

Code of Professional Conduct PCP-AI

The principles every PCP-AI candidate and certificant undertakes
to uphold — in the numbers, in the work and in the profession



OFFICIAL CANDIDATE DOCUMENT
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PROJECT CONTROLS INSTITUTE GLOBAL
AI proposes. The professional disposes.

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Status. This Code applies to every candidate for, and every holder of, the Certified Project Controls Professional (PCP-AI) credential awarded by Project Controls Institute Global ("the Institute"). It is a founding-stage document, maintained under the Institute's governance alongside the related policies on ethics, AI, examination rules and discipline. Where those policies give fuller detail, they govern; this Code states the principles.

Why a code. Project controls is a discipline of trusted numbers. A forecast, a variance analysis or a risk register is only useful if the people relying on it can assume it was prepared honestly, competently and without a hidden agenda. This Code exists so that the PCP-AI designation carries exactly that assumption — for every holder, everywhere.

— 1. Integrity of the numbers

Principle. The certificant reports what the evidence shows. Forecasts, variances, progress and risk are stated truthfully, with their assumptions and limits disclosed, whether or not the answer is welcome.

In practice, the certificant is expected to:

- present forecasts and estimates at completion that reflect performance to date and honest assumptions — never a number shaded to keep a client, sponsor or manager comfortable;
- never manufacture, suppress or reclassify a variance to disguise the true position of a project;
- state the assumptions behind every analysis and say plainly what the conclusion cannot support;
- correct an error promptly and openly once it is discovered, rather than letting a wrong number stand.

— 2. Competence and its limits

Principle. The certificant works within their competence, keeps that competence current, and says so plainly when a task needs expertise they do not have.

In practice, the certificant is expected to:

- take on only work they are competent to perform, and seek help or supervision where they are not;
- maintain their knowledge and skills across the discipline, including the governed use of AI, as methods and standards evolve;
- neither claim nor imply qualifications, experience or certification status they do not hold.

— 3. Confidentiality

Principle. Cost data, commercial positions, performance information and personal data are protected, used only for their intended purpose, and never traded for personal advantage.

In practice, the certificant is expected to:

- protect confidential project, commercial and personal information encountered in the course of their work;
- use such information only for the purpose for which it was entrusted, and disclose it only with proper authority or where the law requires;
- take reasonable care with the tools they use — including AI tools — so that confidential information is not exposed to systems outside the owner's control (see Principle 8);
- continue to respect confidences after an engagement or employment ends.

— 4. Conflicts of interest

Principle. The certificant's professional judgement is not for sale and not for rent. Actual, potential and perceived conflicts are disclosed before they can colour a conclusion.

In practice, the certificant is expected to:

- disclose promptly any interest — financial, personal or organisational — that could reasonably be seen to influence their professional judgement;
- decline or withdraw from work where a conflict cannot be managed by disclosure and safeguards;

- never accept inducements, and never offer them, to influence a professional conclusion, a certification, a valuation or an award.

— 5. Fair dealing in commercial matters

Principle. In valuations, applications for payment, claims, variations and negotiations, the certificant deals honestly. Advocacy for an employer or client is legitimate; misrepresentation is not.

In practice, the certificant is expected to:

- prepare valuations, progress claims and applications for payment that honestly reflect the work done and the contract's terms;
- present claims and variations on their genuine merits, supported by records, and never inflate quantities, rates or entitlements;
- represent their employer's or client's position firmly but truthfully, correcting any material misstatement made on their behalf once it is known.

— 6. When asked to misstate

Principle. Being instructed to present a false or misleading number does not excuse presenting it. The certificant's duty is escalation, not participation.

In practice, the certificant is expected to:

- decline to prepare, sign or knowingly transmit reports, forecasts or records they believe to be materially false or misleading;
- raise the concern first through the proper channels of their own organisation – their manager, governance, audit or ethics routes – and keep a record of having done so;
- escalate further where the concern is not resolved, taking advice where needed, rather than acquiescing by silence;
- understand that pressure from an employer or client will not be accepted by the Institute as a defence to participation in a misstatement.

— 7. Duties to the profession and the Institute

Principle. The value of the PCP-AI depends on the integrity of the process that awards it and the honesty of those who hold it. Every candidate and certificant shares in protecting both.

In practice, the candidate or certificant is expected to:

- act honestly in every dealing with the Institute — applications, declarations of eligibility, examination sittings and recertification;
- respect the integrity of the examination: sit it without unauthorised assistance of any kind, and neither seek nor accept improper advance knowledge of its content (the examination rules will set out the full requirements for each sitting);
- keep examination content confidential — never disclosing, reconstructing, sharing or soliciting live examination items, before or after a sitting;
- cooperate openly and truthfully with any Institute investigation, and report credible evidence of certification fraud or examination misconduct by others;
- use the PCP-AI designation accurately, only while entitled to it, and without implying recognitions the credential does not carry.

— 8. Governed use of AI

Principle. Using AI well is now part of professional competence; governing it is part of professional conduct. AI proposes; the professional disposes. Accountability for any output that carries the certificant's name cannot be delegated to software.

In practice, the certificant is expected to:

- verify AI-assisted outputs against independent evidence or their own reasoning before relying on them, matching the depth of the check to the consequence of being wrong;
- be able to explain, in their own words, how an AI-assisted conclusion was reached and why it holds — "the model said so" is never a defence;
- be transparent about AI's contribution where it is material to a conclusion, so that reviewers can see what was machine-proposed and what was human-judged;

- never enter confidential project, commercial or personal data into AI tools outside the data owner's control and policies.

— The disciplinary route — an overview

Concerns that a candidate or certificant has fallen short of this Code may be raised by anyone through the Institute's reporting routes. The Institute's disciplinary and investigation procedures — published separately — are built on fair process:

- the person concerned is told what is alleged and given a genuine opportunity to respond;
- the matter is examined by people free of conflicts of interest;
- outcomes are proportionate to the breach, ranging from guidance, through conditions, to suspension or withdrawal of certification in serious cases;
- adverse decisions carry a right of appeal.

Enforcement exists so that employers and the public can rely on the credential. It is applied consistently, and recorded so the process itself can be checked and improved.

— Interpretation and precedence

- This Code is read together with the Institute's code of ethics, AI-related standards and policies, examination rules and certification policies. Where a specific policy gives fuller detail, that policy governs the detail; the principles here remain binding throughout.
- The Code applies to conduct in professional life wherever it could reasonably bear on the trust placed in the PCP-AI credential.
- The Institute describes its own status honestly and expects the same of its certificants: the PCP-AI is developed with reference to ISO/IEC 17024 personnel-certification principles, and no claim of accreditation or external recognition is made beyond what is true today.

Founding-stage document · Reviewed under the governance of Project Controls Institute Global.