



# Certified Project Professional (CPP)

## Assessment Guide





*A **Certified Project Professional (CPP)** applies contemporary project management tools, techniques and methods to the unique context of each project they undertake.*

*They identify and respond proactively to project risks, opportunities and issues, keeping stakeholders fully informed throughout.*

The Certified Project Professional (CPP) certification is designed for individuals who play a key role in delivering simple projects and managing components of larger initiatives. A CPP is expected to apply project management knowledge and skills with independence, communicate effectively with stakeholders, manage complexity, and ensure that key project outcomes are achieved.

CPI uses a **competency-based assessment** model to determine whether a candidate meets the required standard for certification. This means candidates are assessed on their ability to demonstrate applied knowledge, real-world experience, and professional conduct, not simply on academic performance or theoretical understanding.

Unlike graded assessments, competency-based assessment is criterion-referenced: it measures whether you can perform to a defined standard in practice, not how you compare to others.

This approach reflects what employers and industries value most: reliable, demonstrated capability in performing the responsibilities of a project professional.

The CPP certification assessment is structured around four equally weighted competency domains:

1. **Project management knowledge** – your understanding of core project management concepts, tools, and the project lifecycle
2. **Project management experience** – your track record applying that knowledge in real project settings
3. **Project management skills** – your ability to perform key tasks across project domains, assessed through structured interview questions
4. **Professional conduct and ethics** – your commitment to ethical, accountable, and professional behavior

To be certified, you must meet the standard in each of the four domains, which are equally weighted and directly aligned with the responsibilities of a Certified Project Professional. The assessment process is structured to ensure content validity, with interview questions and evaluation criteria derived from clearly defined role expectations.

This approach supports transparent, defensible, and consistently applied judgments of competence, in line with best practices in competency-based psychometric assessment and professional certification.

# Domain 1: Project management knowledge

## What is assessed

This domain confirms that you have completed formal training in project management and can demonstrate **foundational knowledge** of project principles, terminology, and the project lifecycle.

Certification requires evidence that you have successfully completed at least 30 hours of project management-specific education—general management or business courses are not sufficient.

This ensures that all Certified Project Professionals share a consistent baseline understanding of contemporary project practices and performance domains.

## Assessment method

- **Training completion:** You must submit evidence that you have completed a minimum of 30 hours of formal project management education.

You can satisfy this by:

- Completing **OPEN**, CPI's free, self-paced online course in project management; or
- Providing a certificate or verifiable record of completing an equivalent course delivered by a recognised training provider (e.g., vocational institution, university, or private training provider).

- **Interview questions:** Your understanding of key concepts is assessed through situational and applied questioning during the professional interview.

In the interview, you must demonstrate your understanding of:

- The project lifecycle, from initiation to close
- Key concepts and tools across planning, scheduling, risk, stakeholder management, governance, and review
- How structured approaches to project delivery contribute to successful outcomes

## Domain 2: Project management experience

### What is assessed

This domain assesses your **practical experience** in project environments. You must demonstrate that you have worked in roles where you contributed meaningfully to project delivery, applying project management principles, collaborating with stakeholders, and working across the project lifecycle.

Your experience must show not only participation, but also reflection and insight into how your involvement supported project outcomes.

### Assessment method

In order to demonstrate your experience as a Project Professional, you are required to show that you have the full-time equivalent of three (3) years' project experience.

You may have contributed to your project(s) at any level—such as administrator, contractor, consultant, team member, or manager—and this experience may be accumulated non-consecutively (e.g., over six calendar years).

To evidence this, you must:

- **Detail one (1) project** you led or made a significant contribution to, using the form provided below;
- **Submit a resume or LinkedIn profile** that clearly shows your relevant project experience.

In lieu of a detailed project history, military personnel may provide proof of rank at the appropriate certification level (via official military ID or discharge papers), as outlined at:

<https://project.info/military/>

Your experience will be further explored through the professional interview, which focuses on the nature of your contribution, your responsibilities, and how you responded to challenges and delivered outcomes.

### What you need to demonstrate

You must show that you:

- Have been actively involved in at least one project from initiation through to delivery or close-out;
- Understand the context and goals of the project;
- Played a meaningful role in contributing to project outcomes;
- Can reflect on what you learned from the experience.

This domain focuses on how you applied project principles in context, not just what you know. Your responses should show that you understand your role within the project and can connect your work to the broader objectives of the team or organization.

## Domain 3: Project management skills

### What is assessed

This domain assesses your ability to apply project management skills across a range of core performance areas. It focuses on **how you think, act, and respond** as a project professional when managing real project challenges. This is not a theoretical exercise—it is a practical evaluation of your decision-making, judgment, and communication in relation to common project scenarios.

### Assessment method

You will participate in a structured interview that includes scenario-based and behavioural questions. These are drawn from the five core project performance domains relevant to the Certified Project Professional role:

1. **Scope, Time, Cost, and Resource Management**
2. **Stakeholder Management**
3. **Risk and Issue Management**
4. **Governance and Reporting**
5. **Continual Improvement and Lessons Learned**

Each domain will be covered during your interview. The questions are designed to explore how you apply your skills in realistic project situations, and your responses will be evaluated using a standardised assessment rubric.

### What you need to demonstrate

You must show that you can:

- Apply structured thinking to solve project challenges
- Communicate clearly and confidently in a project context
- Select appropriate tools or methods to manage tasks and issues
- Balance competing demands (e.g., time, budget, stakeholder needs)
- Adapt your approach based on changing conditions or feedback

Each response should reflect real experience and demonstrate that you meet the level of competence expected of a Certified Project Professional.

**Please bring photo id to your assessment interview.  
Your assessor will view and verify it, but not record or copy any details.**

## Sample interview questions

During your certification interview, you will be asked a series of structured, scenario-based questions across five key areas of project practice. These questions are designed to explore how you apply project management skills in real situations, how you make decisions, and how you reflect on your own approach.

You do not need to prepare formal answers in advance, but you should be ready to talk through your own experience and explain how you've handled different types of challenges in your work.

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### Scope, time, cost, and resource management

1. Describe a time when you had to adjust a project's scope due to external changes. How did you manage that process and communicate the impact?
  2. How do you balance time and cost constraints when developing a project plan? Can you share an example where trade-offs were necessary?
  3. Tell me about a situation where you had limited resources to deliver a project outcome. How did you prioritize tasks and allocate the resources available?
  4. Have you ever had to reforecast a budget or timeline partway through a project? What triggered the change, and how did you manage it?
  5. What scheduling tools or methods have you used to monitor progress against planned milestones? How effective were they?
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### Stakeholder management

1. Describe a time when you had to manage conflicting expectations between two or more stakeholders. What approach did you take?
  2. How do you identify and engage stakeholders at different stages of a project? Can you give an example of a time this worked well?
  3. Tell me about a time when you had to influence a stakeholder without formal authority. What strategies did you use?
  4. How have you tailored your communication style for different stakeholder groups or individuals?
  5. Have you ever received negative feedback from a stakeholder during a project? How did you respond, and what did you learn?
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## **Risk and issue management**

1. Walk me through your approach to identifying risks during project planning. How do you determine which risks need active monitoring?
  2. Describe a project risk that materialized unexpectedly. How did you respond, and what was the outcome?
  3. What tools or techniques do you use to track and review risks and issues throughout the project?
  4. Tell me about a time you escalated an issue. What was your decision-making process, and how was it received?
  5. Have you ever had to manage a risk that impacted multiple stakeholders or workstreams? How did you coordinate the response?
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## **Governance and reporting**

1. How do you ensure your project complies with organizational or contractual governance requirements?
  2. Tell me about a time you were required to produce formal reports or presentations for executive stakeholders. What did you include, and why?
  3. Have you ever had to document and justify a major project decision? What process did you follow?
  4. What tools or processes have you used to manage project approvals and stage gates?
  5. How do you maintain transparency and accountability in your projects?
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## **Continual improvement and lessons learned**

1. Describe a key lesson you learned on a past project. How did it influence your approach on later work?
2. How do you gather feedback on your performance or your project team's performance?
3. Tell me about a time when you actively sought to improve a process or deliverable mid-project. What prompted the change?
4. How do you approach documenting lessons learned at the end of a project? Can you give an example?
5. What is one thing you would do differently if given the chance to repeat a recent project? Why?

## Tips and tricks for your interview

Your certification interview is a professional conversation, not an interrogation. While your assessor will ask structured questions on the defined project management areas, they may also explore other topics that naturally arise based on your answers or experiences. The goal is to get a clear picture of how you work, think, and apply your skills—not to trip you up.

Here are a few things that can help you feel more prepared and confident:

- **Think of the interview as a conversation.** Your assessor is interested in your real experience, not rehearsed responses. It's perfectly fine to pause and collect your thoughts before answering. You can also check in by asking, "Am I on the right track?"—this shows self-awareness and engagement.
- **Speak clearly and at a natural pace.** Don't rush through your answers, and try not to read word-for-word from notes. It's okay to have notes nearby for reference, but your responses should sound like *you*, not a script.
- **It's about depth, not perfection.** You're not expected to know everything or recite formal frameworks from memory. Instead, show how you apply project thinking in the real world—how you handle competing priorities, solve problems, communicate with people, and reflect on your decisions.
- **Be concise but complete.** Aim for answers that are clear and relevant without drifting off-topic. Focus on showing your understanding of the issues involved rather than giving overly technical or theoretical explanations.
- **Justify your thinking.** Your assessor might ask follow-up questions or challenge your response, not to catch you out, but to see how you explain your reasoning. This is a good thing. It gives you a chance to show maturity, adaptability, and insight.
- **Ask for clarification if needed.** If a question isn't clear, you're absolutely encouraged to ask for clarification or to restate what you think the question is asking.
- **Be yourself, professionally.** Authenticity matters. The best answers are honest and grounded in your own work experience. Even if a project didn't go perfectly, explaining what you learned or would do differently is often more valuable than pretending everything went smoothly.

Remember: the assessor is not looking for perfection—they're looking for competence, confidence, and professional judgment. Treat the interview as an opportunity to talk about what you do best!



## Domain 4: Professional Conduct and Ethics

### What is assessed

This domain assesses your professionalism, interpersonal conduct, and ethical awareness in the context of project work. It covers how you communicate, collaborate, and take responsibility—especially under pressure or in situations involving competing interests or values.

This domain is not about reciting a code of conduct—it's about how you behave and make decisions when working with others and representing your organization or clients. You will be assessed not only on your responses to questions, but also on how you present yourself during the interview.

### Assessment method

- **Professional interview:** Your assessor will observe and evaluate your communication style, attitude, and responses throughout the interview.
- **Ethics confirmation:** You will be asked to review and agree to the CPI Code of Ethics as part of the certification process.

You may also be asked direct questions about ethical or interpersonal situations to explore how you handle real-world challenges in a professional and respectful way.

### What you need to demonstrate

You are expected to:

- Communicate respectfully and clearly with your assessor
- Take responsibility for your actions and decisions
- Show awareness of professional standards and boundaries
- Demonstrate sound judgment when faced with ethical dilemmas
- Be open to feedback and show a commitment to fairness, integrity, and respect

Professionalism is assessed in context—it's not just about being polite, but about showing accountability, maturity, and a thoughtful approach to working with others.

## Application process

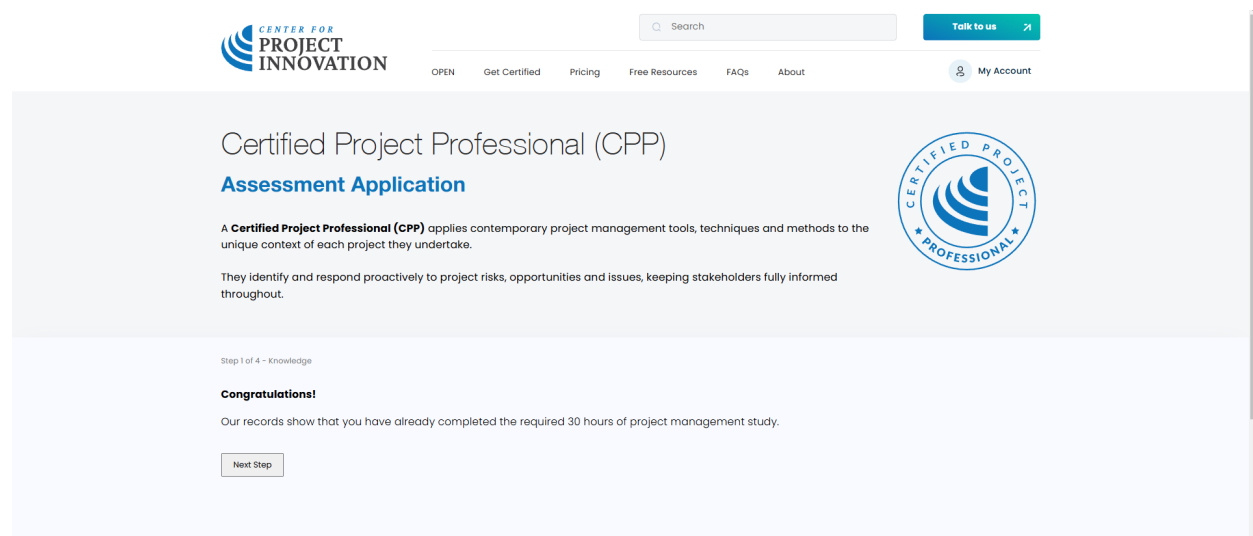
### 1.1 If you have completed OPEN

OPEN is the Center for Project Innovation's free, self-paced project management education portal. If you have:

- Been admitted to the Center for Project Innovation as a **Certified Project Officer (CPO)**; or
- Successfully completed **all of the online quizzes in your own name** through the OPEN platform,

our system will automatically recognize that you've met the education requirement. You will then be eligible to proceed directly to the next step of the CPP certification process.

No further documentation is required.



### 1.2 If you have completed 30 hours with another education provider

You are welcome to use formal training from another provider to meet the 30-hour requirement. However, you must submit clear evidence as part of your application.

Your documentation must include:

- A **detailed description** of the course, including a link to the provider's webpage or official course outline; **and**
- A **certificate, academic transcript, or statement of attainment** from the training provider that includes:
  - Your full name

- The title of the course completed
- The total number of hours studied
- Your assessed result (e.g., pass, competent, distinction)
- The date the assessment was completed
- The institutional name of the provider and their logo

The Center for Project Innovation may contact your course provider to verify these details or confirm your successful completion. Please ensure your submission is clear, complete, and from a recognized project management education provider.

Step 1 of 3 - Knowledge

You can evidence your knowledge by successfully completing [OPEN](#), the Center's 100% free online project education program, or attending one or more of our [eligible workshops](#).

If that is your intent, close this form and your knowledge will be automatically recognised in your application when you are complete.

Alternately, you can provide evidence below of successfully passing project management coursework of at least 30 hours delivered by other public or private education providers.

*Note that the course must explicitly educate on an aspect or all of 'project management'. Academic completion of a workplace or industry project and/or general management studies are not eligible.*

**Previous course details**

If you have changed your name since completing this course and wish to be admitted under your new name, please [contact us](#) directly to provide legal evidence of your name change (for example, a marriage certificate).

Course Title	Course Provider	Hours Studied
<input type="text"/>	<input type="text"/>	<input type="text"/>
The name of the course as it appears on the academic transcript/certificate/statement you are uploading.	The Center for Project Innovation may directly contact this provider to clarify details of the course and/or confirm your successful completion.	Hours studied include classroom/online instruction, assignment preparation and examination.
<b>Completion Date</b> <input type="text"/>	<b>Course Link</b> <input type="text"/>	<b>File Upload</b> <input type="button" value="Choose File"/> No file chosen
The date of final assessment and/or course completion.	Please copy-and-paste a link to the webpage detailing this course on the provider's website.	Accepted file types: jpg, gif, png, pdf, Max. file size: 10 MB. Upload here your formal academic transcript/certificate/statement from your project management course provider.

### Changed Your Name?

If the name on your course records is different from the name on your application, you must separately provide legal evidence of your name change, such as a marriage certificate or official name change document.

## 2. Demonstrate Your Project Experience

Once you've met the education requirement, the next step is to provide evidence of your project experience. This ensures that all Certified Project Professionals have applied their knowledge in real-world environments.

### What you need to submit

As part of your application, you must provide:

- A completed **project summary form**, describing one (1) project you led or made a significant contribution to. This should outline your responsibilities, the project's scope and outcomes, and your role in its success.

- A **resume or LinkedIn profile** that clearly shows your broader project-related work history and supports the required experience timeframe.

### Military personnel

If you are currently serving or have previously served in the military and wish to qualify based on your rank, you may submit:

- An **official military ID** or
- **Discharge papers (DD Form 214 or equivalent)**

This will be assessed in accordance with the appropriate certification level under CPI's military pathway: <https://project.info/military/>

The screenshot shows a web form titled "How would you like to provide evidence of your prior experience?". It has two radio button options: "I served in the military, does that count?" (selected) and "I will provide details of professional experience". Below this is a section titled "Significant project/program details" with several input fields: "Project or program name", "Sponsoring organization", "When did you join?" (with a date picker), "When did you leave?" (with a date picker), and "Was was its budget?". There are two text areas for "Describe the project/program." and "What was your role?". At the bottom, there are two radio button options: "My resume or CV" and "My LinkedIn profile". There are "Back" and "Next Step" buttons at the bottom. A small link at the bottom left says "Switch back to Center for Project Innovation Admin, CPM".

### 3. Next Steps

Once your application is complete and submitted, it will be reviewed by our assessment team.

If everything is in order, you will receive an invitation to book your certification interview, which is the final step in the process.

## Frequently Asked Questions (FAQ)

### Will my interview be confidential?

Yes. Your interview is recorded for quality and verification purposes, and CPI also follows strict internal protocols to ensure the confidentiality and integrity of all certification activities. Interview recordings, assessor notes, and candidate information are securely stored and only accessed by authorized staff for quality assurance purposes.

However, because recordings are stored and reviewed, we recommend avoiding the disclosure of sensitive or classified details. You will not be penalized for withholding specific names or information. We are more interested in how you manage projects than the technical or commercial details involved. If you are concerned about what you can safely share, please contact us before your interview to discuss alternative arrangements.

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### Can I be assessed in a language other than English?

Yes. If English is not your first language and you would prefer to complete your interview in another language, we'll do our best to accommodate you.

Please let us know in advance so we can arrange a suitable assessor. Our aim is to ensure that language is not a barrier to demonstrating your knowledge, experience, and skills.

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### What happens if I don't pass the interview?

If you're adequately prepared and meet the eligibility requirements, you'll likely find the interview manageable—it's a professional conversation about your work.

However, we understand that things don't always go as planned. If you're unsuccessful in your first attempt, we'll give you clear feedback and a second chance to interview at no extra cost.

If you're still not yet proficient after your second interview, you will be awarded the **Certified Project Officer (CPO)** credential instead, recognizing your progress and giving you a clear path forward.

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### Will everyone be assessed the same way?

Yes. All candidates are assessed against the same certification standard using consistent interview questions, rating criteria, and assessor training. Regardless of your background, location, or pathway into the certification, the same level of competence is required to achieve the credential.

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### **Who (or what) conducts the assessment?**

All assessments are conducted and reviewed by qualified human assessors, not automated systems. This includes both the review of your submitted evidence (such as training records and experience documentation) and your live certification interview.

Your interview will be a structured, real-time conversation with a trained assessor, not a pre-recorded session or AI-driven interaction. You'll be asked questions based on the certification criteria, and your responses will be evaluated using a standardized rubric.

Every part of the process—from verifying your eligibility to making the final certification decision—is handled by a real person who understands project work and professional practice. This ensures your experience is fairly and consistently assessed, and gives you the opportunity to provide context and clarification where needed.

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### **Can I appeal my result or file a complaint?**

Yes. As per our Certification Rules, if you believe your interview was not conducted fairly or you'd like to challenge an outcome, you can submit an appeal. We also welcome feedback or complaints about any aspect of the certification process. Full details on how to lodge an appeal or complaint are available on our website, and we aim to respond within a defined timeframe.

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### **Can training or membership fees reduce the cost of certification?**

No. CPI does not bundle certification fees with training or membership. While we offer free and optional training (such as OPEN), certification fees are fixed and unrelated to whether or not you have completed a specific course or are affiliated with CPI in any other way.