

PROCESS REFERENCE (PMP® & CAPM®)

PMBOK® Guide 6th Edition

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**PROJECT
PREP**
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| Knowledge Area | Process | Explanation | Initiating | Planning | Executing | M & C | Closing |
|----------------|------------------------------------|--|------------|----------|-----------|-------|---------|
| INTEGRATION | Develop Project Charter | Authorizing the project and providing the PM with authority to use resources. | X | | | | |
| | Develop Project Management Plan | Integrating subsidiary plans into a comprehensive project plan. | | X | | | |
| | Direct and Manage Project Work | Performing project work (as defined in the plan) and implementing approved changes. | | | X | | |
| | Manage Project Knowledge | Creating and using knowledge to support the project and the organization. | | | X | | |
| | Monitor and Control Project Work | Tracking and reporting project progress against the objectives. | | | | X | |
| | Perform Integrated Change Control | Reviewing and approving change requests; communicating the decisions. | | | | X | |
| | Close Project or Phase | Formally completing the project or a phase of the project. | | | | | X |
| SCOPE | Plan Scope Management | Documenting how scope will be defined and controlled. | | X | | | |
| | Collect Requirements | Documenting stakeholders needs. | | X | | | |
| | Define Scope | Developing a detailed project and product description. | | X | | | |
| | Create WBS | Decomposing project work into smaller components. | | X | | | |
| | Validate Scope | Formalizing acceptance of completed deliverables. | | | | X | |
| | Control Scope | Monitoring project scope and managing changes to the scope baseline. | | | | X | |
| SCHEDULE | Plan Schedule Management | Documenting how the schedule will be developed and controlled. | | X | | | |
| | Define Activities | Identifying the steps required to produce project deliverables. | | X | | | |
| | Sequence Activities | Identifying relationships (or order) of project activities. | | X | | | |
| | Estimate Activity Durations | Approximating the number of work periods needed to complete activities. | | X | | | |
| | Develop Schedule | Analyzing activity sequences and estimates to create the schedule. | | X | | | |
| | Control Schedule | Monitoring progress of activities and managing changes to the schedule baseline. | | | | X | |
| COST | Plan Cost Management | Documenting how to estimate and control costs. | | X | | | |
| | Estimate Costs | Approximating the finances needed to complete project activities. | | X | | | |
| | Determine Budget | Aggregating the costs of individual activities to generate the cost baseline. | | X | | | |
| | Control Costs | Monitoring project costs and managing changes to the cost baseline. | | | | X | |
| QUALITY | Plan Quality Management | Identifying quality requirements and documenting how to comply with them. | | X | | | |
| | Manage Quality | Converting the quality management plan into actionable quality activities. | | | X | | |
| | Control Quality | Monitoring outcomes of quality activities to evaluate performance. | | | | X | |
| RESOURCE | Plan Resource Management | Documenting how to estimate, acquire, and manage required project resources. | | X | | | |
| | Estimate Activity Resources | Estimating the manpower, materials, and equipment needed to complete the project. | | X | | | |
| | Acquire Resources | Obtaining the manpower, materials, and equipment needed to complete the project. | | | X | | |
| | Develop Team | Improving team skills and relations to enhance project performance. | | | X | | |
| | Manage Team | Tracking team member performance, providing feedback, and resolving issues. | | | X | | |
| | Control Resources | Monitoring planned versus actual resource usage. | | | | X | |
| COMMUNICATION | Plan Communications Management | Developing a plan for communications based on the needs of stakeholders. | | X | | | |
| | Manage Communications | Creating and distributing project information. | | | X | | |
| | Monitor Communications | Monitoring communications to ensure stakeholders needs are met. | | | | X | |
| RISK | Plan Risk Management | Defining how to conduct risk management on the project. | | X | | | |
| | Identify Risks | Detecting risks that may affect the project. | | X | | | |
| | Perform Qualitative Risk Analysis | Prioritizing risks by evaluating their probability and impact. | | X | | | |
| | Perform Quantitative Risk Analysis | Numerically analyzing the effect of risks on project objectives. | | X | | | |
| | Plan Risk Responses | Defining strategies and actions to address project risks. | | X | | | |
| | Implement Risk Responses | Putting risk response plans into effect. | | | X | | |
| | Monitor Risks | Tracking existing risks and identifying/analyzing new risks. | | | | X | |
| PROCUREMENT | Plan Procurement Management | Documenting the procurement method and identifying potential sellers. | | X | | | |
| | Conduct Procurements | Collecting seller responses, choosing a seller, and awarding a contract. | | | X | | |
| | Control Procurements | Managing procurement relationships and monitoring contract performance. | | | | X | |
| STAKEHOLDER | Identify Stakeholders | Determining who will be affected by the project and noting their involvement/impact. | X | | | | |
| | Plan Stakeholder Engagement | Developing strategies to appropriately engage stakeholders during the project. | | X | | | |
| | Manage Stakeholder Engagement | Communicating with stakeholders and addressing issues. | | | X | | |
| | Monitor Stakeholder Engagement | Monitoring and adjusting plans for engaging stakeholders. | | | | X | |