

## Preparing for the UK “Quick Start” Workshop

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Follow these tips and the instructions in the “PPAQ Standards and Guidelines” carefully. This will optimize the time required for you to prepare your Proposal Practitioner Assessment Questionnaire (PPAQ) and meet the global standards.

Providing evidence of your experience in the 30 Practitioner competency areas and the development plans for yourself and others will require substantial effort. Practitioner is arguably the toughest Accreditation level. But it is also the “sweet-spot.”

For Foundation you demonstrated knowledge of best practices. Practitioner goes much deeper; you provide evidence from your work experience for a rigorous review that confirms your ability to apply best practices in real business development settings.

### Collect the reference material you will need before the Workshop

1. Download the PPAQ template – [Proposal Practitioner Assessment Questionnaire \(PPAQ\) Word template](#)

This document will be your working copy of the PPAQ. **Be sure you have the PPAQ Word template on your Laptop before you come to the Workshop.**

You will develop and edit your response to the requirements in this document. Then go online and cut and paste your responses into the corresponding blocks of the online self-assessment questionnaire.

2. Download the requirements – [APMP Proposal Practitioner Assessment Questionnaire \(PPAQ\) Standards and Guidelines](#)

This document will provide an overview of the PPAQ process. But most importantly starting on page five, it becomes your compliance matrix for your response to the PPAQ. **Print the Standards and Guidelines out and bring with you to the workshop.**

### Read the Instructions

**Carefully read the PPAQ instructions ahead of time**, just like you would with the instructions from a customer for a bid. They are contained on pages 2 through 4 of the APMP PPAQ Standards and Guidelines.

### Build your Win Strategy

**Collect any documents, experience records, detail resumes, work logs etc. you may have.** These artifacts may help you remember when you applied the skills

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requested for the individual competencies. These only are for your reference; they will not be submitted for assessment.

It may save you time to build a table summarizing your experience This involves considering the organizations that you have worked in and the roles you have performed within those organizations. In addition it will be a good idea to think

Company Name	Date	Bid/Proposal Worked	Role	APMP Competency used

about the bids/proposals you have worked on where you have used the competencies assessed through the APMP Practitioner Assessment. Use the Standards and Guidelines for Practitioner Accreditation to remind you of each competency.

### You will begin completing your PPAQ with the right evidence at the Workshop

Begin completing the Word version of the PPAQ.

There are 5 key competency areas with individual competencies specified in each area. You will be responding to the individual competencies. There are 30 individual competencies.

To complete each competency, you must first mark your PPAQ, indicating the extent to which your day-to-day activities incorporate the skills required. Responses are:

- Not at All
- Marginally
- Partially
- Largely
- Fully

If you are not able to mark Largely or Fully, consider other activities that may have provided the relevant experience and skills. You may be able to meet the standard through training and/or self-study. The Assessment Guidelines Column in the PPAQ Standards and Guidelines provides information about these alternatives where applicable.

If you have questions consult with the Director of Accreditation or Chief Examiner.

Remember these points:

1. You must provide evidence in each competency area for all the activities marked **Mandatory** and the designated number of **Desirable** activities. Follow the

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instructions precisely. Respond with all Mandatory areas and only the required number of Desirable activities. You only need to provide two or three short sentences as evidence or a short bulleted list of your activity.

2. There is no additional credit for showing evidence for more than the required Desirable criteria.
3. Reference each piece of evidence with the relevant Mandatory or Desirable letter and number to show the activity for which you are providing evidence of application i.e. M1, M2, D1, D2,
4. When responding to questions about plans to improve yourself and others, you must address both parts – **Yourself** and **Others**.

### Consider this example response for an individual competency

Use good proposal response techniques in responding to each individual competency area. Clearly state the project, time frame and the requirement i.e. assessment criteria for which you are providing, evidence.

Competency	Assessment Criteria	Application of Experience or Delivery of Training	or Training Received	or Self Study	Assessor Guidelines
<b>Schedule Development</b> <i>Evidence in this competency of Procurement or supply chain experience is acceptable</i>	Schedule activities and plan resource for complex bids.	<b>M1</b>	N/A	U	Candidates <i>must</i> be able to evidence the following in this competency <b>ALL Mandatory (M) areas</b> <i>plus</i> <b>1 x Desirable (D)</b> in either Application of experience or training received or delivered
	Develop budget for complex bids.	<b>M2</b>	N/A	U	
	Construct flowcharts to support the schedule.	<b>D1</b>		U	
	Schedule adaptively as circumstances change.	<b>M3</b>	N/A	U	
	Prepare own area of responsibility for the future.	<b>D2</b>		U	

**Figure 1. PPAQ Standards and Guidelines provide explicit guidance for the evidence required.** *The Competency area “Schedule Development”, specifies that you must provide evidence for 3 Mandatory, and 1 Desirable requirement*

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### Use your experience record as a ‘quick reminder’ to determine the evidence you are going to provide for each competency

Determine where you have applied the competency from your experience, decide the Mandatory and Desirable activities within each individual competency area, that you are able to provide evidence for. This will ensure that you only respond to the minimum required. Mark your paper copy of the Standards and Guidelines with your choice of activities if you find it helpful.

Format your response to clearly demonstrate you meet the evidence requirements for the Competency area. Figure 2 shows a schema for the Schedule Development Competency requirements described in Figure 1 completed using the recommended format.

<p>Proposal Manager - from your experience table</p> <p>Bid (XYZ) in (DATE) - from your experience table</p> <p>Complex multiservice solution working with 5 geographically dispersed teams or working with 3 internal business divisions.</p> <p><b>(M1)</b> I developed the schedule of activities and identified and planned the necessary resources to complete the response ... <i>appropriate details in one or two sentences or a bulleted list.</i></p> <p><b>(M2)</b> I developed the B&amp;P budget that included ... <i>conclude with appropriate details in one or two sentences or a bulleted list.</i></p> <p><b>(M3)</b> When the schedule changed due to ... <i>appropriate details.</i> I negotiated schedule changes with ... <i>conclude with appropriate details in one or two sentences or a bulleted list.</i></p> <p><b>(D1)</b> I developed a critical path schedule using ... <i>conclude with appropriate details in one or two sentences or a bulleted list.</i></p>
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**Figure 2. Document how you met the requirements of the PPAQ for each competency.** Use short concise sentences to state the requirement and provide appropriate details.

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Here is a working for the same Schedule Development Competency. This example demonstrates the proper level of detail and how sometimes you may need to cite multiple projects to complete the competency requirements.

**Proposal Manager for Project A in February 2009**

\$115M bid where XXX was the incumbent on maintenance service contract.

**Proposal Manager for Project B in June 2007**

\$20M bid to manage refitting of 5 ships drive trains in dry dock.

**Project A**

(M1) Set up a detailed schedule to achieve all proposal requirements, conduct three Color Reviews, complete production, and deliver the proposal early. I needed to consider availability of production personnel, SMEs, and other support staff.

(M2) Developed the budget for the proposal by considering all elements (writing, reviews, pricing, production) based on proposal size and the productivity of the available staff. I time-phased the expenditures and monitored progress during the proposal.

(M3) Adapted the schedule due to several changes. Once the RFP was released, I had to completely rework the schedule due to differences in the RFP from that anticipated. Five days prior to delivery, customer released answers to questions and extended the due date. Reviewed each answer, considered its impact, and adjusted the schedule to make our early delivery. I always plan an early delivery.

**Project B**

(D1) I prepared the coordinated schedule in Microsoft Project, developing a Gantt chart. Presented the Gantt chart at the Kickoff Meeting and also maintained it in SharePoint, as a Gantt view of a calendar so that the entire team was aware of our deadlines.

**Figure 3. Working example for Schedule Development.** *Cite multiple projects if necessary to meet all mandatory and the required number of desired requirements. Use code names for projects were required.*

If you use training in a competency area, record the name of the Workshop, the name of the training provider and also the date you attended.

If self-study is applicable, and you are recording self-study as evidence in the competency area, you must provide the name of the resource (Books are the most acceptable), the name of the author and provide a summary within the word count, of your key learning points. This may be recorded as a bulleted list.

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### Submitting your on-line PPAQ

Once you have populated each competency in the Word Version of the PPAQ with your evidence, log into the on-line assessment using these instructions:

1. Click on the link: <http://www.apmg-exams.com/UKPstart.asp>
2. On the left-side menu, click on **Practitioner Assessment**
3. Then click on **Account Registration**
4. In the new window you will be required to enter in your **Password** and **Candidate number** (these will have been provided when you paid for your assessment. However, if you have not brought them to the workshop do not worry; your facilitator will be able to provide them again).
5. You should have already pre-populated the registration details, however if you have not done so, do so now.
6. Cut and paste each of the answers you have prepared in your Word PPAQ, into the right competency pages in the on-line PPAQ Assessment.
7. Once the on-line PPAQ is fully populated you may click Submit.

For more info about preparing for and taking the Practitioner Level exam, see [Practitioner Details](#).

If you have any questions about the APMP Accreditation Program, please contact me.

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