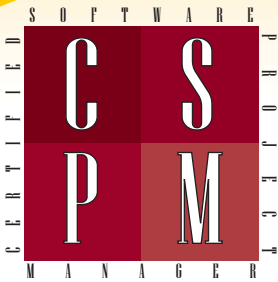


CSPM

CERTIFIED SOFTWARE PROJECT MANAGER



The need for improved and more reliable Software Project Management calls for professionals who can effectively design, manage, test, and monitor the status of software projects. Certification is recommended as a means to define the Common Body of Knowledge for the practice of software project management, and evaluate an individual's ability to apply that knowledge to practice. Acquiring the designation of Certified Software Project Manager (CSPM) indicates a professional level of competence in the principles and practices of software project management in the IT profession.

Program History

Quality Assurance Institute (QAI) was established in 1980 as a professional association formed to represent the software quality assurance industry. The first certification began development in 1985 and the first formal examination process was launched in 1990. Today, Software Certifications, administered by QAI, is global. Since its inception, Software Certifications has certified over 35,000 IT professionals in 43 countries on 6 of the 7 continents in the world.

Objectives and Benefits of Certification

The Certified Software Project Manager program is intended to establish standards for initial qualification and continuing improvement of professional competence. This certification program helps to:

1. Define the tasks (skill categories) associated with software project management activities in order to evaluate skill mastery.
2. Demonstrate an individual's willingness to improve professionally.
3. Acknowledge attainment of an acceptable standard of professional competency.
4. Aid organizations in selecting and promoting qualified individuals.
5. Motivate personnel having software project management responsibilities to maintain their professional competency.
6. Assist individuals in improving and enhancing their organization's software project management programs.

Code of Ethics

A distinguishing mark of a profession is the acceptance of responsibility by its members to the interests of those it serves.

Those certified must maintain high standards of conduct in order to effectively discharge their responsibility.

An applicant for certification must subscribe to the Software Certifications Code of Ethics that outlines the ethical behaviors expected of all certified professionals. Software Certifications programs include processes and procedures for monitoring certificant adherence to these policies. Failure to adhere to the requirements of this code is grounds for decertification.

Software Project Defined

An automated application developed or acquired for a business unit involving planning, scheduling, staffing, budgeting, and testing based on business unit provided requirements.

Software
CERTIFICATIONS



The Software Certifications Program is Proudly Administered by the Quality Assurance Institute.

SOFTWARE CERTIFICATIONS

Prerequisites

To qualify for candidacy, each applicant must meet one of these four prerequisites:

1. A 4 year degree from an accredited college-level institution and 2 years experience in the information services field
2. A 3 year degree from an accredited college-level institution and 3 years experience in the information services field
3. A 2 year degree from an accredited college-level institution and 4 years experience in the information services field
4. Six years of experience in the information services field

AND

Are working, or have worked at any time within the prior 18 months, in the field covered by the certification designation

Depending upon a compliance sample selected according to program criteria, the applicant may be required to provide detailed education and/or employment documentation supporting the prerequisite option selected on the application. If selected for verification, the applicant must supply the documentation to the program. Applicants who fail to provide the requested documentation will not be allowed to sit for the exam or, if the exam has been taken and passed, may be subject to de-certification.

Certification Candidacy/Application Process

Individuals applying for the CSPM Certification Candidacy must submit:

1. A completed on-line Certification Candidacy Application via the Customer Portal on the Software Certifications web site, www.softwarecertifications.org.
2. A \$400 (USD) non-refundable, non-transferable fee (payable by check or credit card).

A completed Certification Candidacy Application must be submitted via the Customer Portal on the Software Certifications web site for entrance as a candidate for any particular certification. This application should only be submitted by individuals who:

- Are working, or have worked at any time within the prior 18 months, in the field covered by the certification designation
- Have significant experience and breadth of knowledge to have mastered the basics of the entire Common Body of Knowledge
- Have reviewed the Software Project Management Common Body of Knowledge

Application Fee:

\$400.00 USD

Examination

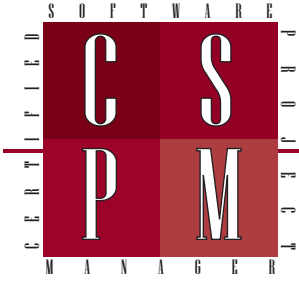
In 2008, Software Certifications selected Prometric, a world leader in assessment testing services, as its partner for the administration of certification examinations. Prometric's international network of testing centers provides the framework needed to support Software Certifications' global needs. This partnering will allow candidates to easily schedule their exam via the Internet and take it at a Prometric Testing Center in or outside of the United States. However, some global locations will remain paper-based (Sponsored Exams) and delivered on a quarterly basis – please refer to the Software Certifications web site for specific location details.

NOTE: All candidates must first register to take the certification examination through the Software Certifications Customer Portal (www.softwarecertifications.org). Once registered, those in the areas serviced by Prometric will, after a mandatory 72 hour waiting period, receive a Prometric Exam Code. Only then can candidates schedule their exam with Prometric. Candidates can not schedule their exam at Prometric without first registering with Software Certifications.

Candidates for certification must pass a four-part examination which includes essay and short answer items in order to obtain certification. The four hour examination tests the candidate's knowledge and practice of the skill areas defined in the Software Project Management Common Body of Knowledge. Candidates must attempt the exam at least once in the first twelve months after applying. Those who do not successfully pass the examination may retake the examination up to two times by submitting the on-line retake application and paying all required fees. Subsequent additional examination efforts require reinitiating the entire application process.

Technical knowledge becomes obsolete quickly; therefore, the board has established these eligibility guidelines. The goal is to test on a consistent and comparable knowledge base worldwide. The eligibility requirements have been developed to encourage candidates to prepare and pass all portions of the examination in the shortest time possible.

Software Project Management Common Body of Knowledge



Skill Categories

1. **Principles of Software Project Management** - The basics about the software project management profession are discussed: vocabulary, planning, and keeping current with ever-changing technology. Understanding these basics is necessary to successfully manage a software project.
2. **Risk Management** - The three objectives of this skill category are first to explain the concepts of risks; second to identify the risks that are new or increased in software projects; and third to provide software project managers with guidance on how to identify and measure software risks.
3. **Managing the Project Staff** - This section emphasizes the importance of managing people in software projects as well as helping software project managers understand the importance of building software that can be used by people.
4. **Schedule and Budget Management** - This skill category includes a discussion on scheduling and budgeting for software project managers who do not know the basics. Second it provides a process for software project managers to use in building schedules and budgets for software development projects. Third, the skill category reviews some of the components of software that are unique to budgeting and scheduling for software development projects.
5. **Software Project Control** - This skill category will emphasize those skills that are either unique or of a greater importance in software development projects. Four areas in software development projects that need special control emphasis are discussed in this skill category. These four areas are: controlling software changes, software testing, managing software defects, and controlling behavior change.
6. **Defining Software Requirements** - This skill category addresses the five major challenges project managers face in getting good requirements. First, the basics of requirements are not known; second, the attributes of a good requirement are frequently not included in the requirement standards; third, a process for defining requirements is needed that ensures adequate time is allocated to requirement definition; fourth, changes to requirements must be known and how changes to one requirement impact other requirements must be defined; and fifth, the requirements must be traced throughout the development process to ensure they are not lost or incorrectly implemented.
7. **Measurement and Status Reporting** - This skill category will emphasize three aspects of measurement that are of importance to software project managers. The first is understanding the basics of quantitative measurement; the second is to understand how a measurement program is implemented in an IT organization's software development project; and the third is developing status reports based on quantitative information.
8. **Software Development and Deployment Processes** - This skill category includes the types of tools that would be beneficial to software project managers in building and deploying the software. All of these tools are used by leading IT organizations, but probably no one IT organization uses all of the tools included in this skill category. The purpose of including the tools is two-fold. First, to familiarize software project managers with the types of tools they could be using in software development deployment. Second, is to provide some guidance on how and where these tools can be used.
9. **Software Testing** - This skill category explains the process of testing, the process of planning testing, the type of techniques used, the process to manage defects, and the process for reporting the results of testing.
10. **Configuration Management** - This skill category discusses how the various components of software development are controlled such as releases, library management, and coordination of changes throughout multiple software development projects/applications. It also reviews the activities associated with software maintenance/enhancements and how changes to a software system should be controlled throughout development and operation of a software project.

For a more detailed explanation of each category, visit the Software Certifications web site at www.softwarecertifications.org.

Recertification

The Software Certifications Board strives to maintain the highest degree of integrity within Software Certifications. To maintain this integrity, a certificant must maintain a current knowledge base of quality principles, practices, and technical knowledge as the information technology industry advances and technologies become obsolete. By requiring that the certificant maintain and increase their level of competency through various avenues of education and activity, the board is assured that the certification standards of integrity are being met and the value of the certification designation is being maintained.

To assure that the certificant is maintaining knowledge and skills that are state-of-the-art in the field, the certificant must demonstrate continuing professional education (CPE) activities. This may be done by:

- Submitting a Recertification Journal of qualified Continuing Professional Education activities
- or
- Taking an Examination for Recertification to demonstrate your competence and skill in the certification competency domains.

Other Certifications

Certified Associate in Software Quality (CASQ)

Certified Associate in Software Testing (CAST)

Certified Software Quality Analyst (CSQA)

Certified Software Tester (CSTE)

Certified Software Business Analyst (CSBA)

Certified Manager of Software Quality (CMSQ)

Certified Manager of Software Testing (CMST)

Please visit:

*www.softwarecertifications.org
for more information regarding other
certifications.*

Frequently Asked Questions

What is the fee for certification?

The initial fee for CSPM certification is \$400 USD. This includes the application processing fee, administration fee, and your initial sitting fee. The fee also includes a downloadable version of the Software Project Management Common Body of Knowledge via the Customer Portal on the Software Certifications web site. If you sit for the exam the first time within twelve months of applying and do not receive passing marks, there is an additional fee of \$100 USD for each retake exam (limit two).

What is the exam format?

The four hour exam is made up of four essay and short answer sections. There is a ten-minute break between each section.

How do I study for the exam?

There is no specific outline of study curriculum established by Software Certifications. Candidates are responsible for their own study and preparation. The Quality Assurance Institute, as administrator of Software Certifications, does not infer that attending specific courses or programs will significantly enhance the candidate's chances of passing the examination. Bibliographic references are included in the Software Project Management Common Body of Knowledge description for information purposes however, candidates are expected to know and pursue other resources.

Professional certification is a significant undertaking. Sufficient time and energy should be allocated by the candidate toward preparation. Most of the needed preparation involves reviewing and brushing up on the various skill categories in the certification's respective Common Body of Knowledge. If candidates have extensive experience in the software project management practices described in the skill categories of the Common Body of Knowledge, the examination should not be difficult. Candidates should avoid last minute cramming, as it is rarely beneficial in the long term.

Software Certifications

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