of the application will be sent to the applicant by post.

2.9 Appeal Process

If the applicant has questions with the assessment result, he/she can request a general review from the Secretariat Office. On request, the Executive Officer of the Secretariat Office will be the initial contact for:

- Confirming the status of assessment result;
- Seeking clarification on the certification disapproval (e.g. incomplete application, the required academic qualification and/or work experience is not met, the essay assessment is below the eligible level for an interview or the interview assessment is below the eligible level for a certification);
- Understanding the appropriate course of actions with respect to the assessment result and status (e.g. the validity of filing and appeal and how to submit an appeal request);
- Finding out the requirements for an appeal and
- Confirming submission of an appeal.

The Appeal Process, to be conducted by the Appeal Panel, is the only method to review all decisions regarding the application. The detailed Appeal Process can be found online at the HKITPC website.

3 ASSESSMENT

3.1 Overview of the Assessment

As part of the certification requirement, the applicant of CPIT(PD) is required to submit an essay describing two IT projects which the applicant has played the role of the project leader as well as to attend an interview.

The essay is intended to serve primarily as an indicator of the applicant's knowledge and experience in performing IT project management activities based on the IT Project Management Competency Activity Groups (PMCAG) as shown in Appendix 1. It also helps to demonstrate the applicant's written communication capability which is considered a key personal competency required for a successful IT Project Director.

The essay will be reviewed by an **Assessment Panel (AP)** consisting of 2 assessors (namely the Primary Assessor and the Secondary Assessor). Upon a favorable review, the applicant will be invited to attend an interview with the AP. The interview will be in the form of a presentation and a Question and Answer (Q&A) session. The purpose of the interview serves to:

- validate claims of competency in the essay;

- provide an opportunity for the applicant to further elaborate his/her ITPM knowledge and skills and
- further assess the applicant's personal competency with particular regard to his/her verbal communication and presentation skills.

Both the essay and the interview are important in the final assessment as it is imperative for a successful project director to articulate his/her thoughts and ideas in both formats.

A holistic assessment of the applicant's competency will be made based on the PMCAG as demonstrated through the essay and the interview.

Minimum academic qualifications and professional work experience required for the application are tabulated in Table 1 below:

Table 1: Academic and Professional Work Experience Requirements of CPIT(PD)

Academic Qualification	Experience related to IT Project Director
Degree holder	Minimum ten years with at least two projects of high project complexity*
Non-degree holder	Minimum fifteen years with at least two projects of high project complexity*

*High Complexity of a program herein denotes and involves a multitude of attributes including:

- The scope and overall cost of the program (cost herein denoted HK\$ 3 million and above)
- The number of stakeholders and parties involved
- The technical and technological elements deployed
- The complexity of the project management functionalities and their associated financial and operational risks.

3.2 Assessment Part 1 – Essay

3.1.1 Essay Requirements

The applicant is required to submit an essay written in either English or Chinese of about 3,000 words. In the essay, the applicant is expected to present his/her project management competency based on the Project Management Competency Activity Grouping (PMCAG) by describing work and involvements in TWO (2) IT projects in which he/she played the role of the project leader. The two projects must be completed within the past 8 years, counting from the date of application submission.

3.1.2 Essay Content

In the essay, the applicant should describe the complexity of the two projects, which can be reflected in the following dimensions and terms:

3.1.2.1 Physical dimension

- Project duration in months;
- Resource effort in person-day;
- Project direct costs in HKD, RMB or USD;
- Project impacts or ROI (Return On Investment) such as direct or indirect cost savings;
- Units of installed software/hardware;
- Number of deployed locations/countries and
- Project usage history in calendar month or year.

3.1.2.2 Organizational/User dimension

- Involvement of multiple user groups;
- Involvement of virtual project teams;
- Involvement of cross-cultural project teams and
- Involvement of multiple third-parties (e.g., business partners or sub-contractors).

3.1.2.3 Technology dimension

- Number of interfaces (e.g., technology and components);
- Complexity of interfaces;
- Number of technology platforms and
- Utilization of leading-edge or emerging technologies.

The requirement of submitting two IT projects aims to allow the applicant to fully elaborate his/her depth and breadth of his/her project management competencies. It also helps to demonstrate the applicant's experience and capability in performing the project management activities repeatedly and methodologically. The applicant can choose to describe the two projects in equal weight (length) or alternatively put more emphasis in one versus the other. The illustration of the applicant's competency in a particular competency group can be from either or both projects. The focus of the assessment will be on the competencies exhibited. The essay should clearly describe the project management activities involved with an aim to demonstrate the applicant's competencies in these competency groups.

3.1.3 Essay Format and Guidelines

- The essay must contain a least, but not limit to, the following:
 - a. A title page
 - Name of the applicant;
 - Date of the application submission;
 - Title of the project (e.g., the application of project management in relation to the submitted projects);
 - Kick-off date and completion or production date of the subjects;
 - Project owners (Receiving Organization name, i.e., user and contact person name) and/or direct funding sources;
 - Delivery Organization names (i.e. applicant's company), contact

- person names, e-mails and telephone numbers.
- b. Table of contents;
 - c. Project objectives, requirements and intended benefits;
 - d. Project deliverables;
 - e. Project general deployment approach or standard(s) adopted;
 - f. Project complexity (physical, organizational and technology dimensions, see complex description above);
 - g. Skills of teams and resources utilized;
 - h. Responsibilities and roles of the applicant in the subject matter;
 - i. Project results including how well the stated project objectives and intended benefits have been met and realized;
 - j. Business benefits and user feedbacks if applicable and
 - k. Detailed description of the processes, methodologies and activities which can illustrate the applicant's competency in the competency groups in the Project Management Competency Activity Grouping (PMCAG).
- Its length should be about 3,000 words in English or Chinese, except for application with partial exemption or recognition of other certification bodies, in which case an essay of at least 1,500 words is required.
 - The essays should be submitted as softcopy using the supplementary form provided. MS Word (.doc) and Adobe Acrobat (.pdf) are the only acceptable file formats. The essay can also be submitted as hardcopy.
 - Flowcharts, graphs, tables, charts, graphics, pictures, icons and images may be included or embedded in the essay and will be assessed, but not counted as words. The file size of each document, with embedded elements, must not be larger than 10M bytes.
 - Flash, animation, audio, video, JavaScript and plug-in program of any kind must not be included in the softcopy and such media will not be assessed.
 - Hyperlink may not be checked or reviewed by the assessor. The contents of hyperlink included in the essay will not be assessed.
 - Reference publications with relevant title, name and page number presented in prologue, epilogue, footnotes and biography published by the applicant will not be checked, word-counted, reviewed or assessed. The applicant may directly quote the relevant contents in the body text of the essay for easy reference and such cases will be assessed accordingly and
 - Contents repeated in the same essay will not be word-counted or scored more than the unique contents.

3.3 Assessment Part II – Interview

If the submitted essay has passed the review of the AP, the applicant will be invited to attend an interview in the form of a presentation and a Q&A session.

3.1.4 Interview Procedures and Guidelines

The applicant can select to use English, Cantonese or Putonghua to conduct

the interview and such selection has to be made in the application form. The duration of the interview session will be between 1 to 2 hours. The interview venue will be held in a location approved by the CB. The dress code is formal or smart casual.

The applicant can present one or both submitted projects during the interview. The presentation format should be similar to the one usually conducted to the project stakeholders in seeking buy-in for the project. The content of the presentation should follow a similar flow to that in the essay. The applicant should make use of the presentation to elaborate key points that cannot be easily explained in the essay. Besides the content, the AP will also evaluate the presentation based on:

- the general presentation skills;
- how and if the content is systematically and logically presented;
- the proper use of visual aids or tools to help articulate a complicated technology concept and
- the way argument was built up to seek the stakeholder's buy-in.

The presentation is expected to be between 30 and 60 minutes, followed by another 30 to 60 minutes for Q&A. The AP may raise questions during and after the presentation in order to gain more insight into the activities for further evaluating the applicant's competency. The Q&A session will also serve to test the applicant's genuine understanding of the project management skills as well as his/her communication skills.

To facilitate the assessment, it is highly recommended for the applicant to submit samples of his/her work, during the interview, to demonstrate the activities performed and the artifacts produced by the applicant. The applicant is encouraged to provide as many samples as possible.

The applicant may be asked to submit additional documents before or after the interview for clarifying and/or supporting certain areas of the activities involved. Normally, one month (from the date of notification) will be given to the applicant to gather and furnish the requested documents.

3.4 Overall Assessment

The applicant is expected to demonstrate sufficient competency in the competency groups as defined in the PMCAG. The professional experience and knowledge of each competency activity/process (as exhibited through the essay and interview) will be used as a reference to evaluate the applicant's skill in that particular competency group. The evaluation will be based on the PM competencies demonstrated in the essay and at the interview.

The followings are the possible areas that the application will be evaluated against:

- Systematic, logical and critical thinking in the projects and well expressed in the

- essay and the interview;
- Breath and depth of knowledge and experience being demonstrated;
- The role and work of the applicant being clearly explained and distinguished from others;
- Awareness of the trends and development in other organizations and industries that have similar project;
- The value and contribution of the projects to the industry;
- A holistic view and understanding of the organization involved;
- Free from spelling, punctuation and grammatical errors and
- Layout and format of the essay and presentation.

A final assessment score, based on the essay, interview and additional documents, will be submitted to the CB for decision. The CB will normally take no more than two months to review the assessment and make a decision on the application.

4 NOTES TO APPLICANT

4.1 Intellectual Property Rights and Privacy of Information

By submitting the application, the applicant agrees to release, waive or delegate rights, including any present or future copyright, other intellectual property and authorship in any work created by the applicant contained in the essay and described in the interview for the purpose of certification of the applied professional title. It is the applicant's duty to give notice to the Secretariat Office immediately if the applicant at any time knows or should reasonably know of any third-party claim to intellectual property presented by the applicant in the essay or interview.

The applicant should not release any private or confidential information, trade secrets of companies, clients or third-parties in the essay or interview. No score will be gained by describing any private and confidential information of companies, clients or third-parties. It is the duty and obligation of the applicant to obtain written permission for disclosing any perceivable private and confidential information from relevant companies, clients and third-parties before including as contents in the essay and the interview for the assessment.

4.2 Reference Documents

Up-to-date reference documents are available online at the HKITPC website.

4.3 Contact Information

HKITPC Secretariat Office:
Phone: (852) 2319 0900
Fax: (852) 2834 3003
Address: LG1, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong
Email: hkitpc@hkitpc.org



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Appendix 1: IT Project Management Competency Activity Grouping (PMCAG)

Knowledge Areas (QF:Activity Group)	Process or Cluster (no equivalent QF name)	Competency elements (QF: Activity)	Mandatory or Optional
Integration	Initiating	Identify project needs	M
		Perform feasibility study	M
		Prepare project charter	M
		Identify project interface	M
	Planning	Conduct project plan	M
		Establish team structure	M
		Define project governance	M
		Design controls	M
	Executing	Conduct execution	M
		Direct and manage execution	M
	Control	Integrate change control	M
		Focus on controlling project work	O
Closing	Project closure with respect to integration	M	
Scope	Planning	Scope planning	M
		Scope definition	M
	Executing	Execute project scope	M
		Manage phases	M
	Monitoring and controlling	Scope verification	M
		Scope change control	M
Closing	Project closure with respect to scope	M	
Time	Initiating	Preliminary planning	M
		Assemble a preliminary project plan	O
	Planning	Activity definition	M
		Activity sequencing	M
		Activity duration estimation	M
		Schedule development	M
		Articulate product-base planning	O
	Executing	Implement project schedule	M
	Monitoring and controlling	Schedule control	M
		Control progress in respect to the plan	M
	Closing	Project closure with respect to time	M
Cost management	Initiation	High level budget preparation	O
		Build preliminary cost model	M
	Planning	Conduct resource planning	M
		Conduct cost estimate	M
		Cost budgeting	M
		Develop product cost	M
	Executing	Execute cost baseline	M
	Controlling	Cost control	M
Closing	Closure for project cost	M	
Quality management	Initiation	Determine quality requirement	O
		Define quality for the project environment	M

Knowledge Areas (QF:Activity Group)	Process or Cluster (no equivalent QF name)	Competency elements (QF: Activity)	Mandatory or Optional
	Planning	Conduct quality planning	M
		Establish the quality path for the project & its environment	M
		Define quality review techniques and review procedure	M
	Executing	Conduct quality assurance	M
		Report quality related issues	M
	Controlling	Control quality control	M
	Closing	Conduct project closure with respect to quality	M
HR management	Initiating	Conduct organization definition	O
	Planning	Establish project / program organization	M
		Conduct organizational planning	M
	Executing	Conduct staff acquisition	M
		Conduct team development	M
	Controlling	Manage project team	M
Closing	Conduct project closure with respect to HR management	M	
Communications management	Initiating	Preliminary communications planning	O
	Planning	Conduct communications planning	M
		Establish documentation requirements	M
	Executing	Conduct information distribution	M
		Implement project time reporting	M
		Establish and conduct formal communications at checkpoints	M
	Controlling	Performance reporting	M
Closing	Conduct admin closeout	M	
Risk management	Initiating	Conduct preliminary risk planning	O
		Establish risk approach	M
	Planning	Conduct risk management	M
		Conduct risk identifications	M
		Conduct qualitative risk analysis	M
		Conduct quantitative risk analysis	O
	Executing	Execute risk response planning	M
	Controlling	Conduct risk monitor and control	M
Closing	Conduct project closure with regard to risk management	M	
Procurement management	Initiating	Preliminary procurement planning	M
	Planning	Conduct procurement planning	M
		Conduct solicitation planning	M
	Executing	Conduct solicitation	M
		Conduct source selection	M
		Conduct contract administration	M
Controlling	Manage contract performance	M	
Closing	Contract close out	M	
Local law	Initiating	Preliminary legal requirement	O

Knowledge Areas (QF:Activity Group)	Process or Cluster (no equivalent QF name)	Competency elements (QF: Activity)	Mandatory or Optional
		planning	
	Planning	Detailed legal requirement planning	O
		Commerical terms & conditions and local operations requirements	M
	Executing	Compliance to local procurement law	M
		Contract development	M
		Contract legal admin	O
Controlling	Conduct compliance check	M	
Closing	Conduct closing compliance review	M	
Other business management knowledge	Knowledge managemnet	Relationship of knowledge & project management	O
		Content & tools of knowledge management	O
	Strategic management	Fundamentals of Strategic management	M
		Process of strategic management	M
IS foundation and knowledge	IS and the constructs of IS	IS concepts	M
		Constructs of IS	M
	Charateristics of ISP	Nature and complexity of IS projects	M
		Project life cycle of IS projects	M
	Knowledge of SE	Requirement collections and design	M
		Software development and testing	M
		Other considerations in SE	O
		Knowledge of SE process	M
		Basic business process modeling and analysi	M
	Software components technologies and tools	Knowledge of SCT	M
		Software system structure knowledge of SCT	M
		Object-oriented Analysis	O
		Softwate tools	O
	Computer network and systems	Internet and intranet network technologies and standards	M
		Network exchange technologies and equipment	M
		Integrated wiring system	O
		Computer room engineering	O
		Wireless network technologies	O
	Information security	IS security and risk assessment	M
		Security strategies and technologies	M
Other considerations of information security		O	
Basic concepts of digitalization	Information and digitalization	M	
Digitalization and e-Govt	Strategies of e-Government, eCommerce, and their implementation	M	
Digitalization and eBusiness	Digitalization in enterprise business	M	
	Applications in entrprise business	M	

Knowledge Areas (QF:Activity Group)	Process or Cluster (no equivalent QF name)	Competency elements (QF: Activity)	Mandatory or Optional
	IRM	Information resource management	M