

Case Study Guidelines

Initial Certification and Renewal



Please support our commitment to sustainability and do not print this document unless it is absolutely necessary to do so.

1. General Information	
Questions?	If you have any questions about how to prepare your Case Study, contact the Green Project Management (GPM) Certification Board at: certification@greenprojectmanagement.org
Privacy and Confidentiality	GPM warrants that we will not use your Case Study for any purpose other than to evaluate your suitability for certification without prior, written permission. If the above assurance is insufficient, we can negotiate a Non-Disclosure Agreement (NDA). However, the NDA must be signed before you submit any documents.

2. Project Characteristics	
Timing	A Case Study project must have been completed within the past five (5) years.
2.1 Green Project Manager — Basic (GPM-b)	
Candidate Role	Candidates must have spent at least one-hundred (100) hours working on their Case Study project.
Management Complexity	There is no minimum management complexity required for a Case Study project used to renew GPM-b.
2.1 Green Project Manager — Specialist (GPM-s)	
Candidate Role	Candidates must have served as the manager or director of their Case Study project. They could have had a different title, but they must have had the responsibilities of the manager or director role.
Management Complexity	A Case Study project used in support of a GPM-s application must score at least thirty-five (35) using GPM's <i>Management Complexity Ratings</i> worksheet.
2.3 Green Project Manager — Master (GPM-m)	
Candidate Role	Candidates must have served as the manager or director of their Case Study project. They could have had a different title, but they must have had the responsibilities of the manager or director role.
Management Complexity	A Case Study project used in support of a GPM-m application must score at least sixty (60) using GPM's <i>Management Complexity Ratings</i> worksheet.

3. Content Requirements	
Company Profile(s)	Provide a one paragraph overview of your employer. If the Case Study project was done under contract, provide a one paragraph overview of the customer organization as well.
Project Description	<ul style="list-style-type: none"> • Expected benefits (the reasons for doing the project) • Actual benefits (if known) • Expected results (a description of the product-of-the-project) • Planned and actual costs and resources • Planned and actual milestones • Product and project management success criteria • Challenges addressed • Key lessons learned
P5 Impact Analysis	As described in <i>The GPM P5™ Standard for Sustainable Project Management</i> .

4. Technical Requirements		
File Format	One Portable Document Format (PDF) file. If you use multiple files to prepare your Case Study, you must consolidate them into a single file prior to submission.	
Features	Your Case Study should include all the standard features of a quality document (i.e., page numbers, table of contents, readable fonts, clearly visible headings and subheadings, etc.). The use of color to support readability is encouraged, but not required.	
Length	GPM-b	<ul style="list-style-type: none"> • 2,000–3,000 words (3–5 single-spaced pages) • P5 Impact Analysis (3–5 pages) • Up to 5 pages of appendices
	GPM-s	<ul style="list-style-type: none"> • 2,500–3,500 words (4–6 single-spaced pages) • P5 Impact Analysis (4–6 pages) • Up to 8 pages of appendices
	GPM-m	<ul style="list-style-type: none"> • 3,000–5,000 words (5–8 single-spaced pages) • P5 Impact Analysis (4–6 pages) • Up to 12 pages of appendices
Writing Style	Avoid jargon. A Case Study should be understandable by an individual who lacks experience in the project’s industry or domain.	
Attestation	The last page of your document must contain the following declaration: <p style="text-align: center;"><i>“I hereby confirm that the narrative content of this document is entirely my own work, and that I was not assisted by any other person.”</i></p> followed by your signature to attest to the truthfulness of this statement.	