



MEDHIRA ENTERPRISES

Project Management Consulting and Training Services

Contact us at: +1 (718) 340-8465. Visit us at: www.medhira.com

Project Management Professional (PMP®) Certification Review

Anita Dhir, PMP®, President, Medhira Enterprises

+1 (718) 340-8465 or +91 99203 94438

adhir@medhira.com

Copyright © 2013 Medhira Enterprises. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means — electronic, mechanical, photocopying, recording, or otherwise — without the permission of Medhira Enterprises.

Agenda

Introduction

Benefits

Qualifications

Application Process

PMP® Exam Overview

PMP® Exam Content

PMP® Exam Preparation Strategies

Post Certification

Introduction

● **Project Management Institute (PMI®)**

is the leading global professional association for project managers. It administers a globally accepted and recognized, examination-based professional certification program.

● **PMP®** was introduced in 1984

*The most
recognized
and respected
certification and
credential for
Project Managers
worldwide!*

**Join the growing community of
over 585,040 PMP®s and CAPM®s 23,793!**

As of September 30, 2013

Benefits

● Business

- Provides a framework for standardized project management requirements & communication

● Career

- Provides professional/personal recognition
- Expedites professional advancement
- Creates job growth opportunities within an organization
- Available and accepted worldwide as evidence of education and proven level of experience in PM
- Increases your PM knowledge
- Increases employee's value to an organization
- Conveys to current & potential employers that you have a solid foundation of project management knowledge that you can readily apply in the workplace
- Provides consistency (same language, skillset, repeatable outcomes) , authentication, networking and professional growth



Benefits

● Business

- Provides a framework for standardized project management requirements & communication

● Career

- Consistency
 - Uniform language, skillset, repeatable outcomes
- Authentication
 - Provides worldwide professional/personal recognition
 - Validated PM abilities
 - Available and accepted worldwide as evidence of education and proven level of experience in PM
 - Conveys to current & potential employers that you have a solid foundation of project management knowledge that you can readily apply in the workplace
- Access
 - Continued professional growth / advancement
 - Job growth opportunities within an organization
 - Increased your PM knowledge base
 - Increased employee's value to an organization
 - Greater networking opportunities



Qualifications

● PMP® Eligibility Criteria

- Candidates applying for certification as a Project Management Professional must satisfy the educational and experiential requirements (categories 1 or 2) and agree to abide by the **Project Management Professional Code of Professional Conduct**

● PMP® Certification Requirements

- Approved Application
 - Demonstrated Experience based on level of formal education
 - Demonstrated PM Education
 - Agreement to Abide by the Code of Professional Conduct
- Successful Completion of PMP® Examination
- Maintenance of the Post Certification Requirements

Qualifications (cont'd)

Category 1	Category 2
<ul style="list-style-type: none"> ■ Baccalaureate or equivalent university degree ■ Minimum of 4,500 hours (at least thirty-six (36) unique (non-overlapping) months of project management experience within the last eight-year (8) period prior to the application) of project management experience within the five (5) process groups ■ 35 hours of Project Management education 	<ul style="list-style-type: none"> ■ No baccalaureate or equivalent university degree but holds a high school diploma or equivalent secondary school credential ■ Minimum of 7,500 hours (at least sixty (60) unique (non-overlapping) months within the last eight-year (8) period) of project management experience within the five (5) process groups. ■ 35 hours of Project Management education.

Qualifications (cont'd)

● Educational Background

- A copy of diploma or transcript for Bachelor degree or equivalent university degree (in case of an audit).

● Experience Verification Form (s) (EVF) that meet the criteria

- Candidates are required to document experience in performing tasks within the domains as part of the application process.
- Applicants are required to provide contact information for each project that is submitted as part of the application. During the application evaluation review period, if an application is selected for audit, PMI will contact manager(s) indicated on the application to validate the documented experience.

● PM Education Form(s)

35 hours of Project Management education. Document PM education taken (no specific time frame) (A copy of the training transcripts will be necessary in case of an audit).

Application Process

● Employee

- If you have completed numerous projects for one company, or if many of your projects overlap, you may submit one EVF that indicates the total number of hours you worked on all the projects from that company. Write “Various Projects” in the Project Title of the EVF and estimate the total number of hours spent on all of the projects from the company. You should describe the nature of the projects in greater detail on the resume and explain how the projects utilize the process areas and relate to project management.

● Consultant

- The easiest thing to do is to group all the consulting projects together on one EVF. Enter the information of the company you are a consultant for in the Employer Information Section. Write “Various Consulting Projects” in the Project Title and estimate the total number of hours spent on all of the projects. List the names of the projects and describe the nature of the projects in greater detail on the resume, and explain how the projects utilize the process areas and relate to project.

Application Process (cont'd)

● Certification Fees - (U.S. dollars)

- PMI Member \$ 405.00
- Non-member \$ 555.00

Note: 1 week(maximum) to receive Exam Eligibility Letter to take the exam. Exam must be taken within 1 year of the letter date. Read the cancellation policy related to refunds

● Completed applications should be submitted to:

Online www.pmi.org (<http://www.pmi.org/en/Certification/Project-Management-Professional-PMP.aspx>) (Faster, Preferred Method)

Or

Written

PMI Certification Department

Four Campus Boulevard

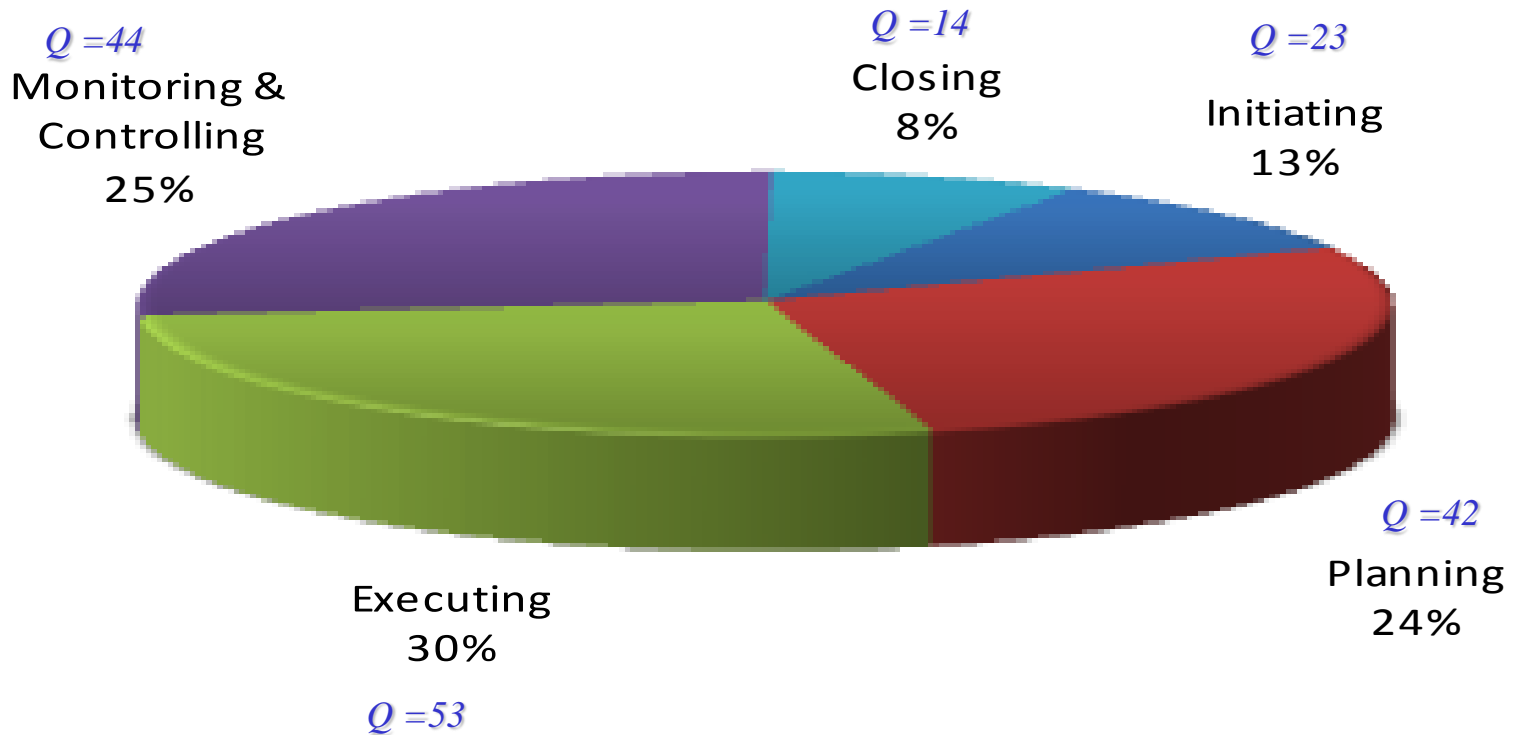
Newtown Square, PA 19073-3299

PMP® Exam Overview

● The Project Management Professional (PMP®) Certification Examination:

- Measures the application of knowledge, skills, tools, and techniques that are utilized in the practice of project management
- Is based primarily on A Guide to the Project Management Body of Knowledge (PMBOK®) 2012 Edition (Fifth Edition)
- Has 60 - 70 % situational questions (Candidates must also reference their professional experience)
- Is a 4-hour computer-based test, 200 multiple-choice questions. *(To pass the PMP® examination, candidates must be “Moderately Proficient” in all Domains (PM Process Groups). Your scores will be based on 175 questions as the scores of 25 pretest questions randomly placed throughout the examination will not be included in the pass/fail determination.)*
- Is offered only by Prometric (www.2test.com) at various locations

PMP® Exam Content



**Number of Questions asked in each Process Group based on Total Number of Graded Questions: 175*

PMP® Exam Content (Cont'd)

● PMBOK® Guide – 2012 Edition

– PM Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

PMP® Exam Content (Cont'd)

PM Process Groups

Initiating Processes	Define and authorize the project or a project phase
Planning Processes	Define and refine objectives, and plan the course of action to attain the objectives and scope that the project was undertaken to address
Executing Processes	Integrate people and other resources to carry out the project management plan for the project
Controlling Processes	Regularly measure and monitor progress to identify variances from the project management plan so that corrective action can be taken when necessary to meet project objectives
Closing Processes	Formalize acceptance of the project, service or result and brings the project or a project phase to an orderly end

PMP® Exam Content (Cont'd)

Performance Domain I Initiating 13% <ul style="list-style-type: none"> • Conduct Project Selection Methods • Define Scope • Document Project Risks, Assumptions, & Constraints • Identify and Perform Stakeholder Analysis • Develop Project Charter • Obtain Project Charter Approval 	Performance Domain II Planning 24% <ul style="list-style-type: none"> • Define and Record Requirements, Constraints and Assumptions • Identify Project Team and Define Roles and Responsibilities • Create the WBS • Develop Change Management Plan • Identify Risks and Define Risk Strategies • Obtain Plan Approval • Conduct Kick-off Meeting 	Performance Domain III Executing 30% <ul style="list-style-type: none"> • Execute Tasks Defined in Project Plan • Ensure Common Understanding and Set Expectations • Implement the Procurement of Project Resources • Manage Resource Allocation • Implement Quality Management Plan • Implement Approved Changes • Implement Approved Actions and Workarounds • Improve Team Performance 	Performance Domain IV Monitoring & Controlling 25% <ul style="list-style-type: none"> • Measure Project Performance • Verify and Manage Changes to the Project • Ensure Project Deliverables Conform to Quality Standards • Monitor all Risks 	Performance Domain V Closing 8% <ul style="list-style-type: none"> • Obtain Final Acceptance for the Project • Obtain Financial, Legal, and Administrative Closure • Release Project Resources • Identify, Document and Communicate Lessons Learned • Create and Distribute Final Project Report • Archive and Retain Project Records • Measure Customer Satisfaction
---	---	--	--	---



PMP® Exam Preparation Strategies

● Resources

- **A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Fifth Edition**, Paperback, Publisher: Project Management Institute , Author: Project Management Institute, ISBN: 978-1935589679

● Q& A Resources: Practice tests or Test Simulations



Medhira Complete PMP® Exam Readiness Kit: Certification Study Notes + PMP® Certification Exam Process Group based Practice Test (350 questions) (ebook or Paperback, 2013 August), by Anita Dhir , PMP®(Author), Publisher: Medhira Enterprises, www.medhira.com

Medhira Complete PMP® Exam Readiness Kit: Certification Study Notes + PMP® Certification Exam Practice Test (200 questions) (ebook or Paperback, 2013 August), by Anita Dhir , PMP®(Author), Publisher: Medhira Enterprises, www.medhira.com

Medhira Complete CAPM® Exam Readiness Kit: Certification Study Notes + CAPM® Certification Exam Practice Test (150 questions) (ebook or Paperback, 2013 August), by Anita Dhir , PMP®(Author), Publisher: Medhira Enterprises, www.medhira.com

- PMP Exam Success Series: Exam Simulation Booklet (Fifth Edition PMBOK® Guide) , Crosswind Project Management Inc. 2013
- PMP Exam Prep, Eighth Edition, (Paperback) by Rita Mulcahy (Author), Publisher: RMC Publications, Inc., ISBN-13: 978-1932735659
- The PMP Exam: How to Pass on Your First Try, by Andy Crowe, PMP, Velociteach; 5th Revised edition (June 15, 2013), ISBN-10: 098276085X, ISBN-13: 978-098276057

PMP® Exam Preparation Strategies (Cont'd)

● Tools

- Flash cards
- Text Books
- CD ROM self study
- Sample Exams
- Create your own notes and review them

● Formal Education

- PMP® Exam Prep Courses (It will give you confidence and a sense of readiness)

- Universities and Training Organizations

(Visit



MEDHIRA ENTERPRISES
collaborating for success

for details)

● Study Groups

- Check out local PMI websites

There is no single source for preparing for the examination



PMP® Exam Preparation Strategies (Cont'd)

● Planning (Cont'd)

- Determine your qualifications
- Determine your Project Management Education
- Select type of training and supplier based on your needs
- Set target date to take the PMP® test and complete the PMP® application early in the process.
- Make your test appointment the day you get the approval letter from PMI
- Plan three weeks intensive self-study and budget daily study time
- Take a Exam Prep Course

PMP® Exam Preparation Strategies (Cont'd)

● Planning (Cont'd)

- Obtain info about study groups (virtual and in-person)
- Obtain sample exam questions
- Have a study plan
 - Study a new chapter from the PMBOK®
 - Review prior chapters
 - Always conclude a chapter/study with multiple exam quizzes
 - Spend extra time to review the answers missed doing the exam

Be positive and optimistic!

Discipline, Discipline, Discipline...

PMP® Exam Preparation Strategies (Cont'd)

● Execution

- Make PMBOK your best friend
 - Carry it with you everywhere
 - Study all domains
 - Memorize the glossary, chapter overviews (inputs, tools & techniques, outputs)
 - Use the PMBOK 5 Processes / 9 Knowledge Areas as a guideline (Review the guide as many times as possible)
 - Understand all examples and charts
 - Use quizzes and practice exams to measure progress
 - Discuss material with other PMP® candidates
 - Finish the PMBOK® at least five days before the test and practice sample tests
- Create a sample exam binder
- Use flashcards
- Work your Plan!

Stick to your Study Plan!

PMP® Exam Preparation Strategies (Cont'd)

● Day Before the Exam:

- Check out the Exam location prior to the exam date
- Exercise and get a good night's sleep before the exam

● Examination Day:

- Bring two forms of a ID & Eligibility letter
- Carry your cell phone and a small bag that will fit in a locker
- Bring something to drink and nibble on during breaks (energy!) – *Take breaks only if necessary as the clock is ticking*
- Remember to BREATHE! A good brain needs oxygen
- Be prepared to sit for a long time
- Write down the Earned Value Formulae on the scratch paper that is provided once you begin the exam

*Do not write anything on the scratch paper until you have started the test. This can lead to **disqualification!***

PMP® Exam Preparation Strategies (Cont'd)

● Examination Day (Cont'd):

- Write the formulae prior to any calculations to avoid mistakes.
- Read each question carefully (pay attention to words like “except”, “not”)
- Be wary of alternatives that include the words always, never, only, must, and completely
- Think of your answer before making your choice (If you do not know the answer, use the process of elimination)
- Be prepared for situational questions
- Mark questions for review if you are unable to respond quickly as the test offers you an option of marking a question for later review (Jot it down on the scrap paper as well)
- Answer all questions as there are no negative points for wrong answers

Post Certification

- Update your Resume
- Maintain your PMP® Certification
 - Purpose
 - Sustain the PMP® as a global certification credential
 - Enhance the ongoing professional development of PMPs
 - Encourage and recognize individualized learning opportunities
 - Offer a standardized and objective mechanism for attaining and recording professional development activities
 - PMP®s must also comply with the PMP® Code of Professional Conduct to maintain certification status.

Post Certification (Cont'd)

- Maintain your PMP® Certification (Cont'd)
 - PMPs must complete and submit a minimum of sixty Professional Development Units (PDUs) during each Continuing Certification cycle.
 - PDU is the measuring unit used to quantify approved learning and professional service activities related to Project Management. Typically, one PDU is earned for one hour of learning.
 - A PMP's Continuing Certification cycle can be identified by the dates on his/her PMP® Certificate.
 - Options to earn PDUs:
 - Category A – PMI Registered Educational Providers (REPs) Courses
 - Category B – Continuing Education
 - Category C – Self-Directed Learning
 - Category D – Creating PM Knowledge
 - Category E – Service to Professional/Community Organization
 - Category F – Professional PM Experience
 - Track, record, & submit PDUs regularly

Post Certification (Cont'd)

● Maintain your PMP® Certification (Cont'd)

– Approach:

- Learn

- Courses

- » Join the local PMI Chapter

- » Attending meetings counts as one PDU, and they often offer symposiums and other learning opportunities (Attending every monthly meeting and a few full-day events may be enough to cover the yearly requirement)

- » PMI and other Project Management Organizations offer public courses in Project Management.

- » Take Internal Training/External Training/Webinars

- » Contact the HR department if your (training-wise) company offers paid-for internal training and see if you can "piggyback" on their training sessions. They may offer a significant discount over what you would pay yourself.

- » Visit  (www.medhira.com), Local Community Colleges and Universities for schedules

- Read a book/watch video/get mentored on project management

*One hour of
training
provides 1
PDU*

Post Certification (Cont'd)

● Maintain your PMP® Certification (Cont'd)

- Get Experience
 - If you work in a field in which you perform project management or are a project manager, you can earn 5 PDU's per calendar year (15 total in a 3 year cycle)
- Volunteer
 - You can earn 5 PDUs per calendar year (15 total) by using your skills to help out a not-for-profit or your local PMI Chapter.
- Publish
 - Earn PDUs by publishing articles on Project Management related topics in PMI Chapter Newsletters, and other established magazines and journals
- Present/Teach
 - Earn PDUs by presenting on Project Management related topics at PMI Chapter meetings, PM conferences, and other institutions

PDU Categories for Professional Development

- PMI promotes professional development through the Continuing Certification Requirements (CCR) program to improve the performance of its credential holders and to support the profession. To adhere to the program and maintain your credential, you have to earn the following amounts of professional development units (PDU) depending on which credential you hold:

PMP (<http://www.pmi.org/CareerDevelopment/Pages/AboutCredentialsPMP.aspx>) 60 PDUs

● EDUCATION CATEGORIES

- **CATEGORY A:** Courses offered by PMI's R.E.P.s, chapters and communities
 - Earn PDUs by attending educational courses offered by PMI's Registered Education providers (R.E.P.s).

PDU Categories for Professional Development (Cont'd)

➤ **CATEGORY B: Continuing Education**

- Earn PDUs by completing an academic course being offered by a university / college / training organizations.

Earn PDUs Now!

- **Visit**  **MEDHIRA ENTERPRISES** (www.medhira.com) to learn more about our virtual, in-house, or live seminars, workshops, and webinars

➤ **CATEGORY C: Self-Directed Learning**

- Earn PDUs for self-directed learning activities such as individualized learning events involving personally conducted research or study, reading articles, books, or instructional manuals, watching videos, using interactive CD-ROMs, podcasts, having formal discussions with colleagues, coworkers, clients, or consultants or being coached or mentored.

PDU Categories for Professional Development (Cont'd)

- **CATEGORY D: Self-Directed Learning**
 - Earn PDUs for creating new knowledge for project management. Qualifying activities include authoring (co-authoring) a project management textbook, a peer-reviewed article, or an article for PMI's Knowledge Shelf, relevant electronic newsletters, blogs, presenting in a webinar or podcast, creating a course or developing course content for project management related courses, serving as a speaker or instructor for project management related courses and presentations, serving as a moderator of a relevant discussion or as a subject matter expert for a panel discussion. Check out PMI's Knowledge Shelf for reference:
(<http://www.pmi.org/Resources/Pages/Knowledge-Shelf.aspx>)

Note: GIVING BACK TO THE PROFESSION CATEGORIES

PDU Rule: PMP credential holders may not earn more than a total of 45 PDUs in the three “Giving Back to the Profession” categories (D, E and F) per 3-year certification cycle..

PDU Categories for Professional Development (Cont'd)

- **CATEGORY E: Volunteer Service**
 - Earn PDUs by providing volunteer, non-compensated project management services to non-employer or non-client customer groups.

- **CATEGORY F: Working as a Professional in Project Management**
 - PMP credential holders may claim 5 PDUs per 12-month period for working as a project manager.

PMI Code of Professional Ethics

Overview

The overall importance of the code of ethics is to present ourselves as Project Managers in a professional manner and to gain the respect of our clients, colleagues, and stakeholders. The key features are:

Vision and Applicability

- As we show we set high standards and have a vision of excellence. As Project Managers, we are the role models for the profession, team, and our companies.

Four Values

Responsibility

- We, as Project Managers, take ownership for our position and projects.
- We agree to adhere to Governmental, legal, and regulatory standards.

Respect

- To value the relationships, both professional and personal within the organization. To show we have a high regard for ourselves, others, and the resources entrusted to us. We adhere to the copyrights, proprietary, of all involved, including sensitive and secretive information.

Fairness

- We make decisions impartially and objectively. Our conduct must be free from self interest, prejudice, and favoritism. We treat all Stakeholders in a unbiased manner and all members without cultural prejudice.

Honesty

- To be truthful in all dealings with project team and stakeholders.

Questions



➤ Visit www.medhira.com

- ❖ PM Career Advice / Guidance / Mentoring
- ❖ PMP®/CAPM® Readiness Kits
- ❖ PMP® Exam Prep Classes
- ❖ PMP® Math Webinar
- ❖ 30+ Workshops and Webinars for PM Contact hours and PDUs

Medhira FACTORS for your PMP Success

