CIfA | Project Management SIG

Specialist competence matrix – to support applicants who work in project management
PLEASE NOTE: All applications will be assessed against the main competence matrix (P6 Applicant's Guide)
with the specialist matrix as an advisory document only.

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Practitioner (PCIfA)	• Good general knowledge of recognised project management processes (such as P2, Agile, MoRPHE), project planning, assignment of roles and responsibilities and staged management. • Understanding of the role of the business case and principles of product-based planning, as well as the need for other project documentation. • Knowledge of risk and issue (change) management processes. • Knowledge of reporting and communications mechanisms to be used within projects and for the Project Board or client. • Knowledge of benefits review evaluation processes.	• Ability to work under supervision to compile project documents. • Ability to communicate to the project team and client within set limits of authority. • Understand how quality is managed and who is responsible for quality management. • Ability to initiate tasks and suggest new approaches.	• Ability to manage projects involving a single stage or small number of stages and teams. • Ability to identify project risks and issues and suggest appropriate solutions using recognised project processes.	• Understanding of the implications and benefits of a project for the organisation, client and the wider sector. • Demonstrates understanding of the ethical requirements of the Code of conduct and is able to apply to own work. Upholds the values of the Institute to work in the public interest.

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Associate (ACIfA)	• Knowledge of how to apply recognised project management processes to a variety of types of projects, based on experience. • Understanding of how to produce a business case, product plans, and other project documentation. • Knowledge of the sorts of risks and issues (change) that will need to be managed. • Knowledge of which reporting and communications mechanisms work best in given situations. • Knowledge of how to carry out benefits review/evaluation from experience.	• Ability to compile project documents for review by senior PM. • Ability to delegate to project team and communicate with client within set limits of authority. • Ability to oversee the quality management process. • Ability to initiate tasks and implement new approaches.	• Ability to manage projects involving a multiple stages and teams. • Ability to identify project risks and issues and implement appropriate solutions using recognised project processes.	• Understanding of the implications and benefits of a project well enough to suggest new projects or processes for the organisation, client and the wider sector. • Ability to use lessons learned from past projects to inform project decision making. • Understands the ethical requirements of the Code of conduct and uses them to guide and review own practice and, where applicable, that of others. Can recognise and resolve potential conflicts of interest within an established framework. Upholds and promotes the values of the Institute to work in the public interest

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Member (MCIfA)	• Authoritative understanding of recognised project management processes and how to adapt and improve processes if necessary. • Responsibility for producing the	• Ability to compile project documentation and set direction of projects. • Ability to delegate to project team and communicate with	• Ability to manage complex projects in a range of different environments • Ability to address project change using innovative means	• Ability to develop Stakeholder/Client relationships, and work within external project delivery teams.

	business case and (recommending) sign off of project documentation. • Authoritative knowledge of risk management processes. • Responsibility for reporting and benefits review. • Knowledge of how to be a mentor to others in project processes.	Client directly. • Ability to assign roles and responsibilities and set limits of authority.	if necessary.	• Understanding of the implications and benefits of a project well enough to suggest new projects or processes for the organisation, client and the wider sector. • Ability to use lessons learned from past projects to inform project planning. • Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Can anticipate, recognise, and resolve potential conflicts of interest. Promotes the values of the Institute to work in the public interest with colleagues, clients, and stakeholders.