

Project Manager Role Description

Role	Experience	Coaching/Mentoring	Education	Assessment of Prior Learning (APL)	Competency Level	Professional Membership	Project Type
Project Director	More than 8 years' experience including at least 3 years delivering and leading complex projects	- Provides coaching and/or mentoring to others - Has a coach and/or mentor	Post-Graduate degree in Project Management (or related discipline) OR current PMI PMP® or PfMP® credential OR IPMA Level A® certification	^{OR} Level 5 of Assessment of Prior Learning	Observed level 9-10 in Competency Assessment	Must hold current membership of PMI or IPMA	Can manage and lead all levels of projects (Levels 1-5) within the organisation.
Senior Project Manager	5-8 years' experience including at least 3 years delivering and leading complex projects	- Provides coaching and/or mentoring to others - Has a coach and/or mentor	Graduate degree in Project Management (or related discipline) OR current PMI PMP® or PgMP® credential OR IPMA Level B® certification	^{OR} Level 4 of Assessment of Prior Learning	Observed level 7-8 in Competency Assessment	Must hold current membership of PMI or IPMA	Can manage Levels 1-4 projects within the organisation
Project Manager I	3-5 years' experience including at least 2 years delivering and leading complex projects	- Provides coaching and/or mentoring to others - Has a coach and/or mentor	Graduate degree in Project Management (or related discipline) OR current PMI PMP® credential OR IPMA Level C® certification - Completion of internal organisational project management induction training	^{OR} Level 3 of Assessment of Prior Learning	Observed level 5-6 in Competency Assessment	Must hold current membership of PMI or IPMA	Can manage Levels 1-3 projects within the organisation
Project Manager II	2-3 years' experience providing support and leadership to substantial projects	- Has a coach and/or mentor	Graduate degree in Project Management (or related discipline) OR current PMI PMP® credential	^{OR} Level 2 of Assessment of Prior Learning	Observed level 3-4 in Competency Assessment	Must hold current membership of PMI or IPMA	Can manage Levels 1-2 projects within the organisation

			OR IPMA Level C [®] certification - Completion of internal organisational project management induction training			
Project Coordinator	Less than 2 years' experience providing support and/or leadership to projects	- Has a coach and/or mentor	Undergraduate certificate or diploma in Project Management (or related discipline) OR Current PMI CAPM [®] credential OR IPMA Level D [®] certification - Completion of internal organisational project management induction training	Not Applicable	Observed level 1-2 in Competency Assessment	Recommended but not required Provides support to project managers and may take responsibility for work package delivery in projects as decided by reporting manager.

Associated Documents:

- Project Manager Competency Assessment Tool
- Assessment of Prior Learning
- Project Management Training Syllabus and Calendar
- Project Complexity Assessment Matrix
- Job Description and Contract
- Coaching and Mentoring Training Course
- Organisational Project Management Induction Training

Notes:

- The Project Management Institute (PMI) and the International Project Management Association (IPMA) have been selected as examples only. There are other professional organisations and tertiary institutes which offer framework credentials, and these should be fully investigated before selecting the one/s that provide best value to your organisation.
- Educational requirements can also include internal training modules where they match external credentials or certificates.
- Assessment of Prior Learning is a formal assessment of the individuals existing level of project management knowledge. It can be used in place of formal education or training; and recognises that some people have gained the required skills without formal education and training.
- This table deliberately avoids descriptions of methodology-based approaches i.e. PRINCE2, Agile, Lean, Scrum etc as these should be gained by individuals when they support both the existing organisational project management framework and the correct approach required for a particular project.