



# PMP® EXAM APPLICATION AND TIPS BOOTCAMP

Instructor: Barb Waters, MBA, PMP

## PMP® Exam Prep

This course will assist learners in preparing  
for PMI's PMP Exam (2021 Update)

# PMP ELIGIBILITY REQUIREMENTS

**Before you complete your application, make sure you meet of the following sets of PMP Certification requirements:**

- A four-year degree
- 36 months leading projects
- 35 hours of project management education/training or CAPM® Certification

**— OR —**

- A high school diploma or an associate's degree (or global equivalent)
- 60 months leading projects
- 35 hours of project management education/training or CAPM® Certification

# CREATE A PMI ACCOUNT (NO CHARGE)

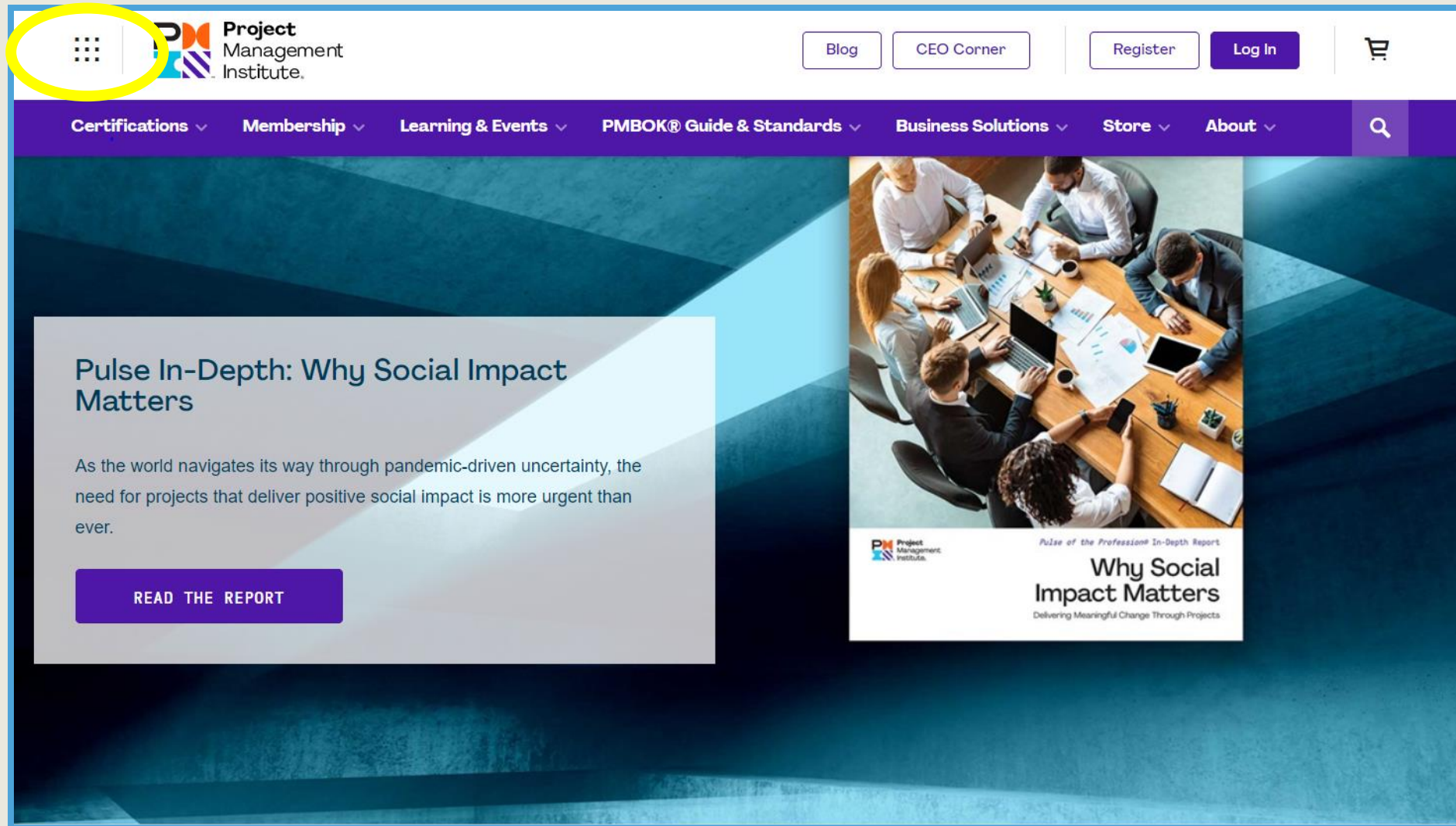


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# MENU: SELECT CERTIFICATIONS



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APPLY



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About

Certifications

Project Management Professional (PMP)®

Agile Certifications

Project Management Professional (PMP)®

Certified Associate in Project Management (CAPM)®

PMI Professional in Business Analysis (PMI-PBA)®


PMI Agile Certified Practitioner (PMI-ACP)®

Program Management

### The PMP® Certification Exam is Changing on 2 January 2021

You have until 31 December 2020 to take the current Project Management Professional (PMP) certification exam. [Find out what's changing.](#)

No matter when you take the PMP exam you can complete it online – it's available 24/7 in your home or office. Over 50,000 in 2020 have successfully taken their PMP certification exam online. [Learn more about the Online Proctored Exam.](#)



### What is the PMP?



Career opportunity knocks as the need for project talent continues to grow. **Research indicates that employers will need to fill nearly 2.2 million new project-oriented roles each year through 2027.** This means skilled project managers will be in *high demand*.

Wherever you are in your career, the globally recognized Project Management Professional (PMP) certification tells employers, peers, and the world **you know**

### Apply for PMP Certification

APPLY NOW FOR YOUR PMP

# ACADEMIC EDUCATION

 **PMP® Application**  myPMI ▾

Education

Experience

Exam Details

## Education

### Academic Education

Highest Level of Education \*

Years Attended \*

Select ▾

Year ▾ - Year ▾

Country of Institution \*

United States ▾

Save Education

### Academic Education

Secondary Degree

# ACADEMIC EDUCATION, CONTINUED

## Education

### Academic Education

Highest Level of Education *	Years Attended *
Bachelor Degree	2008 - 2012
Country of Institution *	
United States	
Name of Institution *	
University of Florida	
Field of Study *	
Business	
Save Education	

### Academic Education

Secondary Degree
------------------



# ACADEMIC EDUCATION, CONTINUED

## Academic Education

Bachelor Degree

Years Attended  
2008 - 2012

Name of Institution  
University of Florida

Country of Institution  
United States

Field of Study  
Business

 [Edit Education](#)

## Academic Education

 [Secondary Degree](#)

## Professional Education

Enter your Professional Education courses related to this certification, starting with the most recent.

Course Title \*

Provider Name \*

Course Dates \*

Month	▼	Year	▼	-	Month	▼	Year	▼
-------	---	------	---	---	-------	---	------	---

Qualifying Hours \*

## Professional Summary

Total

0 of 35 Hours



# PROFESSIONAL EDUCATION (35 HOURS FROM SKILLSOFT)

## Professional Education

Enter your Professional Education courses related to this certification, starting with the most recent.

Course Title \*

PMP Exam Preparation Course

Provider Name \*

Skillsoft

Course Dates \*

December



2020



-

December



2020



Qualifying Hours \*

35



Save Education

## Professional Summary

Total

0 of 35 Hours

# PROFESSIONAL EDUCATION (35 HOURS FROM SKILLSOFT)

## Professional Education

Enter your Professional Education courses related to this certification, starting with the most recent.

PMP Exam Preparation Course

Provider Name

Skillsoft

Course Dates

December 2020 - December 2020

Hours

35

 Remove Education  Edit Education

## Professional Summary

PMP Exam Preparation Course 35 Hours

Total  35 Hours

Continue To Experience

# PROJECT MANAGEMENT EXPERIENCE

## Experience

Enter your Project experiences below, starting with your most recent. The total months will be calculated from Start Date to Finish Date. Experiences must have been accrued within specific time periods and cannot overlap. Specific details can be found in [your handbook](#).

Project Title \*

Organization \*

Job Title \*

Functional Reporting Area \*

Select



Organization Primary Focus \*

Select



Approach/Methodology \*

Select



Project Team Size \*

Select



Project Budget \*

USD

Select



Project Dates \*

Month



Year



-

Month



Year



☐ In Progress

## Experience Summary

Total

0 of 36 Months

# PROJECT MANAGEMENT EXPERIENCE

<div>Job Title *</div> <div>Project Manager</div>	<div>Experience Summary</div> <div>Total0 of 36 Months</div>
<div>Functional Reporting Area *</div> <div>PM Department or PMO</div>	<div>Organization Primary Focus *</div> <div>Government</div>
<div>Approach/Methodology *</div> <div>Agile</div>	<div>Project Team Size *</div> <div>5 to 9</div>
	<div>Project Budget *</div> <div>USDUp to \$1M</div>
<div>Project Dates *</div> <div>January2014 - MonthYear</div>	
	<div><input checked="" type="checkbox"/> In Progress</div>
<div>Project Description *</div> <div>Provide a high-level description that summarizes your experience and includes the project objective, outcome, your role on the project, and your responsibilities and deliverables. A typical response is between 200 to 500 words.</div> <div>0 Words</div>	
<div>Save Experience</div>	

# PROJECT MANAGEMENT EXPERIENCE

## Experience

Enter your Project experiences below, starting with your most recent. The total months will be calculated from Start Date to Finish Date. Experiences must have been accrued within specific time periods and cannot overlap. Specific details can be found in [your handbook](#).

### Contact Center Creation

Organization

ABC Corporation

Functional Reporting Area

PM Department or PMO

Approach/Methodology

Agile

Project Budget

Up to \$1M

Job Title

Project Manager

Organization Primary Focus

Government

Project Team Sizes

5 to 9



Time Spent on Project to Date

January, 2014 - In Progress

### Project Description

As a member of the PMO, I worked on the ABC project to modernize our system and processes. I guided portfolio and project activities and maintained project governance while working with key stakeholders and vendors. I attended pre-project meetings to approve the charter. I provided templates and reports, attended the kick-off meeting, and facilitated team meetings and collected performance data. I participated in change control meetings, managed project knowledge, and successfully closed and transitioned deliverables to the client.

This is a brief example of your project work experience. Each entry must be a minimum of 100 words, but the suggested length is between 200-500 words.

 Remove Experience  Edit Experience

## Experience Summary

Contact Center Creation

84 Months

Total

✓ 36 Months

# PROJECT MANAGEMENT EXPERIENCE (CONT.)

## Tips:

- Use project management terminology that you have learned in class.
- Avoid jargon from your own industry. The experience of a rocket scientist or an educational administrator should look similar, because you are explaining your project management work.
- Don't try too hard to impress. If your project had challenges, note them, and explain how you dealt with them.
- You didn't do the work all by yourself. Remember to include your interactions with team members and other stakeholders.
- Make sure that you are describing a project and not daily operations.
- What made this project unique? List any special environmental influences or risks that you may have faced.
- Remember to include the outcome. Was it successful? Were there lessons learned?

# ADDRESS

## Exam Details

### Address

Enter an address where you have a permanent residence.

☒ Home Address ☐ Work Address

Country \*

United States



Address \*

Address (optional)

City / District \*

State / Province \*



Zip / Postal Code \*

Cancel

Save Address



# ADDRESS

## Exam Details

### Address

Enter an address where you have a permanent residence.

☒ Home Address ☐ Work Address

Country \*

United States

Address \*

100 Main Street

Address (optional)

City / District \*

Denver

State / Province \*

Colorado

Zip / Postal Code \*

80022

Cancel

Save Address

# EMAIL ADDRESS

## Exam Details

### Address

[✎ Edit Address](#)

#### Home Address

100 Main Street  
Denver, CO 80022  
United States

### Name on Identification

[✎ Edit Name](#)

Test Student

### Name on Certificate

Test Student

## Email Address

Email \*

[Cancel](#)[Save Email](#)

## Phone Number

(mobile)

# PHONE NUMBER

## Phone Number

Enter your primary phone number. Providing a mobile number will allow you to opt-in to notifications via text message.

☒ **Mobile Phone**

Phone \*

+ 1 ▾

3032345678

☐ Home Phone

☐ Work Phone

Cancel

Save Phone

## Exam Location

Where do you intend to take this exam? \*

United States ▾

## Exam Accommodations

Do you wish to request exam accommodations? \*

If you require exam accommodations related to a disability in order to take the examination, you must provide information about your disability as well as copy of your doctor's note describing your condition in detail prior to scheduling your exam.

View the [Exam Accommodations page](#) for more information.

Yes

No

# AGREE AND SUBMIT

## Phone Number

 [Edit Phone](#)

+1 3032345678 (mobile)

## Exam Location

Where do you intend to take this exam? \*

United States



## Exam Accommodations

Do you wish to request exam accommodations? \*

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View the [Exam Accommodations page](#) for more information.

Yes

No

☒ I agree to the [terms and agreements](#) \*

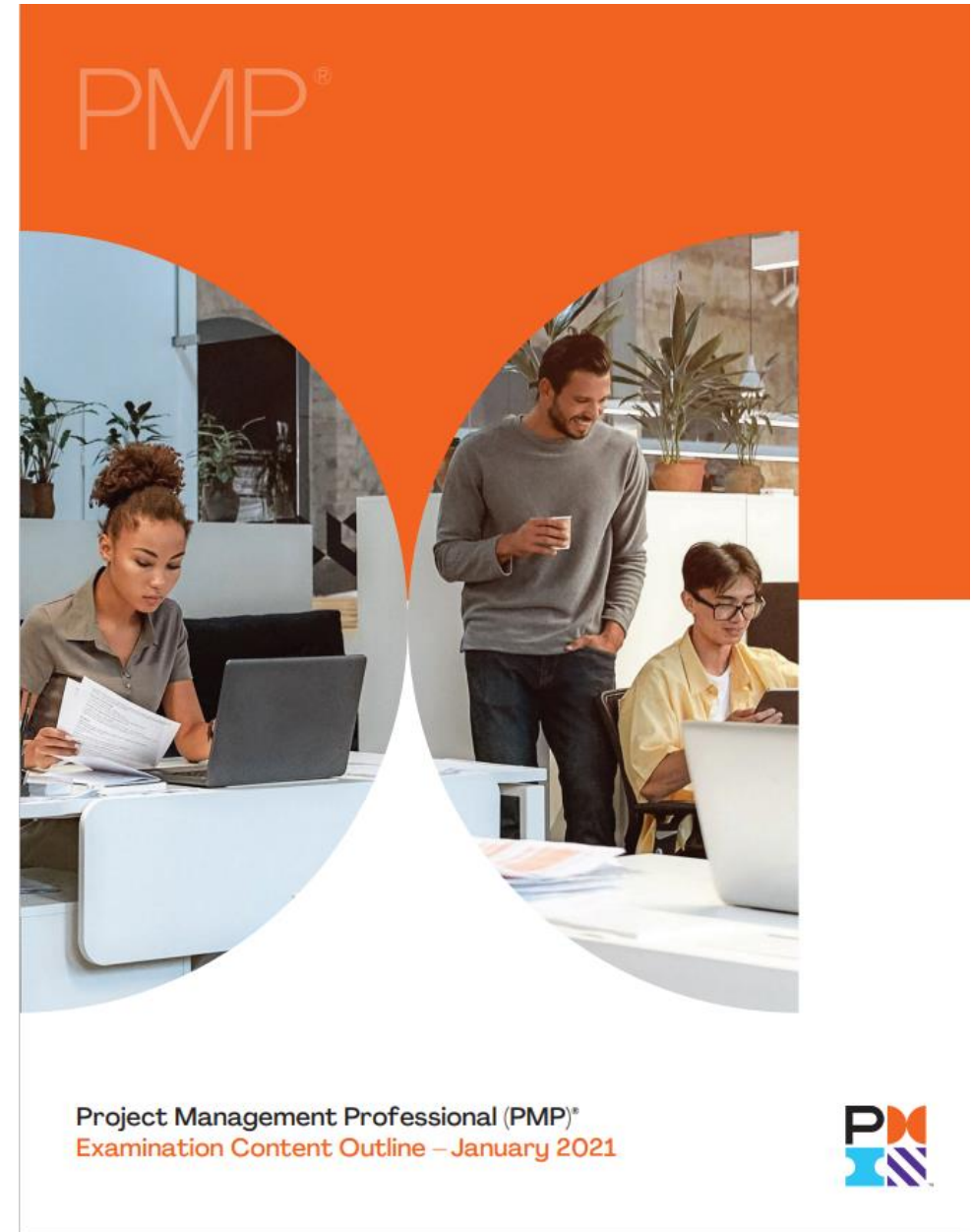
☒ All information that I have provided is accurate and complete \*

Submit Application

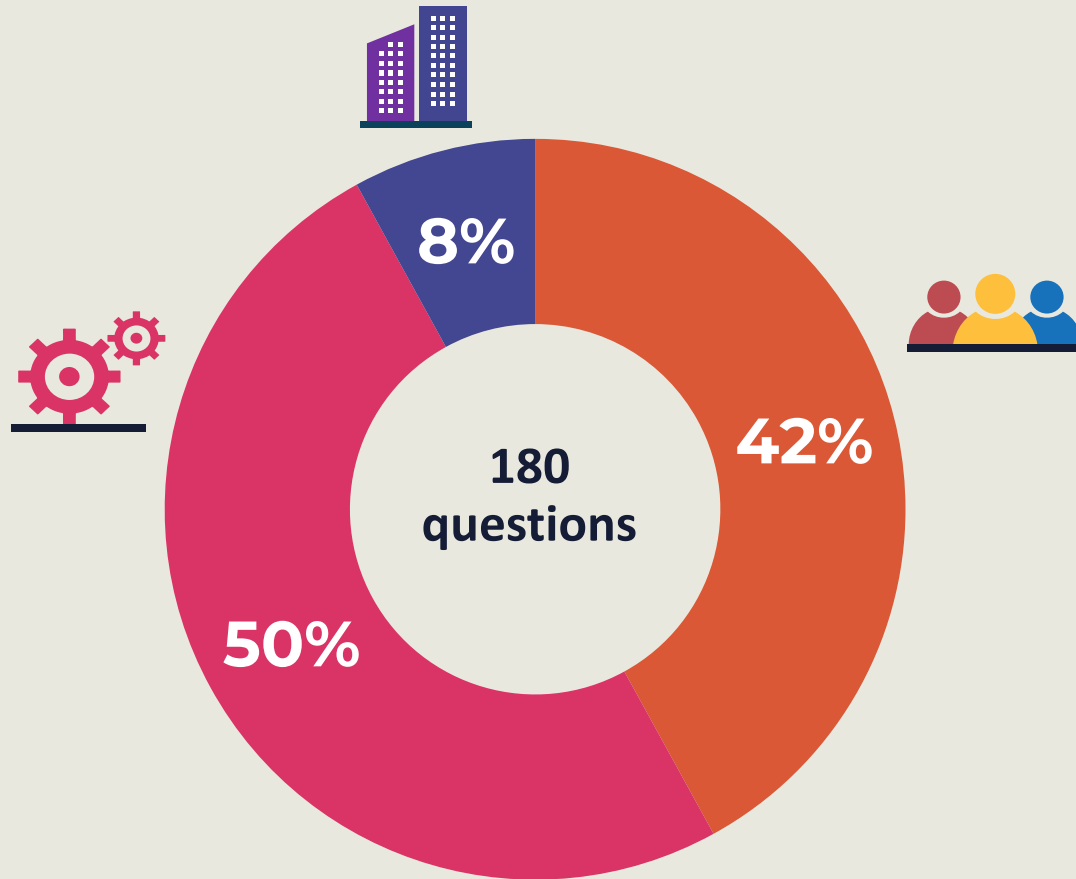
# HOW OFTEN DOES THE PMP EXAM CHANGE, AND WHY?

## 2019 PMP Role Delineation Study (RDS)

- Conducted every 5 to 7 years.
- Determines the knowledge, tasks and skills that are standard for the role of a project manager.
- Ensures the validity and relevance of the PMP examination.
- Validates that the exam is measuring and evaluating the appropriate knowledge and skills.
- The Job Task Analysis (JTA) guarantees that each examination validly measures all elements of the project management profession in terms of real settings.
- Tasks are listed in the exam content outline.



# EXAM DOMAINS



Time Allotted: 230 Minutes with two (2) 10-minute breaks

# DOMAINS, TASKS, AND ENABLERS



Process

**Domain:** high-level knowledge area



Assess and  
Manage risks

**Task:** underlying responsibilities



Determine risk  
management options

**Enablers:** examples of the work associated with a task

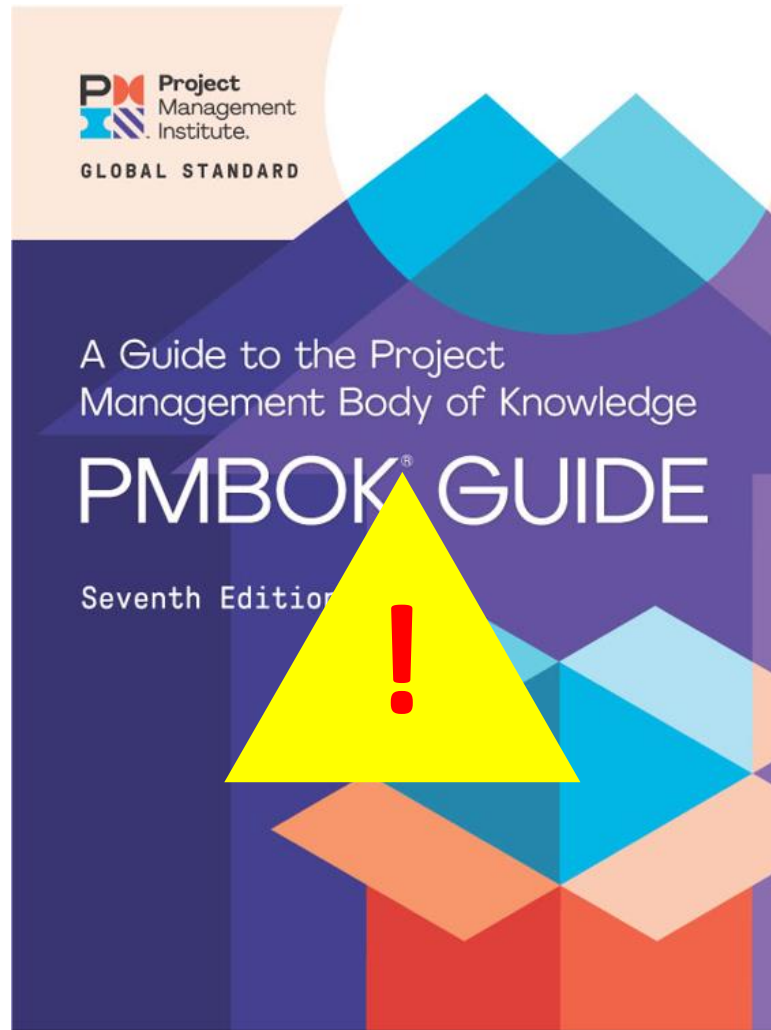


# PMP EXAM CONTENT OUTLINE

- PMP® Exam Content Outline is the *syllabus* of the PMP exam. (Pages 4-10)
- Context is important!
- SWOT Analysis
- TIP: Print the PMP Exam Content Outline and identify your **STRENGTHS, AREAS OF IMPROVEMENT AND WEAKNESSES**

Domain I		People—42%
Task 1	<b>Manage conflict</b> <ul style="list-style-type: none"><li>• Interpret the source and stage of the conflict</li><li>• Analyze the context for the conflict</li><li>• Evaluate/recommend/reconcile the appropriate conflict resolution solution</li></ul>	
Task 2	<b>Lead a team</b> <ul style="list-style-type: none"><li>• Set a clear vision and mission</li><li>• Support diversity and inclusion (e.g., behavior types, thought process)</li><li>• Value servant leadership (e.g., relate the tenets of servant leadership to the team)</li><li>• Determine an appropriate leadership style (e.g., directive, collaborative)</li><li>• Inspire, motivate, and influence team members/stakeholders (e.g., team contract, social contract, reward system)</li><li>• Analyze team members and stakeholders' influence</li><li>• Distinguish various options to lead various team members and stakeholders</li></ul>	
Task 3	<b>Support team performance</b> <ul style="list-style-type: none"><li>• Appraise team member performance against key performance indicators</li><li>• Support and recognize team member growth and development</li><li>• Determine appropriate feedback approach</li><li>• Verify performance improvements</li></ul>	
Task 4	<b>Empower team members and stakeholders</b> <ul style="list-style-type: none"><li>• Organize around team strengths</li><li>• Support team task accountability</li><li>• Evaluate demonstration of task accountability</li><li>• Determine and bestow level(s) of decision-making authority</li></ul>	

*Coming Soon!*



*The PMP® Exam will not change with the release of the PMBOK® Guide - Seventh Edition*

# PMBOK SEVENTH EDITION

- PMP® exam updates are NOT tied to PMBOK® Guide updates.
- The PMBOK® Guide is one of many references for the exam, but it is not a test-preparation tool.
- When the PMBOK® Guide - Seventh Edition is released, the PMP® exam will not change again.
- PMP® exam updates are based on important factors, but a PMBOK® update is not one of them.

# REFERENCE LIST

The Project Management Institute states that, “it should also be noted that the ATP is not intended to be a comprehensive list of all educational resources and texts that might possibly be utilized for the ATP, but rather, it is intended to be a starting point for one element of a broader set of resources that will be developed over time.”

Book	Author
Agile Practice Guide	Project Management Institute
A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	Project Management Institute
Project Management: A Systems Approach to Planning, Scheduling, and Controlling	Harold Kerzner
Effective Project Management: Traditional, Waterfall, and Agile	Robert K. Wysocki
Fundamentals of Technology Project Management	Colleen Garton, with Erika McCulloch
Project Managers Portable Handbook	David Cleland and Lewis Ireland
Information Technology Project Management	Kathy Schwalbe
Essential Scrum: A Practical Guide to Getting Most out of Scrum	Kenneth S. Rubin
Project Management: The Managerial Process	Erik Larson
The Project Management Tool Kit: How to Get the Job Done Right	Tom Kendrick

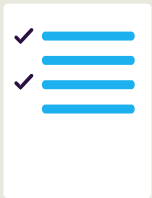
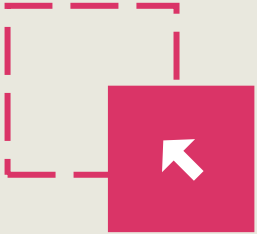
This is the value of working with an ATP.  
We will distill this information to include only what the learner needs to know.

# QUESTION TYPES

- Situational
- Five (5) question types
- Click on a chart -- “hotspot”
- Fill in the blank
- “Drag and drop”
- Multiple right answers
- Most questions are traditional “one right answer”
- TIP: [See prototype questions to learn more](#)



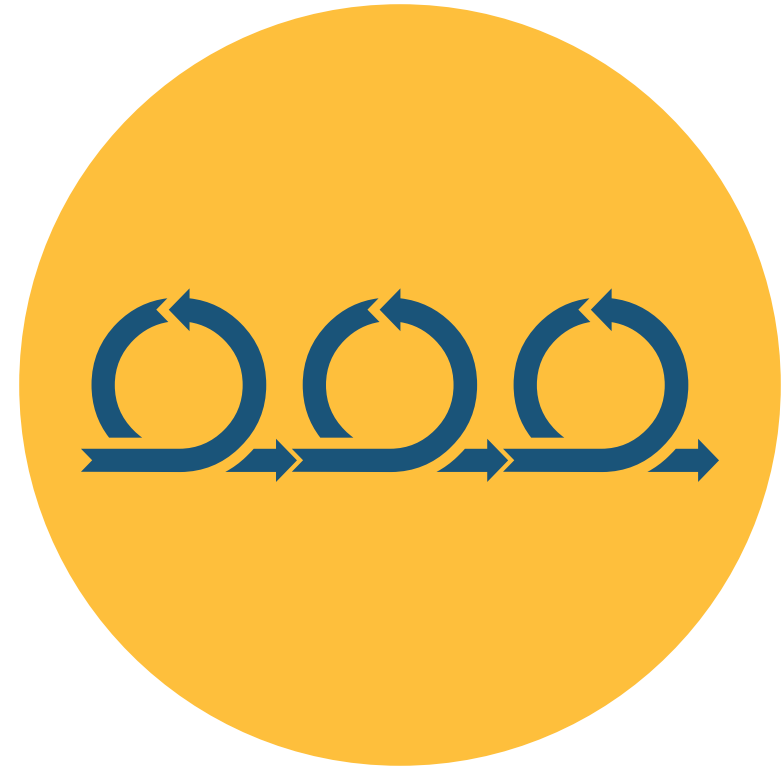
# QUESTION TYPES AND STYLES



- Situational
- Five (5) question types
- Click on a chart -- “hotspot”
- Fill in the blank
- “Drag and drop”
- Multiple right answers
- Most questions are traditional “one right answer”

# AGILE

- 50% of questions are Agile related
- How to transition from Predictive to Agile
- Predictive process groups relate to the Scrum
- Conflict management, motivation issues, team development
- Scrum ceremonies, team roles and responsibilities
- Comparing Predictive vs. Agile
- Minimum Viable Product (MVP) and Definition of Done (DoD)
- Scrum, Kanban, Leadership styles and Agile implementation



TIP: Read Agile Practice Guide, learn the PMBOK vocabulary, and use your PMP Simulator!





# THE PMP EXAM EXPERIENCE

- Pearson VUE testing centers
- Location of testing center
- Take your exam early in the day!
- Login early for Online proctored version
- Do not use a work laptop for the PMP exam
- Online vs. Testing Center



# THE PMP EXAM EXPERIENCE

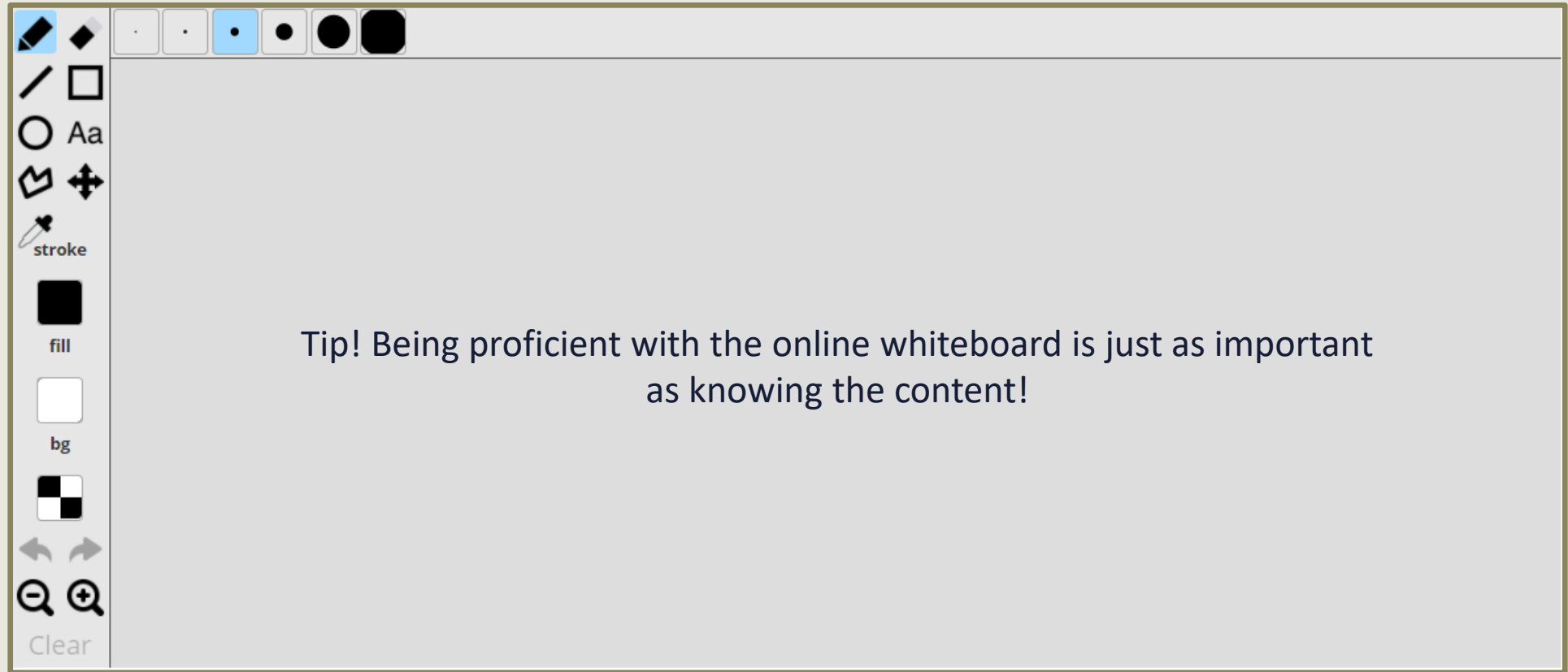


- 180 questions in 230 minutes.
- 10-min breaks in addition to the 230 minutes
- Breaks are not mandatory
- Cannot go back to a previous section once submitted
- Time management skills (60 seconds per question)
- Do not cram at the last minute!
- Score “early wins”
- Pearson VUE’s whiteboard (Online version)

## Exam Sequence



# THE ONLINE EXAM EXPERIENCE



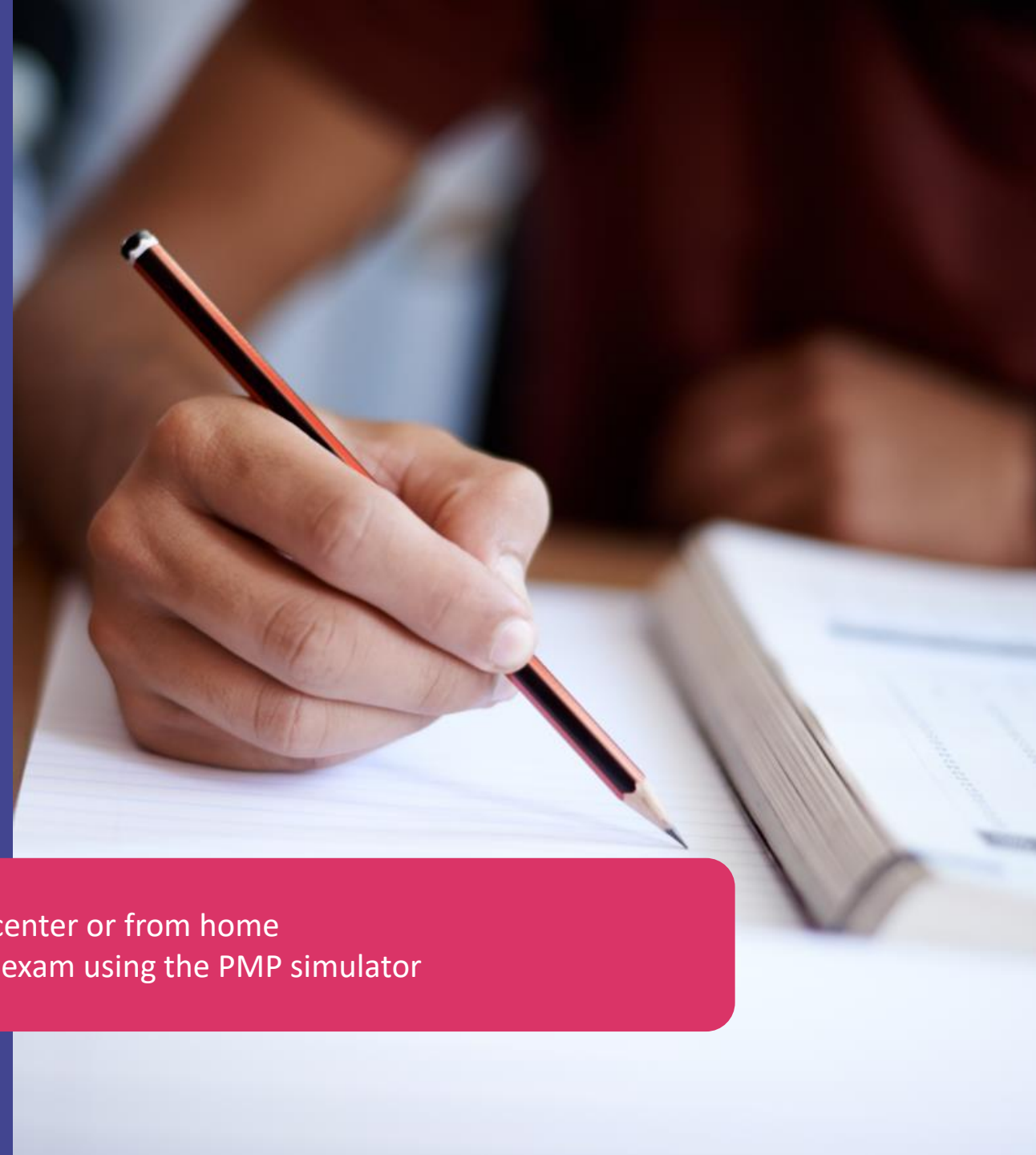
OnVUE online proctored exams allow you to conveniently take an exam in the comfort of your home or office while being monitored by an offsite proctor.

# EXAM STRATEGY

- Read every question and possible answers Read the Full Question!
- Identify keywords: “Best”, “Next”, “Most Likely”, “Least Likely”
- Exam is about solving problems and making decisions.
- Follow your plan but be ready to be agile!

## TIPS:

- Decide between taking the exam at a testing center or from home
- Work on your time management skills for the exam using the PMP simulator
- Develop your own plan for the exam.





# RECOMMENDATIONS

- Review PMP Exam Content Outline (ECO)
- Review your PMP enhanced student kit to address weaknesses
- Read the PMBOK 6<sup>th</sup> Edition
- Review Agile Practice Guide
- Use the PMP Simulator with “training mode on”.
- Believe in yourself!

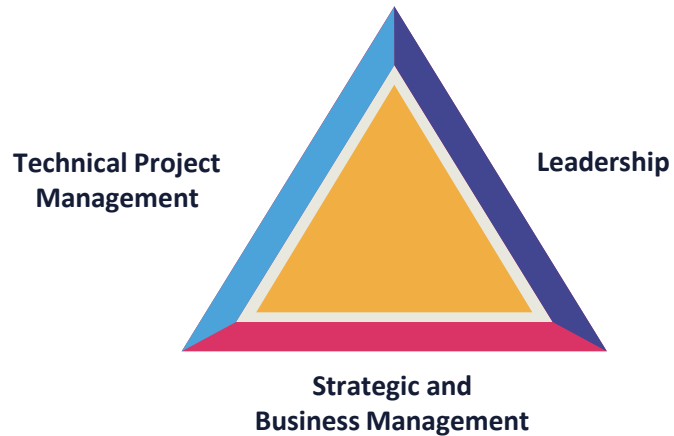
*“The best view comes after the toughest climb!”*

*Anonymous*

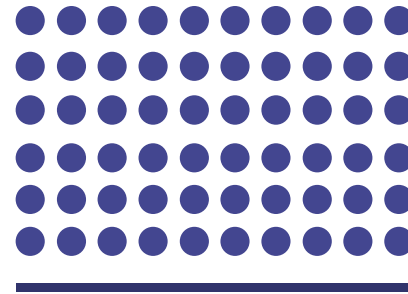
# PMP RECERTIFICATION

There are no changes to the PMP® recertification process.

## The PMI Talent Triangle®



PMP® | PgMP® | PfMP® | PMI-PBA®



60 PDUs per 3-year cycle

60  
PDUs

# ADDITIONAL RESOURCES

- Link to Pearson VUE's Whiteboard: [Whiteboard // OnVUE // Pearson VUE](#)
- Link to Pearson VUE's Test Takers Resources: [Helpful resources for test-takers // Pearson VUE](#)
- Link to Pearson VUE's PMI Online Proctored: [Project Management Institute \(PMI\) OnVUE exam information // Pearson VUE](#)
- Link to PMI's PMP's Official Site: [PMP Certification | Project Management Institute \(pmi.org\)](#)

