



# MEMBERSHIP GUIDELINE

## Individual Membership Guideline

To be an applicant for individual membership of the Project Management Association of Nepal (PMAN) you will need 5 years experience as a project management practitioner, teacher or researcher. You will need to submit this application form and Curriculum Vitae that focuses on your project management experience and satisfies the following membership criteria:

### Essential components

Your application must demonstrate at least 5 years practical experience managing projects or key control functions within projects, or teaching and/or researching project management from a practical and professional stand-point.

### Desired components

The following criteria are considered to be desirable in your application:

- You are likely to have relevant qualifications and/or be a member of other professional bodies.

If unable to demonstrate these components then you should demonstrate extensive project management experience, based on the criteria below.

### Definitions of experience

Demonstrating experience by providing evidence in the application form and project based CV:

- Project responsibilities: demonstrate that you have taken full responsibility in managing a project (or key control function) on behalf of a client, board of directors or senior management team. You should define your duties outlining the scope of your responsibilities including geographical spread and degree of autonomy.
- Budgetary responsibility: demonstrate your budgetary responsibilities in terms of value of assets managed and total project value.
- Technical understanding and experience: define the project management systems and methodologies used.

### For those unable to demonstrate sufficient experience

Applicants unable to demonstrate sufficient experience may be classified at associate level and may be eligible to upgrade to full member when they have satisfied the full membership requirements by re-applying.

### Qualifications and membership of professional associations

In this section, please list all qualifications gained at undergraduate level and above, as well as membership of any other professional organizations. This information is solely for profiling purposes.

### Membership Fee

Individual Annual Membership Fee is NRs. 1,000.00 per year (Baisakh to Chaitra). Members should renew their membership status by the end of the Nepali year i.e., Chaitra. Those members who do not renew their membership every year should re-apply for consideration of the Executive Committee who will decide and inform the applicant. Membership fee for joining the association in the middle of the year is prorated.

For Individual Life Membership a member has to have 2 years of consecutive annual membership, fee is NRs. 10,000.



## Corporate Membership Guideline

To be an applicant for corporate membership of the Project Management Association of Nepal (PMAN) your company should be registered for at least 2 years and should have implemented projects.

### Essential components

Your company should be willing to promote the profession of project management by sharing your experiences through publications and knowledge sharing opportunities such as workshops, training, conferences, and seminars.

### Definitions of experience

Demonstrating experience by providing evidence in the application form and project based Company Profile:

- Project responsibilities: demonstrate that your company has implemented projects by sharing the profiles of projects.
- Enclosure of organization charter, annual reports, company registration and tax certificates.

### Membership Fee

Corporate Annual Membership Fee is NRs. 5,000.00 per year (Baisakh to Chaitra). Members should renew their membership status by the end of the Nepali year i.e., Chaitra. Those members who do not renew their membership every year should re-apply for consideration of the Executive Committee who will decide and inform the applicant. Membership fee for joining the association in the middle of the year is prorated.

### Appointees

Your company needs to appoint a first representative and an alternative representative to fulfill formalities, responsibilities as well as serve as a contact person for the association's functioning. A letter or a copy of the company minute should be enclosed along with the application.

For Corporate Life Membership a corporate member has to have 2 years of consecutive annual membership, fee is NRs. 35,000.

## Student Membership Guideline

To be an applicant for student membership of the Project Management Association of Nepal (PMAN) you will need to demonstrate interest in the project management field. You will need to submit this Membership Form and Curriculum Vitae.

### Essential components

Your application must include an exposition (essay) on how the project management knowledge, skills and techniques can enhance your personal growth and career prospects.

### Desired components

The following criteria are considered to be desirable in your application:

- You are likely to have relevant academic background, qualifications and/or be a member of other professional bodies.

### Membership Fee

Individual Membership Fee is NRs. 500.00 per year (Baisakh to Chaitra). Members should renew their membership status by the end of the Nepali year i.e., Chaitra. Those members who do not renew their membership every year should re-apply for consideration of the Executive Committee who will decide and inform the applicant. Membership fee for joining the association in the middle of the year is prorated.

**Please complete the appropriate sections and return the Membership Form by email or by post at:**

**Project Management Association of Nepal**  
PO BOX 7240, Kathmandu, Nepal

For any queries regarding membership or this application form, please email us at [info@pman.org.np](mailto:info@pman.org.np)