

ROLES & RESPONSIBILITIES	ASSESSORS	CBAS CANDIDATES	WORKFLOW	CBAS UNIT	TOOLS & TECHNIQUES	DELIVERABLES
			<p><b>START</b></p> <p><b>INITIATION</b></p>	<p>Arrange Meeting with representative of candidate</p> <p>Received list of candidates involved the program</p> <p>Notify candidate</p> <p>Prepare Documentation for Candidates</p> <p>Arrange 3-days PM workshop</p>	<p>Through JD pool and Project Team Member</p> <p>Through email/letter</p> <p>Through email/letter</p> <p>Prepare &amp; print documentation</p>	<p>Invitation JD &amp; Project Team Member certification: RPM/RPD</p> <p>List of candidates &amp; CV</p> <p>Attendance Feedback Form</p> <p>Contents of Candidate Handbook:                      - Introduction to JKR Project Manager Competency Certification (slides)                      - Project Manager Certification Program Workflow                      - Self Assessment Checklist (Appendix H)                      - JKR Competency Standard for Project Manager                      - Assessment Record Book (ARB)                      - Sample Summary Statement                      - Evidence Log Book                      - Reference Letter Template                      - Grievances Procedure (Appendix G)                      - Post Assessment Feedback (Appendix O)</p>
			<p><b>READINESS INTERVIEW</b></p> <p><b>PLANNING</b></p> <p><b>CONTINUE</b></p>	<p>Distribute Self Assessment Checklist</p> <p>Distribute Candidate Handbook</p> <p>Prepare assessment milestones</p> <p>Arrange Assessor Meeting</p> <p>Distribute pairing of assessors &amp; candidates</p>	<p>Through email</p> <p>Self Assessment Checklist</p> <p>Discussion &amp; feedback from candidate</p> <p>By hand</p> <p>Discussion/Meeting</p> <p>Through email/letter</p>	<p>Self Assessment Checklist</p> <p>Completed Self Assessment Checklist</p> <p>^ Candidate's CV                      ^ Candidate's R&amp;R                      ^ Self Analysis Checklist</p> <p>Proposed assessment milestones                      List of pairing of assessors &amp; candidates</p> <p>Invitation for meeting</p> <p>List of pairs (Assessors &amp; Candidates)</p>

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	<p>Give Mutual Agreement</p> <p>↓</p> <p>Prepare Assessment Management Plan (AMP)</p> <p>↓</p> <p>Submit AMP for endorsement</p> <p>↓</p> <p>Engage Candidate</p> <p>↓</p> <p>Prepare 1<sup>st</sup> Game Plan</p> <p>↓</p> <p>Define Objectives of 1<sup>st</sup> Meeting</p> <p>↓</p> <p>Explain Content of Candidate Handbook</p> <p>↓</p> <p>Advise Assessment Session Processes</p>		<p>↓</p> <p><b>ASSESSMENT</b></p> <p>↓</p> <p><b>CONTINUE</b></p>	<p>Endorse by CBAS Manager</p> <p>Prepare Unit/s of Competence &amp; Gather Evidences</p>	<p>Approval by CBAS Manager</p> <p>Through phone call/ sms/email</p> <p>Game plan template, assessment milestones</p> <p>Ice Breaking</p> <p>Verbal explanation</p> <p>Verbal explanation</p> <p>Example of written summary template &amp; compilation of documentation (drawings, records, minute of meeting, letters, reports, etc).</p>	<p>Approved AMP</p> <p>Time, date &amp; venue for first meeting</p> <p>Game Plan No. 1</p> <p>i. To gain the candidate's overview of CBAS ii. To explain assessment process &amp; grievance/appeal procedure</p> <p>Candidate Handbook</p> <p>Key Activity Schedule (Appendix I)</p> <p>Unit/s of Competence + Evidence</p>

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					<p>Through physical/hard evidence</p> <p>Through interview</p> <p>Through design work/ supervision work/ reference letter</p> <p>Fill in Assessment Form for each Unit of Competence</p> <p>Compilation is based on candidate's file</p> <p>Based on objective of session &amp; previous session outcomes</p> <p>Through writing</p> <p>Through session with assessor</p> <p>Standard templates</p> <p>Check documentation for completeness</p> <p>Through email/letter</p>	<p>Game Plan No. 2</p> <p>Unit/s of Competence Summary Statement + Evidence</p> <p>Evidence</p> <p>Candidate's file</p> <p>Game Plan No. 3 or N<sup>th</sup></p> <p>Unit/s of Competence Summary Statement + Evidence</p> <p>* Reference letter from superiors * Candidate Post Assessment Feedback (Appendix O) * Candidate Certification of Claims * Assessment Form for Each Unit of Competence</p> <p>Recommendation letter for certification Assessment Record Book: - Assessor - Candidate Certification of Claims - Assessment Report (all levels) - RPM Candidate (submission check list) - Candidate Post Assessment Feedback (Appendix O) - Assessment Unit of Competence - Attachments: Degree/ certificates, Project relevant CV, Referee's letter/report &amp; Written Summary Statement, Self Assessment Checklist (Appendix H)</p> <p>List of competent &amp; not yet competent candidates</p> <p>Appointment letter</p>

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			<div data-bbox="961 278 1188 344" style="border: 1px solid black; background-color: #ADD8E6; padding: 5px; display: inline-block;">CLOSING</div>			
				<div data-bbox="1234 409 1499 474" style="border: 1px solid black; padding: 5px; display: inline-block;">Appoint Verifier from Assessor Pool</div>	Check process of assessment is in order according to Project Manager Certification Program Workflow & documentation required.	Complete documentation
	<div data-bbox="331 498 604 563" style="border: 1px solid black; padding: 5px; display: inline-block;">Verify Assessment Documentation</div>				Written confirmation	Signature on RPM Candidate – Submission Checklist
	<div data-bbox="331 658 604 724" style="border: 1px solid black; padding: 5px; display: inline-block;">Confirm Assessment Processes</div>			<div data-bbox="1234 789 1499 854" style="border: 1px solid black; padding: 5px; display: inline-block;">Prepare Assessment Outcome</div>	Required documentation	List of competent & not yet competent candidates
				<div data-bbox="1234 949 1499 1015" style="border: 1px solid black; padding: 5px; display: inline-block;">Assessor Panel Meeting</div>	Inform selected assessors through email/letter	Minute of meeting
	<div data-bbox="331 1080 604 1145" style="border: 1px solid black; padding: 5px; display: inline-block;">Finalise Candidate Certification</div>				Finalisation based on mutual agreement through assessors meeting	List of agreed candidate
				<div data-bbox="1234 1258 1499 1323" style="border: 1px solid black; padding: 5px; display: inline-block;">Arrange Ceremony for Certification Award</div>	Preparation on: - identify guests & guest of honour - venue - program - print letter/card of invitation - speech/keynote address - food & beverages - memento - sitting arrangement - appointment of MC & usher - print candidate's certificate	Ceremony for Certification Award
				<div data-bbox="1234 1709 1499 1774" style="border: 1px solid black; padding: 5px; display: inline-block;">Publish Certified Project Manager Registry</div>	Through website	List of Certified Project Manager
			<div data-bbox="982 1952 1163 2018" style="border: 1px solid black; background-color: #ADD8E6; border-radius: 15px; padding: 5px; display: inline-block;">END</div>			