



## **PECB CERTIFIED ISO 21500 LEAD AUDITOR**

**MASTERING THE AUDIT OF GUIDANCE ON PROJECT MANAGEMENT BASED ON ISO 21500, IN COMPLIANCE WITH THE REQUIREMENTS OF ISO 19011 AND ISO 17021**

### **SUMMARY**

This five-day intensive course enables the participants to develop the necessary expertise to audit Guidance on Project Management as specified in ISO 21500 and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 and ISO 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit.



## WHO SHOULD ATTEND?

- ▶ Internal auditors
- ▶ Auditors wanting to perform and lead guidance on Project Management (GPM) audits
- ▶ Project managers
- ▶ Senior managers
- ▶ Quality managers
- ▶ Members of a Project Management team

## COURSE AGENDA

DURATION: 5 DAYS

### DAY 1 Introduction to concepts and processes of Project Management as specified in ISO 21500

- ▶ Introduction to Project Management
- ▶ Terms and definitions related to Project Management
- ▶ Project Management standards, frameworks and methodologies
- ▶ Detailed presentation of the clauses of ISO 21500

### DAY 2 Planning and initiating an ISO 21500 audit

- ▶ Fundamental audit concepts and principles
- ▶ Audit approach based on evidence and on risk
- ▶ Preparation of an ISO 21500 audit
- ▶ Conducting an opening meeting

### DAY 3 Conducting an ISO 21500 audit

- ▶ Communication during the audit
- ▶ Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
- ▶ Audit test plans
- ▶ Formulation of audit findings
- ▶ Documenting nonconformities

### DAY 4 Concluding and ensuring the follow-up of an ISO 21500 audit

- ▶ Audit documentation
- ▶ Quality review
- ▶ Conducting a closing meeting and conclusion of an ISO 21500 audit
- ▶ Evaluation of corrective action plans
- ▶ ISO 21500 surveillance audit
- ▶ ISO 21500 internal audit management program

### DAY 5 Certification Exam



## LEARNING OBJECTIVES

- ▶ To acquire expertise to perform an ISO 21500 internal audit following ISO 19011 guidelines
- ▶ To acquire necessary expertise to manage a GPM audit team
- ▶ To understand the concepts and processes of a Project Management
- ▶ To understand the relationship between Project Management and compliance with the requirements of different stakeholders

## EXAMINATION

The “PECB Certified ISO 21500 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). The exam covers the following competence domains:

### 1 Domain 1: Fundamental principles and concepts in Project Management

Main Objective: To ensure that the ISO 21500 Lead Auditor candidate can understand, interpret and illustrate the main Project Management concepts related to guidance on Project Management (GPM)

### 2 Domain 2: Quality Management System (GPM)

Main Objective: To ensure that the ISO 21500 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of guidance on Project Management based on ISO 21500

### 3 Domain 3: Fundamental Audit Concepts and Principles

Main Objective: To ensure that the ISO 21500 Lead Auditor candidate can understand, interpret and apply the main concepts and principles related to a GPM audit in the context of ISO 21500

### 4 Domain 4: Preparation of an ISO 21500 audit

Main Objective: To ensure that the ISO 21500 Lead Auditor candidate can prepare appropriately a GPM audit in the context of ISO 21500

### 5 Domain 5: Conduct of an ISO 21500 audit

Main Objective: To ensure that the ISO 21500 Lead Auditor candidate can conduct efficiently a GPM audit in the context of ISO 21500

### 6 Domain 6: Conclusion and follow-up of an ISO 21500 audit

Main Objective: To ensure that the ISO 21500 Lead Auditor candidate can conclude a GPM audit and conduct follow-up activities in the context of ISO 21500

### 7 Domain 7: Management of an ISO 21500 audit program

Main Objective: To ensure that the ISO 21500 Lead Auditor understands how to establish and manage a GPM audit program

- ▶ The “PECB Certified ISO 21500 Lead Auditor” exam is available in different languages, such as English, French, Spanish and Portuguese
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: [www.pecb.com](http://www.pecb.com)



## CERTIFICATION

- ▶ After successfully completing the exam, participants can apply for the credentials of PECB Certified ISO 21500 Provisional Auditor, PECB Certified ISO 21500 Auditor or PECB Certified ISO 21500 Lead Auditor depending on their level of experience. Those credentials are available for internal and external auditors
- ▶ A certificate will be issued to participants who successfully pass the exam and comply with all the other requirements related to the selected credential:

Credential	Exam	Professional Experience	GPM Audit Experience	GPM Project Experience	Other Requirements
<b>PECB ISO 21500 Provisional Auditor</b>	PECB ISO 21500 Lead Auditor Exam	None	None	None	Signing the PECB code of ethics
<b>PECB ISO 21500 Auditor</b>	PECB ISO 21500 Lead Auditor Exam	<b>Two years</b> One year of Guidance on Project Management work experience	Audit activities totaling 200 hours	None	Signing the PECB code of ethics
<b>PECB ISO 21500 Lead Auditor</b>	PECB ISO 21500 Lead Auditor Exam	<b>Five years</b> Two years of Guidance on Project Management work experience	Audit activities totaling 300 hours	None	Signing the PECB code of ethics

## GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to the participants
- ▶ In case of failure of the exam, participants are allowed to retake it for free under certain conditions

For additional information, please contact us at [info@pecb.com](mailto:info@pecb.com) | [www.pecb.com](http://www.pecb.com)