

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

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

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

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.

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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>

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PMP Certification Exam

- 200 multiple choice questions.
- Exam time 4 hours.
- No scheduled breaks.
- 25 pretest questions that do not affect the score.

Testing done at Pearson VUE centers (Boston City Campus & Business College)

Source: Project Management Professional (PMP®) Handbook

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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%

30 June 2020 will be the last day to take the current version of the exam

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PMP EXAM CONTENT OUTLINE from 1 July 2020:

The percentage of questions in each domain are:

Domain	Percentage of Items on Test
I. People	42%
II. Process	50%
III. Business Environment	8%
Total	100%

About **half of the examination will represent predictive project management approaches** and the other half will represent **agile or hybrid approaches**. Predictive, agile, and hybrid approaches will be found throughout the three domain areas listed above and are not isolated to any particular domain or task.

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PMP EXAM CONTENT OUTLINE from 1 July 2020:

Domain I: People — 42%

- Manage conflict
- Lead a team
- Support team performance
- Empower team members and stakeholders
- Ensure team members/stakeholders are adequately trained
- Build a team
- Address and remove impediments, obstacles, and blockers for the team
- Negotiate project agreements
- Collaborate with stakeholders
- Build shared understanding
- Engage and support virtual teams
- Define team ground rules
- Mentor relevant stakeholders
- Promote team performance through the application of emotional intelligence

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PMP EXAM CONTENT OUTLINE from 1 July 2020: :

Domain II: Process — 50%

- Execute project with the urgency required to deliver business value
- Manage communications
- Assess and manage risks
- Engage stakeholders
- Plan and manage budget and resources
- Plan and manage schedule
- Plan and manage quality of products/deliverables
- Plan and manage scope
- Integrate project planning activities
- Manage project changes
- Plan and manage procurement
- Manage project artifacts
- Determine appropriate project methodology/methods and practices
- Establish project governance structure
- Manage project issues
- Ensure knowledge transfer for project continuity
- Plan and manage project/phase closure or transitions

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PMP EXAM CONTENT OUTLINE **from 1 July 2020:**

Domain III: Business Environment — 8%

- Plan and manage project compliance
- Evaluate and deliver project benefits and value
- Evaluate and address external business environment changes for impact on
- scope
- Support organizational change

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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 Pearson Vue centre or as a proctored exam through Pearson VUE. (see

<https://www.pmi.org/certifications/types/certified-associate-capm/proctoring>)

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

28 August: Eliminating the 1,500-hour work experience requirement & waiving 35 hours of education required for new CAPM applicants.

September: New question types on CAPM Exam

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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%)

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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.

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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)?

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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/>

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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

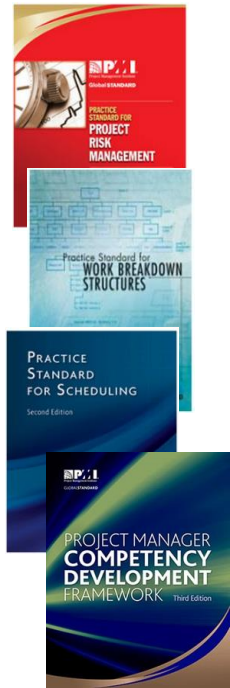


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Reading Material

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>

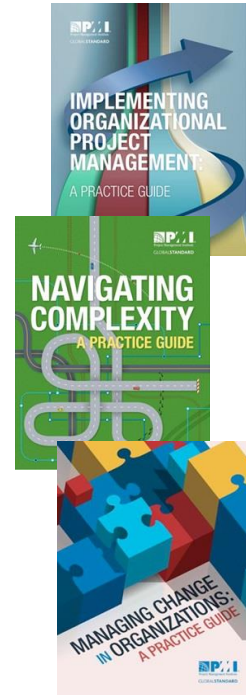
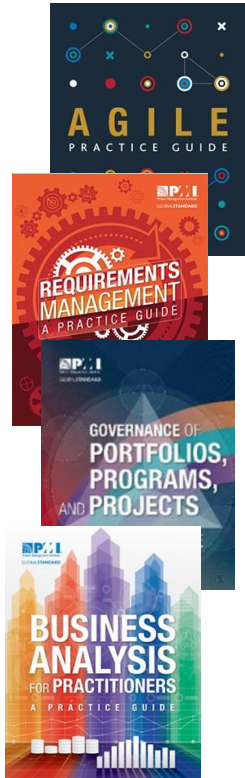
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Reading Material

Practice Guides:

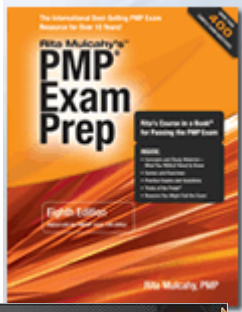
- Agile Practice Guide
- Requirements Management: A Practice Guide
- Governance of Portfolios, Programs, and Projects: A Practice Guide
- Business Analysis for Practitioners: A Practice Guide
- Implementing Organizational Project Management: A Practice Guide
- Navigating Complexity: A Practice Guide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

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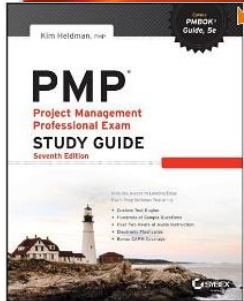
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Popular PMP exam prep books



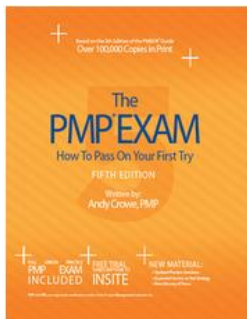
PMP Exam Prep: Accelerated Learning to Pass the Project Management Professional (PMP) by Rita Mulcahy Paperback
- \$89.00

<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/>

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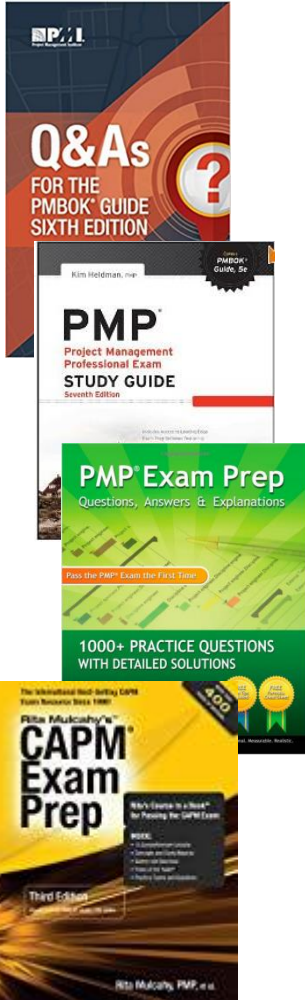
Popular CAPM exam prep books

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>



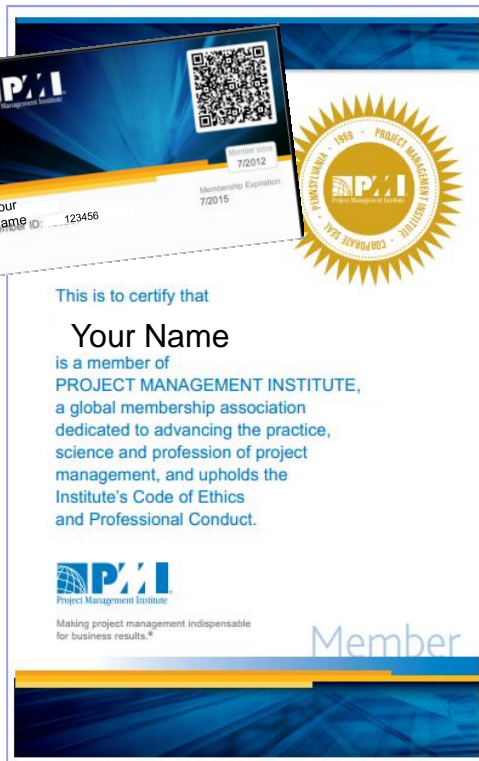
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Project Management Institute (PMI®) Membership

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

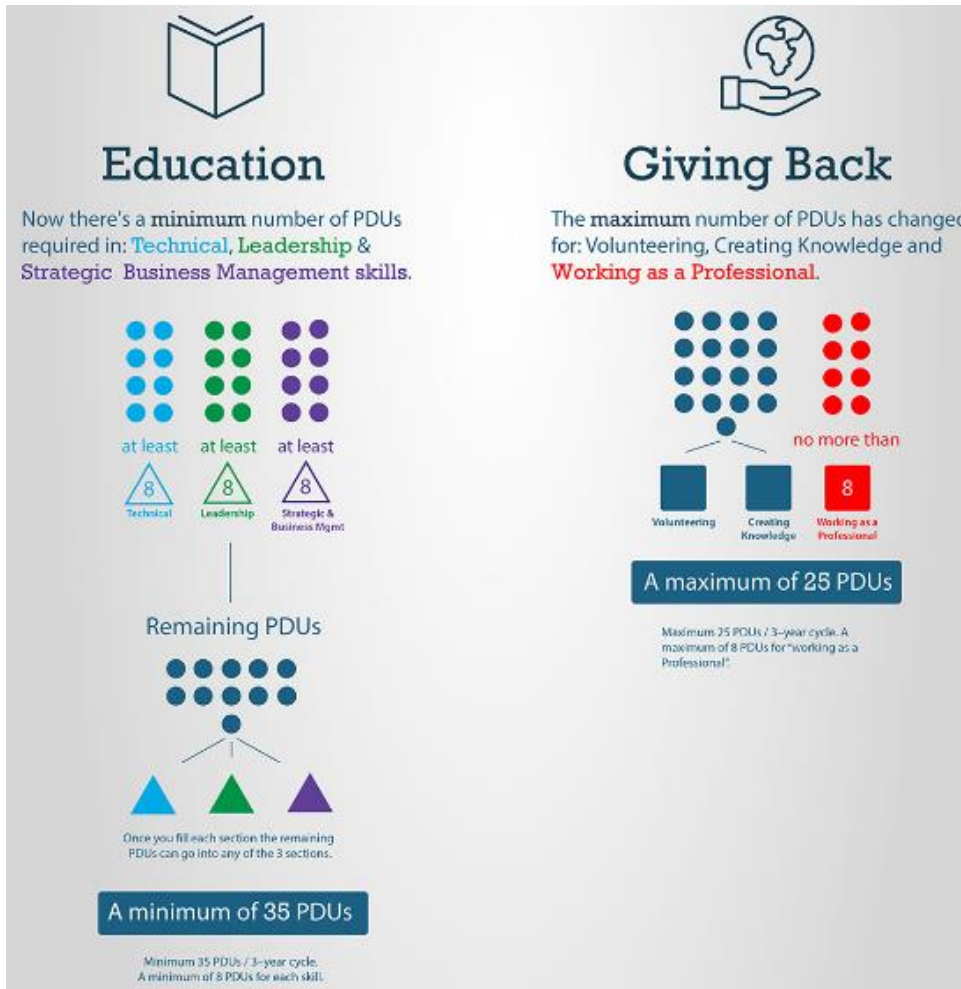
Benefits:

- 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



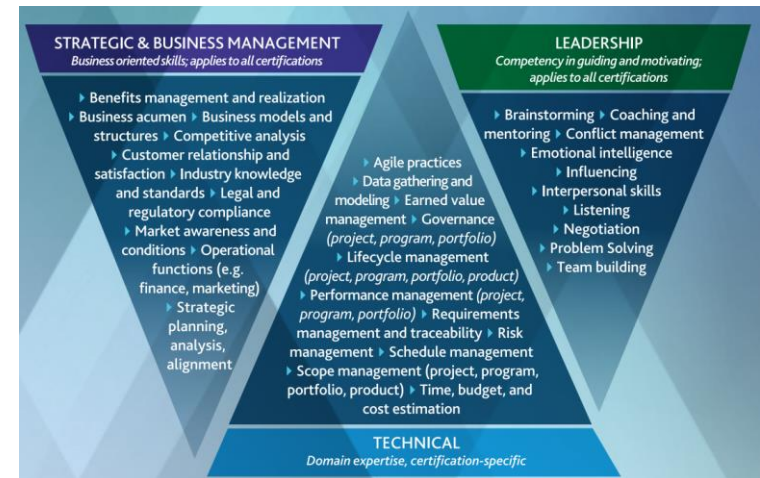
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Maintaining your certification













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

PMP renewal cost \$150 or \$60 (PMI members).



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EDUCATION	GIVING BACK
 <p>Course or Training Classes, watching a presentation, or formal education</p>	 <p>Work as a Practitioner Working in a project management-related profession</p>
 <p>Organization Meetings Conferences, chapter meetings, etc.</p>	 <p>Create Content Authoring books, articles, etc. or presenting</p>
 <p>Online or Digital Media Pre-recorded Webinars, Podcasts, or Digital recordings</p>	 <p>Give a Presentation Preparing for and speaking or presenting</p>
 <p>Read Books, articles, blogs, etc.</p>	 <p>Share Knowledge Serving as a moderator, SME, or mentor</p>
 <p>Informal Learning Conversations with other professionals or mentors</p>	 <p>Volunteer Volunteering without compensation</p>

Good Luck

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