Welcome

to the presentation on

Project Management Professional (PMP)® &

Certified Associate in Project Management

(CAPM)®

certification from the

Project Management Institute (PMI)®

Project Management Professional (PMP®) &
Certified Associate in Project Management (CAPM)®

- ❑ Value of the PMP
- ❑ Prerequisites
- ❑ Certification Exam
- ❑ Study Tips
- ❑ PMI Membership
- ❑ Registration

The Value of PMP Certification

- Renowned throughout the world.

- Positive impact on salary.

- Better marketability.

- Continually develop your skills.

- Stay current as the profession changes.

The demand for skilled project managers is at an all-time high as organizations and agencies continue to focus on higher productivity and greater customer satisfaction with minimum resources – http://www.pmi.org

"Through 2020, 1.57 million new project management jobs will be created each year around the world." – www.pmi.org.

Prerequisites for PMP Certification

To apply for the PMP, you need to have either:

A secondary degree (high school diploma, associate's degree, or the global equivalent) **with at least five years of project management** experience, with 7,500 hours leading and directing projects and 35 hours of project management education.

OR

A four-year degree (bachelor's degree or the global equivalent) and **at least three years of project management experience**, with 4,500 hours leading and directing projects and 35 hours of project management education.

Source: http://www.pmi.org

PMP Certification Exam

❑ 200 multiple choice questions.

❑ Exam time 4 hours.

❑ No scheduled breaks.

❑ 25 pretest questions that do not affect the score.

Source: Project Management Professional (PMP®) Handbook

PMP EXAM CONTENT OUTLINE:

The percentage of questions in each domain are:

1. Initiation 13%

2. Planning 24%

3. Executing 30%

4. Monitoring and Controlling 25%

5. Closing 8%

Project Management Professional (PMP®) &
Certified Associate in Project Management (CAPM)®

Certified Associate in Project Management (CAPM)®

Price:
PMI Member US$225
Non-member (PMI) US$300

Prerequisites:
Secondary degree (high school diploma, associate's degree or the global equivalent) and 1,500 hours of project experience, or
23 hours of project management education completed by the time you sit for the exam.

Exam:
The certification exam has 150 multiple choice questions, and you have three hours to complete it. To maintain your CAPM, you must retake the exam every five years. Exams can be taken at a Prometric centre or as a proctored exam through Pearson VUE. (see htt*ps://www.pmi.org/certifications/types/certified-associate-capm/proctoring*)

http://www.pmi.org/certification/certified-associate-project-management-capm.aspx

CAPM EXAM CONTENT OUTLINE

1. Introduction to Project Management (6%)

2. Project Environment (6%)

3. Role of the Project Manager (7%)

4. Project Integration Management (9%)

5. Project Scope Management (9%)

6. Project Schedule Management (9%)

7. Project Cost Management (8%)

8. Project Quality Management (7%)

10. Project Communication Management (10%)

11. Project Risk Management (8%)

12. Project Procurement Management (4%)

13. Project Stakeholder Management (9%)

Preparation Tips

❑ Ensure that you are 100% familiar with all the definitions and common acronyms in the *PMBOK® Guide* (see glossary)

❑ Understand the purpose, inputs, tools & techniques and outputs from all 10 knowledge areas as well as how they fit into the project life-cycle.

❑ Note that the CAPM exam tests memorization, but that the PMP exam it tests application and analysis.

❑ Ensure that you understand the relationship between a knowledge area, project management process, process groups and the phases of the project life-cycle.

❑ Ensure that you have a clear idea of every technique or formula that is referred to in the *PMBOK® Guide* for instance for PERT, BCR, EVM, NPV etc.

Preparation Tips

❑ Ensure that you can relate all aspects defined in the *PMBOK® Guide* to real life situations.

❑ Ensure that you can do a forward pass, backward pass, calculate float and identify the critical path.

❑ Work through as many example exam questions as you can manage, but also concentrate on the options that are not correct. Make sure that you understand what each option means and why the other options are not correct. "Learn to think like PMI".

❑ Accept that there will be questions you cannot answer – make certain that you get 100% for those questions that have only one correct answer.

❑ Do you need an exam preparation course (or 35 hours training)?

Why people fail the PMP exam

- Not reading the PMBOK Guide or reading it superficially.
- Not attending a formal training program.
- Not following a study time-table everyday without any breaks.
- Not solving enough practice exam questions, including mathematical questions.
- Skipping over some important part of the question.
- Not reading all the options as you believe that you know the right answer.
- Not recognizing irrelevant information in the question.
- Over-reliance on personal experience.

Source: http://www.pmbypm.com/

Reading Material

Foundational Standards:

- ❑ The Standard for Organizational Project Management

- ❑ The PMI Guide to Business Analysis

- ❑ PMBOK® Guide – Sixth Edition

- ❑ The Standard for Program Management – Fourth Edition

- ❑ The Standard for Portfolio Management – Fourth Edition

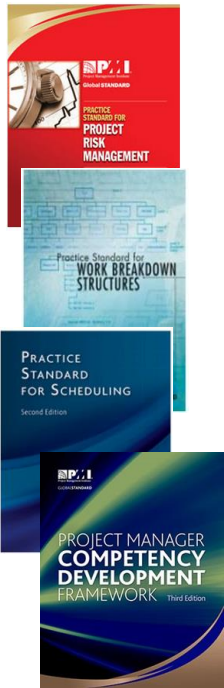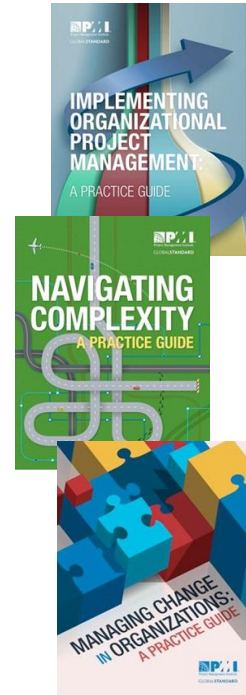- ❑ Organizational Project Management Maturity Model (OPM3®) – Third Edition

Project Management Professional (PMP®) & Certified Associate in Project Management (CAPM)®

Reading Material

Practice Standards & Framework:

- ❑ Practice Standard for Project Risk Management
- ❑ Practice Standard for Earned Value Management – Second Edition
- ❑ Practice Standard for Project Configuration Management
- ❑ Practice Standard for Work Breakdown Structures
- ❑ Practice Standard for Scheduling – Second Edition
- ❑ Practice Standard for Project Estimating
- ❑ Project Manager Competency Development Framework – Third Edition

http://www.pmi.org

Reading Material

Practice Guides:

- ☐ Agile Practice Guide
- ☐ Requirements Management: A Practice Guide
- ☐ Governance of Portfolios, Programs, and Projects: A Practice Guide
- ☐ Business Analysis for Practitioners: A Practice Guide
- ☐ Implementing Organizational Project Management: A Practice Guide
- ☐ Navigating Complexity: A Practice Guide
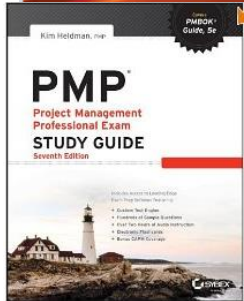- ☐ Managing Change in Organizations: A Practice Guide
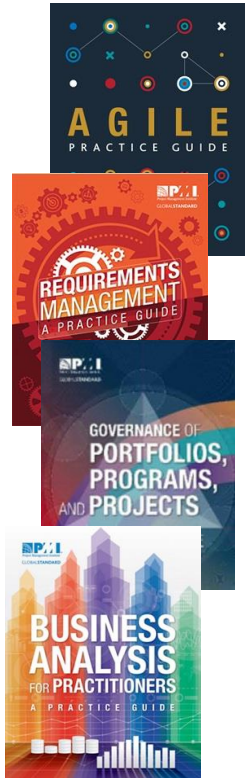
http://www.pmi.org

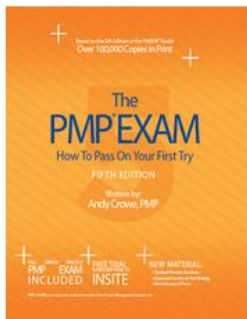# Project Management Professional (PMP®) & Certified Associate in Project Management (CAPM)®

Popular PMP exam prep books
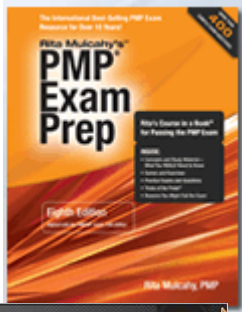
PMP Exam Prep: Accelerated Learning to Pass the Project Management Professional (PMP) by Rita Mulcahy Paperback - $89.00
http://www.amazon.com

PMP: Project Management Professional Exam Study Guide 9th Edition, Kindle Edition by Kim Heldman - **$36.47**
http://www.amazon.com

The PMP Exam: How to Pass on Your First Try, Fifth Edition by Andy Crowe - **$62.89**
http://www.amazon.com/

Project Management Professional (PMP®) &
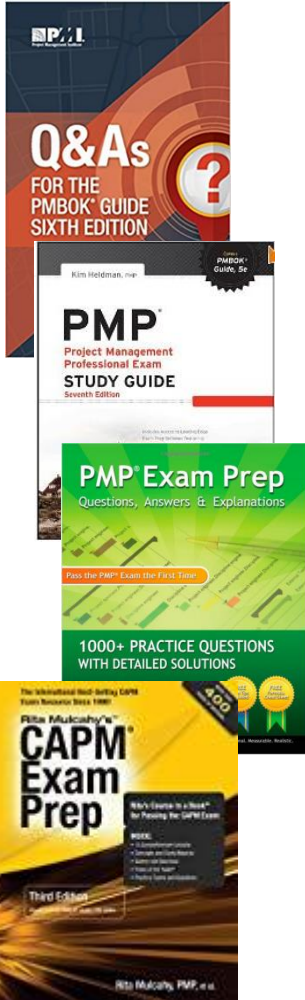# Certified Associate in Project Management (CAPM)®

Popular CAPM exam prep books

Q & As for the PMBOK® Guide Sixth Edition by Project Management Institute - Kindle Edition - **$17.09**
http://www.amazon.com

PMP: Project Management Professional Exam Study Guide 9th Edition, Kindle Edition by Kim Heldman - **$36.47** *(Author)*http://www.amazon.com

PMP® Exam Prep Questions, Answers & Explanations, 5th Edition by Christopher Scordo - **$47.45**
http://www.amazon.com

CAPM Exam Prep, 3rd Edition Third Edition, by Rita Mulcahy - **$73.54**
http://www.amazon.com

Project Management Professional (PMP®) & Certified Associate in Project Management (CAPM)®

Project Management Institute (PMI®) Membership
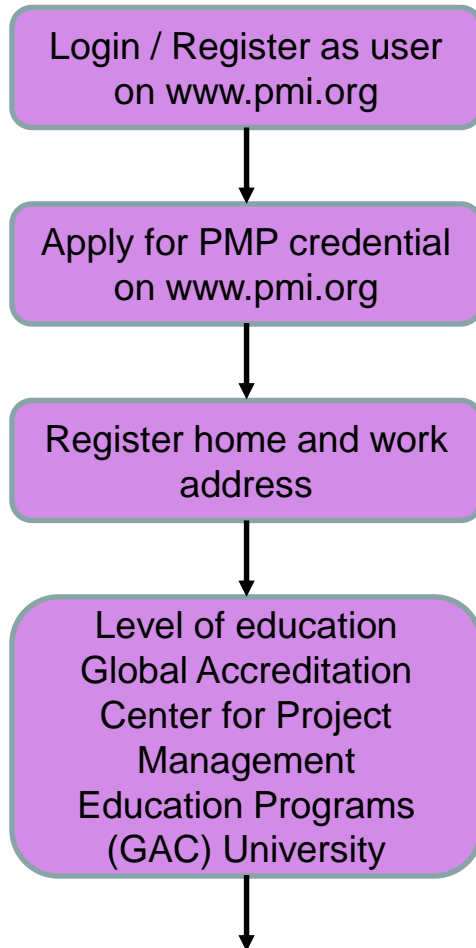

Membership fee $139 first year (then $129 per year)

Benefits:
- ❑ **PMP** examination costs reduced from $555 to $405 (save $150) and reexamination fee reduced from $375 to $275)
- ❑ **CAPM** examination costs are reduced from $300 to $225. The re-examination fee is 150 USD for **PMI** members and 200 USD for non-members.
- ❑ Free pdf copies of PMI standards and publications:
  - • Foundational Standards
    - ✓ PMBOK® Guide
    - ✓ Program Management Guide
    - ✓ Portfolio Management Guide
  - • Discount on Extensions to PMBOK Guide
  - • Practice standards and framework
  - • Practice guides
  - • Other knowledge resources (White papers & Case Studies)
- ❑ Full access to www.ProjectManagement.com
- ❑ PMI Publications
  - ❑ PM Network®, Project Management Journal®, PMI Today®
  - ❑ e-Newsletters

Project Management Professional (PMP®) & Certified Associate in Project Management (CAPM)®
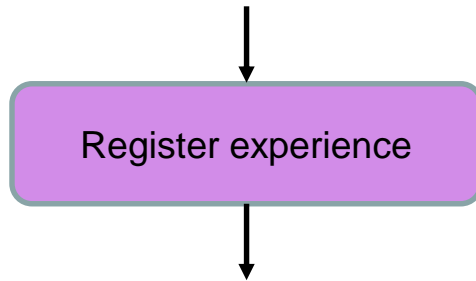
The registration process

```
┌─────────────────────┐
│ Login / Register as  │
│ user on www.pmi.org  │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Apply for PMP        │
│ credential on        │
│ www.pmi.org          │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Register home and    │
│ work address         │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐
│ Level of education   │
│ Global Accreditation │
│ Center for Project   │
│ Management           │
│ Education Programs   │
│ (GAC) University     │
└─────────────────────┘
          │
          ▼
```

http://www.pmiteach.org/UploadedDocuments/GAC_brochure_v4.pdf

Degree: Minimum of 4500 hours of project management experience

Non-degree: Minimum of 7500 hours of project management experience

The registration process

Register experience

Minimum of 4500/7500 hours of project management experience. Project management experience dating back at least 3 years but not dating back further than 8 years from the application submittal date.

Minimum of 36/60 months of project management experience (gaps in experience and overlapping experience will not be counted).

Project management experience is required in each of the following process areas when all projects are totaled, but not on each project: Initiating; Planning; Executing; Monitoring and Controlling; Closing

Project Specific Information
* Project Title:
* Project Started:
* Through:
* Project Role:
* Primary Industry

The registration process

Register experience

Organization Details of the organization for whom you managed this project.
* Job Title:
* Organization Name:
* Organization Address:
* City:
 State/Province/Territory:
Zip/Postal Code:
* Country:
Organization's Phone Number (Country Code; Area/State/City Code; * Phone Number)

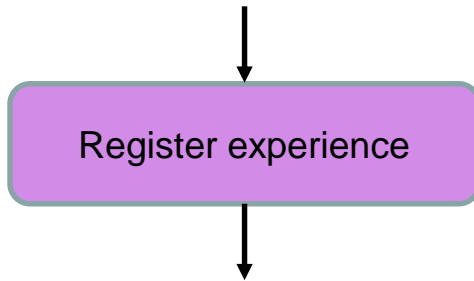**Primary contact** for this project. (PMI may contact to verify your work experience.)
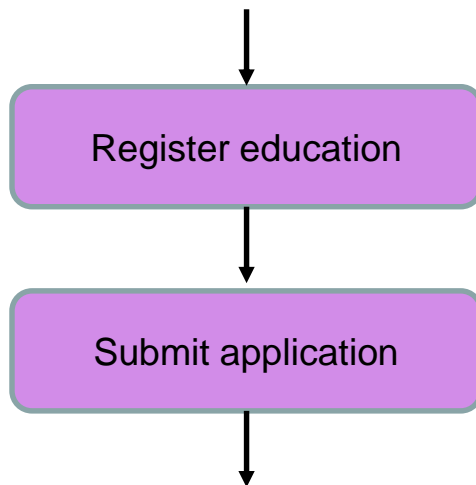* Contact Name:
* Contact Relationship:
* Contact E-mail:
  Contact's Phone Number: (Country Code; Area/State/City Code: * Phone Number: Extension:)
* indicates a required field

The registration process

Register education
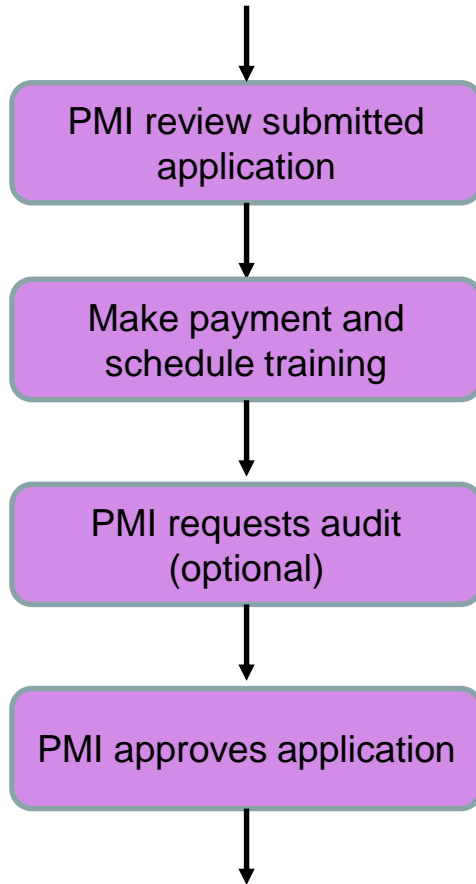
Submit application

Minimum of 35 contact hours of formal education in project management (one contact hour is equivalent to one actual hour of training or instruction received). There is no timeframe associated with this requirement, therefore, candidates can document all project management education, regardless of when it was accrued. However, the coursework must be complete at the time of application.

Course information:
* Course Title:
* Institution Name:
* Course Start Date:
* Course End Date:
* Hours:
* Qualifying Hours: (NOTE: Qualifying hours are hours that are applicable to this credential only.)

Project Management Professional (PMP®) &
Certified Associate in Project Management (CAPM)®

The registration process

PMI review submitted application

↓

Make payment and schedule training

↓

PMI requests audit (optional)

↓

PMI approves application

↓

PMI will review your submitted application. This may take up to 5 business days. When PMI approves your application you will be notified by e-mail. You'll then be able to begin the exam scheduling process.

Computer-based testing (CBT)
member $405, non-member $555
PMI recommends that you schedule the examination at least 6 weeks in advance of your preferred test date and
at least 3 months before the expiration of your eligibility period

If your application is selected for an audit, you will be notified by email after payment of the credential fee is received.
PMI provides you with 90 days to submit the requested documentation.
The audit should take about five to seven business days to complete.

PMI will send you an email notification with the PMI Eligibility ID, the start and end dates for your eligibility period and the examination scheduling instructions.
Your one year of examination eligibility begins when PMI approves your application.

The registration process

Write exam

The PMP examination is comprised of 200 multiple-choice questions of which 25 are pretest questions that do not affect the score and are used in examinations to test the validity of future examination questions.
The allotted time to complete the examination is four hours.
The percentage of questions in each domain are:
Initiation 13%
Planning 24%
Executing 30%
Monitoring and Controlling 25%
Closing 8%

In order to be admitted into the Prometric testing center, you must bring a form of government-issued
identification. Your identification needs to include:
1. English characters/translation
2. your photograph and
3. your signature

The following are acceptable forms of government-issued identification:
Valid military ID; Valid passport; Valid national identification card.

The registration process

Your government-issued identification must match your name exactly as it appears on the scheduling notification. You will not be permitted to test if the name on your government-issued identification does not exactly match the name on your scheduling notification. Neither PMI nor Prometric will make any exceptions to this policy.
If you do not provide the appropriate and/or matching identification, you will not be permitted to test.

On the day of your examination, please arrive a half hour before your scheduled appointment. You must sign in, present the required identification, and provide your unique PMI eligibility ID. You may also be asked to provide the confirmation number received when scheduling the appointment.

You may NOT bring anything or anyone into the testing area or to the desk where you take the exam. This includes:
Food; beverages; book; bags; coats; sweaters; luggage;
Calculators; eyeglass cases; pagers; cellular telephones; tape recorders; dictionaries; children visitors any other personal items

Write exam

The registration process

These items will be provided for you by Prometric on the day of the exam: Calculators are built into the CBT exam and will be provided to those candidates taking a PBT exam, Pencils & Scrap paper

You may take the examination up to three times within the one-year eligibility period should you not pass on the
first attempt.

Upon completion of the computer-based examination, you will receive a printed copy of your test results. In addition to the overall pass/fail status, important diagnostic information on your performance is provided for each domain. This information provides specific guidance for both passing and failing candidate.

Write exam
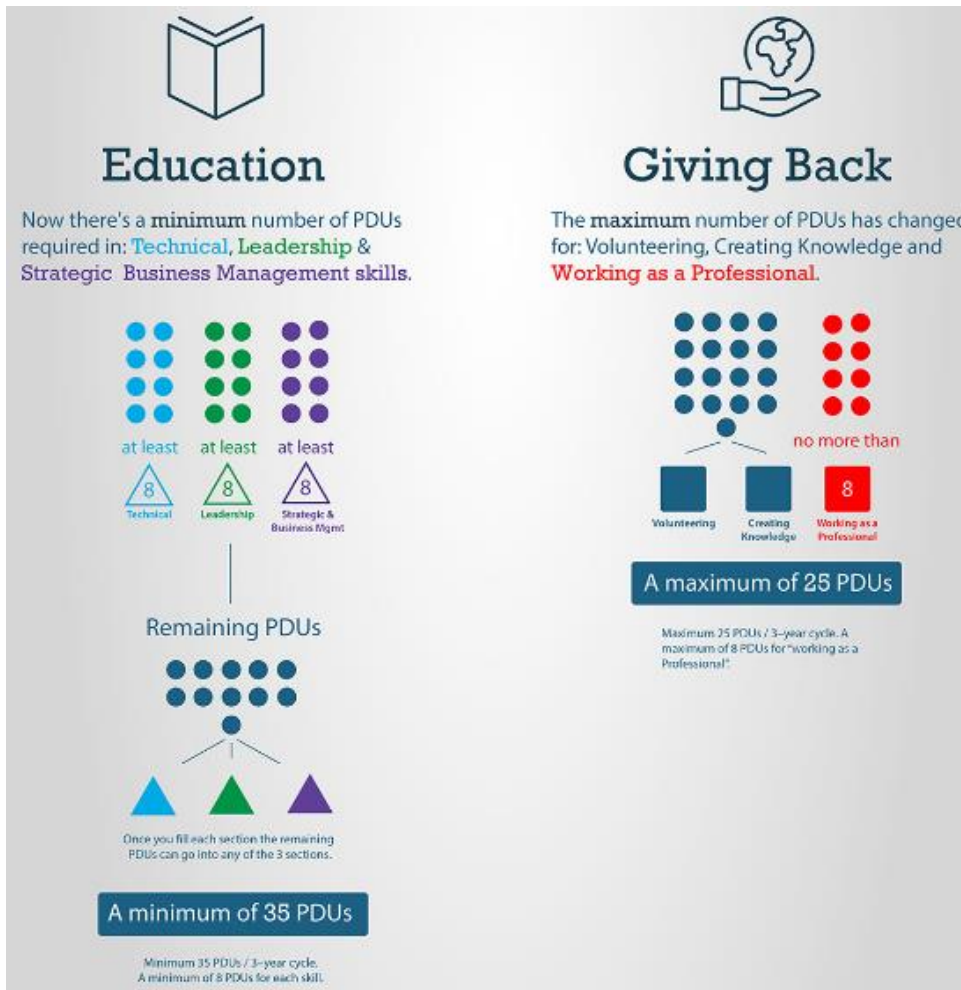
Transferable PDUs: The number of excess PDUs (up to 20)

PMP renewal cost $150 or $60 (PMI members).
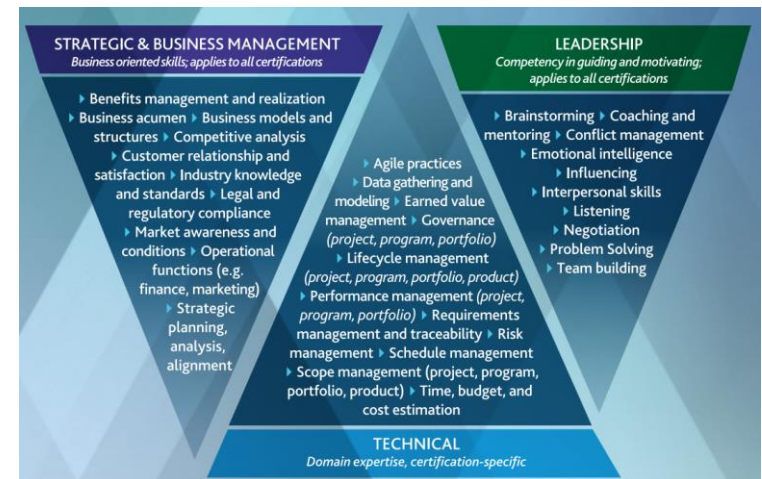
Project Management Professional (PMP®) &
Certified Associate in Project Management (CAPM)®

EDUCATION

Course or Training
Classes, watching a presentation, or formal education ⓘ

Organization Meetings
Conferences, chapter meetings, etc. ⓘ

Online or Digital Media
Pre-recorded Webinars, Podcasts, or Digital recordings ⓘ

Read
Books, articles, blogs, etc. ⓘ

Informal Learning
Conversations with other professionals or mentors ⓘ

GIVING BACK

Work as a Practitioner
Working in a project management-related profession ⓘ

Create Content
Authoring books, articles, etc. or presenting ⓘ

Give a Presentation
Preparing for and speaking or presenting ⓘ

Share Knowledge
Serving as a moderator, SME, or mentor ⓘ

Volunteer
Volunteering without compensation ⓘ

2018 Edition 6

Project Management Professional (PMP®) &
Certified Associate in Project Management (CAPM)®

Good Luck

"Good luck is a residue of preparation" - Jack Youngblood