PMP Tips Bootcamp

This workshop discusses the steps to qualify for, pursue, and retain a Project Management Professional (PMP®) Certification



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House Keeping Items



Webinar format

Chat vs. Q&A

Breaks

Instructor Bio

Course Objectives

Course Links

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skillsoft

Brenau University

COG

Global Webinar Instructor

15,000+ students a year in project management certification bootcamps

Program Director, Associate Professor Project Management graduate degrees

Sr. Strategy Integrator

For a \$12 billion enterprise in the healthcare field

Executive Director

For a multimillion-dollar social services agency

PMI Global Consultant

- Certification Requirements Global Taskforce
- o7th edition PMBOK Standards
- PMP Core Curriculum Co-author
- Authorized Training Instructor PMP, CAPM, ACP





PMP Exam Tips

Course Objectives

- ✓ Discuss the minimum requirements for the PMP certification
- ✓ Know the answer to frequently asked questions about application audits
- ✓ Identify a preferred bootcamp and how to access supporting resources

- ✓ Make an informed choice between on-line or on-site testing
- Know what to anticipate the day of the exam.
- ✓ Practice analyzing exam questions
- ✓ Understand requirements to retain PMP certification

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PMP Eligibility

Eligibility Requirements

With a College Degree

- Bachelor's degree or higher (or global equivalent)
- •36 months/3 years experience leading and managing projects within the past eight years
- 35 hours of project management education /training.
- Submit an application for approval
- •Agree to adhere to the PMI Code of Ethics

Without a College Degree

- High school diploma, secondary school or Associates degree
- •60 months/5 years experience leading and managing projects within the past eight years
- •35 hours of project management education /training.
- Submit an application for approval
- •Agree to adhere to the PMI Code of Ethics

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Eligibility FAQs

How do I know if my experience qualifies as project management?

- 1. Projects have a definitive start date and a target end date
- 2.Projects deliver measurable value to the internal or external customer in return for the investment of resources
- 3. Projects managers drive change, (e.g. new/revised product, process, service, or result)



Eligibility FAQs

Must I have the title Project Manager to claim experience?

No, most applicants do not have that title. A position title does not always reflect the type of work performed.

If my project started more than 8 yrs ago, can I still use it?

Yes, you can get credit for the months of work within the 8-year window.

Must the project be complete and successful to claim it?

No. You can claim work done on projects that were prematurely closed and/or did not meet objectives. It happens.

Must the 35 or 60 months be consecutive?

Projects are not on-going; they have start and end dates. So, you can have time gaps between projects.

Must I be a PMI member to apply?

No, it is not a requirement, but recommended.

Being a member will reduce the cost of the exam from \$675 to \$425, a \$250 difference

Annual Membership is \$164, or a \$86 savings

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Eligibility FAQs

What if my eligibility expires and I have not taken the exam?

Your application is valid for one (1) year from the date of approval. If you allow your eligibility to lapse, you must re-apply.

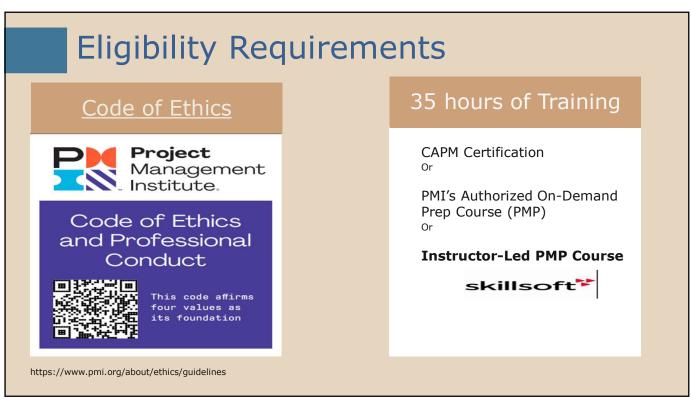
Is the exam available in languages other than English?

Yes, the exam is available in most major languages spoken in the world.

What if I fail the exam?

If you fail the exam on your first attempt, you can re-take it two more times within your one-year eligibility period.

Reduced fees are associated with each re-examination. Details for re-examination can be found in the certification handbook. Some restrictions may apply.





General Audit FAQ's

Why does PMI conduct application audits?

PMI conducts application audits to confirm the experience and/or education documented on certification applications.

How many days do I have to complete the audit package?

• Candidates have 90 days to complete and submit their audit paperwork.

How do I submit my audit package to PMI?

- Candidates can log into their myPMI dashboard and select 'Access Audit Package'.
- . Simply upload academic and professional education requirements.
- Additionally, users can send references/validator information electronically.

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General Audit FAQ's

If the projects and/or programs listed were completed in a highly classified environment, or a company is very sensitive about proprietary information, how should this be handled?

- Candidates should have the information verified in a way that is consistent with company practices and policies.
- Candidates may black out any proprietary information
- PMI may also provide a letter of intent to any managers or supervisors upon request to support the candidate's application efforts.



General Audit FAQ's

What steps need to be taken when an audit candidate decides not to proceed with the audit?

- If a candidate chooses not to complete the audit, it is considered a failed audit due to non-conformance.
- A candidate may reapply after one year.
- At that time, a new certification application must be submitted, and payment must be submitted,
- The new application will be subject to a re-audit.

What happens in the case of a failed audit?

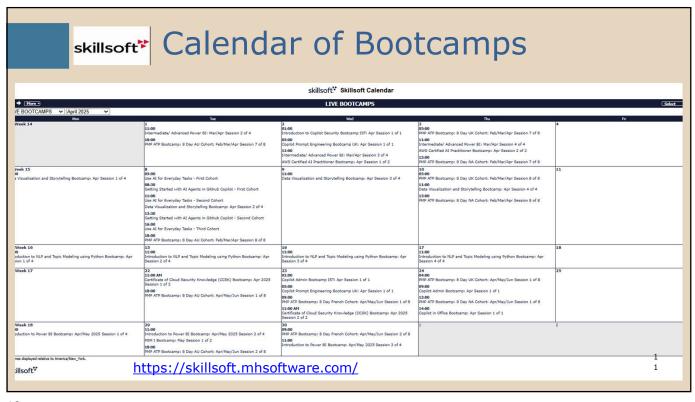
• The Certification Department will address further actions on a case-by-case basis.

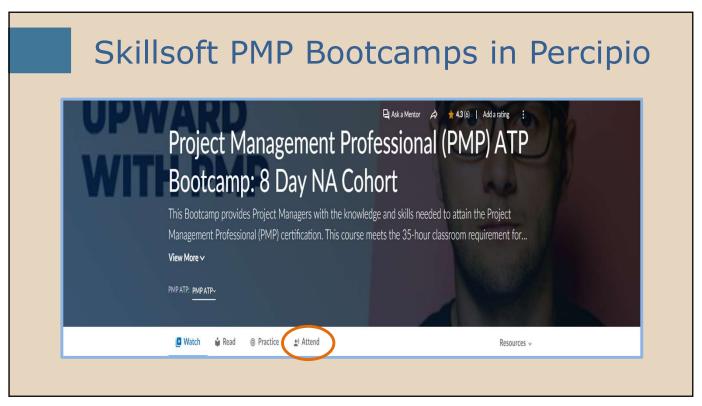
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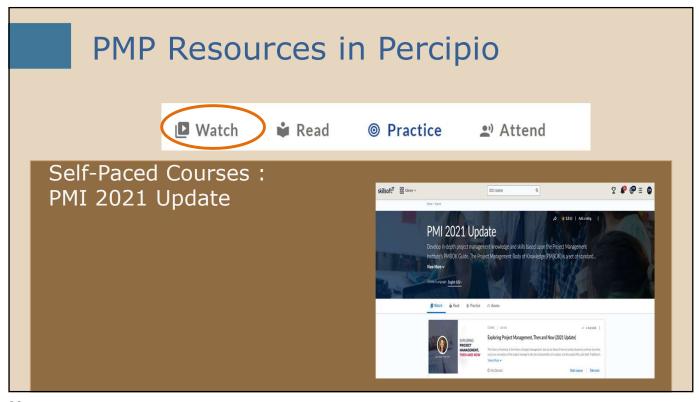


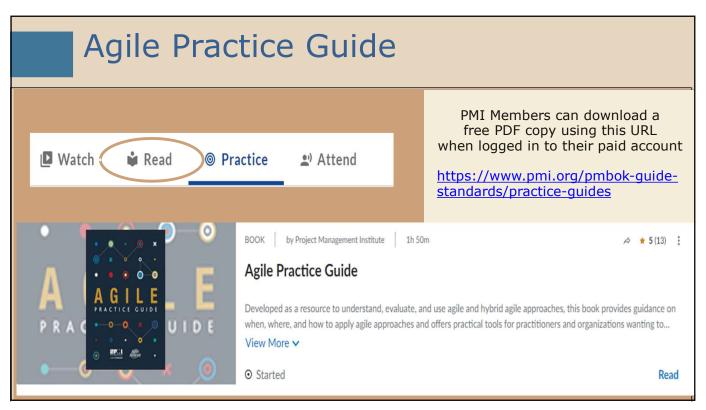
Choosing Your Skillsoft Bootcamp

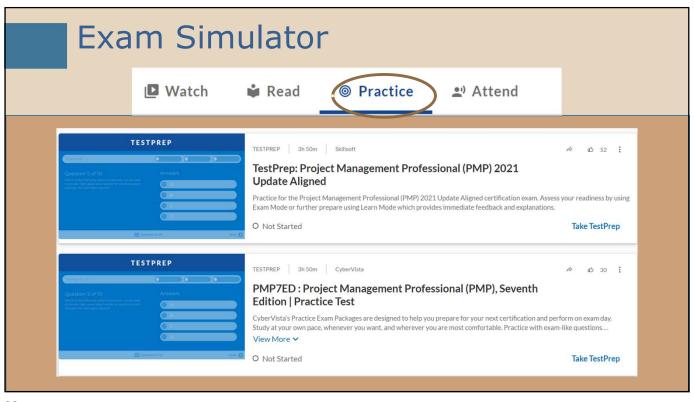




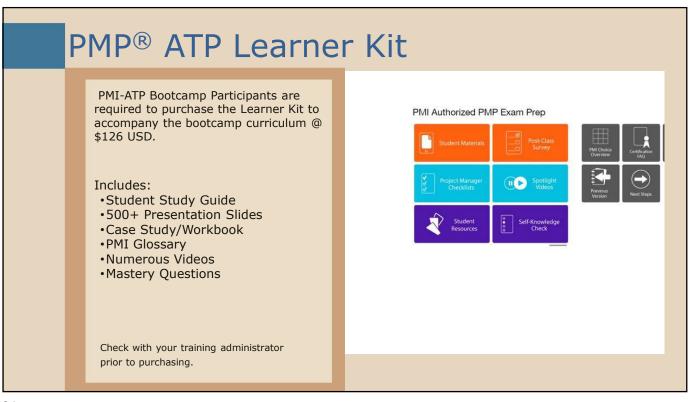












PMP Resources Summary





- Live Instructor Led Bootcamps
- Bootcamp video replays.
- Self-Paced Courses Watch PMI 2021 Update courses as needed.
- Books If you have a books subscription in your learning portal
- Mock Exam Simulator(s) Practice using the available TestPrep exam a lot!.
- PMI Learner Kit Make use of the numerous resources included

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Exam Content Outline (ECO)



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

- ∘50% predictive approach
- •50% agile or hybrid approaches
- oPredictive, agile, and hybrid approaches will be found throughout the three domains
- oProject approaches are not isolated to any particular domain
- oThe exact number of items for each question type and approach may vary

PMP® Exam Content Outline (ECO)

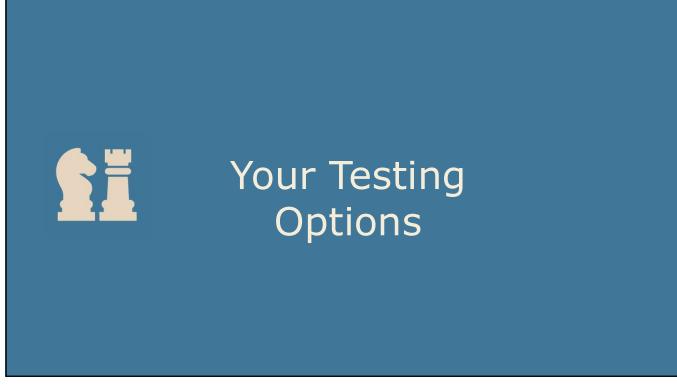
The PMP® Exam Content Outline is the syllabus of the PMP exam.

Make sure you have a solid understanding of each task.

Copy available at the Url below

https://www.pmi.org/-/media/pmi/documents/public/pdf/ certifications/pmp-examinationcontent-outline.pdf

Domain I	People—42%
Task 1	Manage conflict Interpret the source and stage of the conflict Analyze the context for the conflict Evaluate/recommend/reconcile the appropriate conflict resolution solution
Task 2	Lead a team Set a clear vision and mission Support diversity and inclusion (e.g., behavior types, thought process) Value servant leadership (e.g., relate the tenets of servant leadership to the team) Determine an appropriate leadership style (e.g., directive, collaborative) Inspire, motivate, and influence team members/stakeholders (e.g., team contract, social contract, reward system) Analyze team members and stakeholders' influence Distinguish various options to lead various team members and stakeholders
Task 3	Support team performance Appraise team member performance against key performance indicators Support and recognize team member growth and development Determine appropriate feedback approach Verify performance improvements



Considerations • Strong internet reliability • 4 hour completely uninterrupted • Qualifying personal computing device Project Management Institute. Blog Link https://www.pmi.org/blog/online-vs-in-person-pmp-testing

PMI Exam Resources

oPMI's PMP's Official Site Link:

PMP Certification | Project Management Institute
 (pmi.org)

Pearson VUE's Test Takers Resources Link:

Helpful resources for test-takers // Pearson VUE

•Pearson VUE's PMI Online Proctored Link:

<u>Project Management Institute (PMI) OnVUE exam</u> <u>information // Pearson VUE</u>



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Test Accommodations

Request test accommodations for your exam

Get started



Understanding test accommodations

We provide appropriate arrangements to individuals who demonstrate a documented need. Test accommodations are individualized, so we consider them on a case-by-case basis in partnership with your testing program. Test accommodations may also be known as "special arrangements" or "reasonable adjustments."

Pearson VUE test accommodations may include:

- Extra testing time
- A separate testing room
- Breaks

https://home.pearsonvue.com/pmi



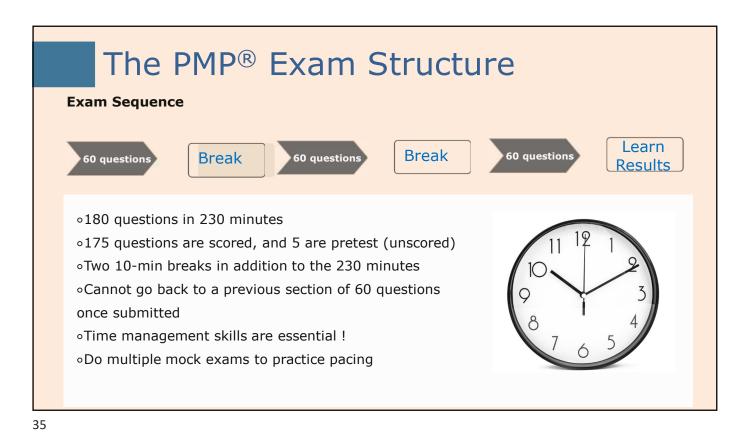
The Exam Experience

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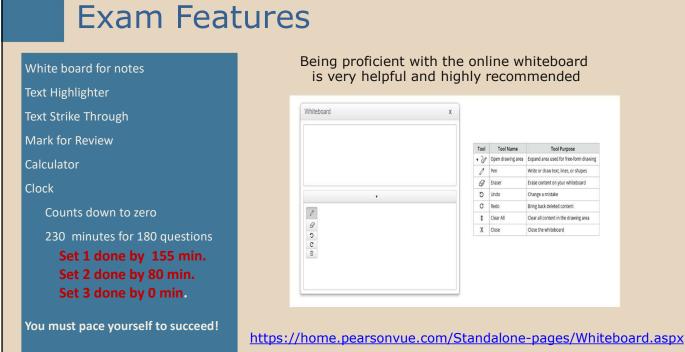
The Day of the Exam

- Arrive early to testing center
- o Dress in layers; centers are often cold.
- No notes, calculators, smart watches or smart glasses allowed
- Test starts with a tutorial
- •Test ends with a survey
- Tentative results are available as part of the testing experience
- $\circ \mathsf{PMI}$ does not publish required score to pass.





Гурна Горфика



Types of Questions

- Multiple choice single answer
- Multiple choice multiple answer
- Prototype Questions (3 Types)
 - Hot spot
 - Fill in the blank
 - Drag and drop
- •Most questions are "one right answer"



To view examples, visit this link:

https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/prototype-exam-questions.pdf

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What to Avoid Before Your Exam



You should be wary of organizations or trainers that:

- Promote "100% pass rates"
- "Guarantee" you will pass on first attempt
- Say they have "seen the test"
- Promise to "pass without taking the exam"
- Encourage candidates to take pictures or notes of exam questions

REPORT THEM PLEASE!

Email your information to: examsecurity@pmi.org

Exam Security FAQs

What are the consequences of misconduct during exams?

First, if your proctor detects misconduct during your exam, s/he can immediately end your testing session. Additionally, our Exam Security team will investigate any instances of suspected misconduct.

If the investigation shows misconduct did occur, PMI can take disciplinary action, including:

- Canceling your score
- Revoking your certification(s)
- oBanning you from taking PMI exams, either permanently or for a period of time
- Pursuing legal action

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Tips and Techniques for Passing the Exam

Exam Tips

You can skip questions and mark for review

- Answer every question (no negative scoring)
- PMI does not share scoring system or passing score

Exam is about analyzing situations, solving problems and making decisions • Carefully read every word!

- •Watch for keywords:
 - Best
 - First/Next
 - Most Likely
 - Least Likely
 - Except
 - Not



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Exam Tip

- •Take as many PMP practice questions as possible!
- •Review the Agile Practice Guide
- Use TestPrep in certification mode at least3 times
- •Facing a tough question on the actual exam?
 - First stop breathe in breathe out.
 - Second analyze the question and provide your best guess.
- Trust you intuition.
- oYou do not have to be perfect to pass!



What are PMI-isms?

- PMI-isms are essential guidelines and best practices derived from the Project Management Institute (PMI).
- Understanding PMI-isms helps you choose the correct answers on the PMP exam by thinking like PMI expects a project manager to act.
- PMI-isms provide a foundation, but they are not a substitute for critical thinking and analysis.



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PMI-isms



- Answer questions from the perspective of a servant leader
- oRisk and Stakeholder management are ongoing
- Understand the root cause of a problem before acting
- Use emotional intelligence to solve problems effectively
- Keep your stakeholders engaged with your project

PMI-isms

- •Be proactive when issues arise.
- Face-to-face communication is the best option
- Support vs. resist change
- Escalation is the last resort
- Always do what is ethical (responsibility, respect, honesty and fairness)



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How to Analyze Exam Questions

Four Factor Analyze Use context clues to identify the area of focus **Focus** • Scope, Schedule, Cost, Quality, Risk, Stakeholder, Team etc. Identify the stage of the life cycle • Initiate, Plan, Execute, Monitor & Control or Close or **Timing** • Product or Sprint Planning, Execution, Sprint Review, Sprint Retrospective **Principles &** Identify the PM principles and method involved Method Predictive/Plan-based · Agile/Change-based, or Hybrid Consider relevant tools and techniques that align **Techniques** • Each method has its tools, ceremonies and artifacts.

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Analyze Practice Questions Options Question **Focus** a) Escalate the issue to the You are leading a project team currently project sponsor. working on a new accounting software b) Schedule a meeting with the implementation. **Timing** team members to understand Two team members have an intense their perspectives. disagreement about the approach to a c) Assign a new team member to key deliverable. Insults are exchanged. Principles/ take over the task. What should you do first to resolve the Method d) Ignore the conflict and let the disagreement? team members work it out **Techniques** themselves.

analysis and update the project

management plan with the

findings.

Analyze Practice Questions Options Question a) Inform the project sponsor **Focus** Peter is managing a construction project, about the potential delays. and during a routine inspection, one of b) Update the risk register with the quality inspectors identifies a **Timing** the new information. potential issue with the foundation that c) Implement immediate could cause delays. corrective actions, without What is the next step Peter should take **Principles** further analysis to ensure the issue is properly /Method d) Conduct a thorough root cause addressed?

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Techniques

Analyze Practice Questions Options Question a) Conduct a risk reassessment to **Focus** During the execution phase of a software identify other potential risks. development project, a sudden problem b) Implement a workaround to occurs, causing significant disruption to **Timing** address the immediate impact. the project schedule. c) Update the risk register and adjust As the project manager, you need to the project plan. take immediate action to address this **Principles** problem. d) Escalate the issue to senior /Method management for guidance. Which of the following actions is the least likely to be effective in managing **Techniques** the situation?

Analyze Practice Questions Options Question a) Immediately start working on **Focus** You are managing a software fixing the feature in the current development project using Scrum. sprint. During a sprint review, the team b) Add the feedback to the product **Timing** discovers that one of the critical features backlog and prioritize it with the implemented is not meeting the product owner. customer's expectations. **Principles** c) Escalate the issue to senior /Method What is the most appropriate action to management for immediate take next? resolution. **Techniques** d) Extend the sprint to address the customer's feedback.

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Analyze Practice Questions Options Question a) Return the remaining stories to the **Focus** Your agile project team planned to product backlog for replanning. complete six user stories in the current b) Extend the sprint to complete the sprint. As the sprint progresses, it remaining stories. **Timing** becomes clear that only four stories will c) Reassign additional resources to be completed by the end of the sprint. ensure all stories are completed. What should you do with the remaining **Principles** d) Work on the remaining stories two user stories? /Method during the next sprint without replanning. **Techniques**

Analyze Practice Questions

Question

Focus

Timing

Principles /Method

Techniques

Juliette is managing a project to develop a new e-commerce platform. The planning phase involved detailed requirements gathering and scheduling. During execution, the team is using iterative development cycles to build and test the platform's features.

Unexpectedly, the marketing team submits a request to add a new feature for real-time inventory tracking.

What is the most appropriate action to take?

Options

- a) Reject the change request since the project is already in execution.
- b) Assess the change request using the integrated change control process and feedback from the development team.
- c) Implement the change request immediately to maintain project flexibility.
- d) Postpone the change request until the next phase of the project.

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Retaining the Certification





- You will receive your digital badge in an email from Credly, which can be shared on social media and verified by employers.
- ■Tip: Be sure your Credly account email address is the same as your PMI account email address

PMI Certification Registry-Optional

PMP Recertification

You must earn 60 Professional Development Units (PDUs) each 3-year cycle



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Certification Requirements

What are PDUs?

PDUs stand for Professional Development Units

• 1 PDU = 1 hour of learning/activity.

When reporting PDU activities, is any supporting documentation required?

- You do not need to attach supporting documentation, unless you are audited.
- PMI recommends retaining documentation for at least 18 months



 The CCR process enables certain PDUs to be shared across your certifications, simplifying the maintenance process.

Can I get an extension beyond the suspension expiration date?

 Certification holders who are military personnel called to active duty, incapacitated due to illness or out on maternity leave can request an extension.



Certification Requirements

Where do I report my PDUs?

Report them here: https://ccrs.pmi.org



Do I need a special username or password to use CCRS?

No. You will use the same username and password that you use to access PMI.org.

CCRS uses PMI single sign-on technology, which enables you to log in only once to gain access to all PMI systems and resources.

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Reference Links

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PMP Tips

Course Links

Join Instructor's LinkedIn Network www.Linkedin.com/in/susandanielspmp

Project Management Institute Home Page https://www.pmi.org/

PMP Certification Overview https://www.pmi.org/certifications/project-management-pmp

PMI Memberships https://www.pmi.org/membership

Skillsoft Bootcamp Calendar https://skillsoft.mhsoftware.com/

PMI Code of Ethics https://www.pmi.org/about/ethics/guidelines Skillsoft Live Bootcamp Calendar https://skillsoft.mhsoftware.com/

PMI Standards and Guides (PMBOK and Agile) https://www.pmi.org/pmbok-guide-guides

PMP Learner Kit https://www.skillsoft.com/pmp-voucher-offering

PMP Exam Content Outline
https://www.pmi.org/-
https://www.pmi.org/-
https://www.pmi.org/-
https://www.pmi.org/-
https://media/pmi/documents/public/pdf/certification-s/pmp-examination-content-outline.pdf

On-line vs On-site Testing Blog
https://www.pmi.org/blog/online-vs-in-person-pmp-testing

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PMP Tips

Course Links

Pearson Vue Helpful Resources
https://www.pearsonvue.com/us/en/test-takers/resources.html

Pearson Vue On-line Testing Guide
https://www.pearsonvue.com/us/en/pmi/onvue.html

Digital White Board Practice Site https://home.pearsonvue.com/Standalone-pages/Whiteboard.aspx

Types of Exam Questions - Examples
https://www.pmi.org/-/media/pmi/documents/public/pdf/certificat
ions/prototype-exam-questions.pdf

Reporting Bad Actors via email examsecurity@pmi.org.

PMI Certification Registry https://www.pmi.org/certifications/certification-resources/registry

Reporting PDUs to Retain Certification https://ccrs.pmi.org

PMP Exam Tips

Course Objectives

- Discuss the minimum requirements for the PMP certification
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- ✓ Identify a preferred bootcamp and how to access supporting resources.

- ✓ Make an informed choice between on-line or on-site testing
- Know what to anticipate the day of the exam.
- ✓ Practice analyzing exam questions
- ✓ Understand requirements to retain PMP certification

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DAILY PMP BOOTCAMP SURVEY



LOOK FOR THE SURVEY LINK IN THE CHAT

- Our goal is to provide the best possible Bootcamp experience for a live streaming webinar, with hundreds of participants.
- · For each Bootcamp session,
 - Let us know what you liked about the experience your comments really matter.
 - -Please include a thank you to the mentor(s) working off camera.
 - If you have **recommendations**, share those too!

We sincerely value your opinion!