



PMP® EXAM TIPS

**Live Attendance is
not required**

**Replay will be
available 48 hours
from next business
day in the PMP
Exam Tips
Bootcamp channel**

PMP® Exam Prep

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

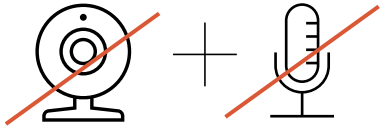


Topic 1 – House Keeping

House Keeping – Schedule and Zoom



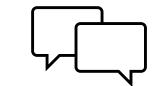
The **bootcamp** is **scheduled** for **3 hours**. We'll take **one short break**.



To save bandwidth the **web cams** and **mics** are **disabled** for attendees



Find the Chat option in your Zoom command bar. Once the session begins the chat may be closed throughout the session to minimize disruptions and to provide important information. The chat will be opened periodically to respond to the instructor's questions. As the session comes to an end the survey link can be provided in the chat. The chat may be opened to allow for goodbyes.

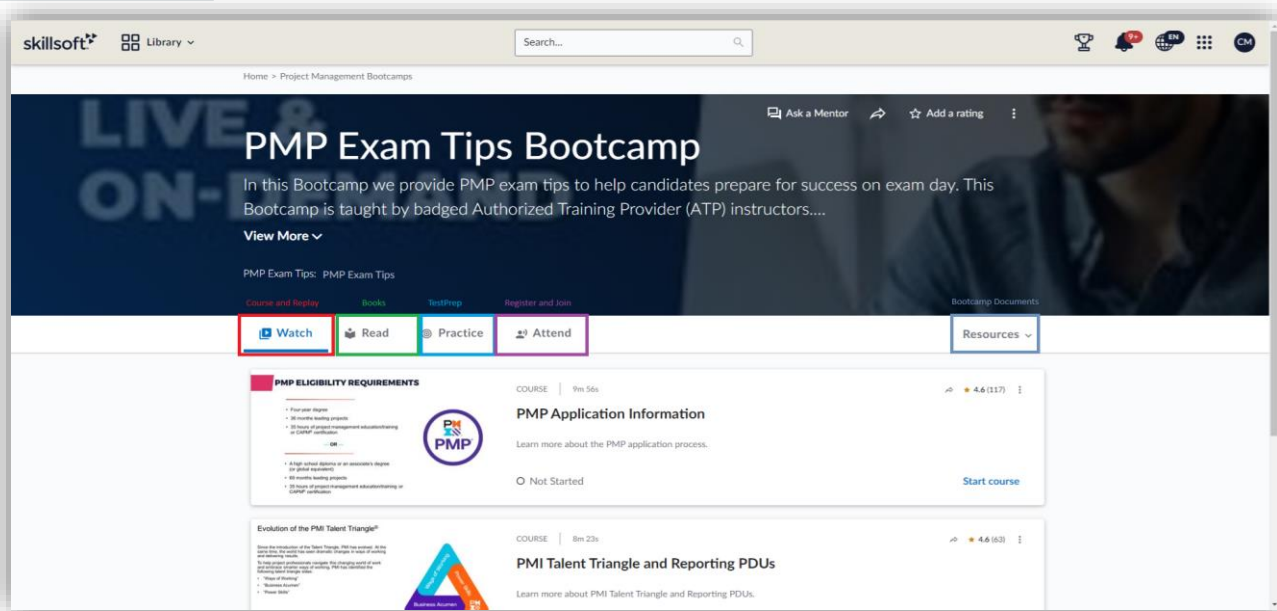


Find the Q&A option in your Zoom command bar. Please use the Q&A **only** to get help with technical issues, to locate your resources or recordings, to ask questions about the content, or for any other questions. The Q&A maybe closed and reopened throughout the session to address posts in a timely manner.



Live attendance is not required. You can watch this session on Replay. The **Replay session** will be in the **PMP Exam Tips Bootcamp** Percipio channel. It typically **takes up to 48 hours** from the next business day for the **Replay to be available**.

House Keeping – Accessing Resources



Percipio Users Only – Select Each Option

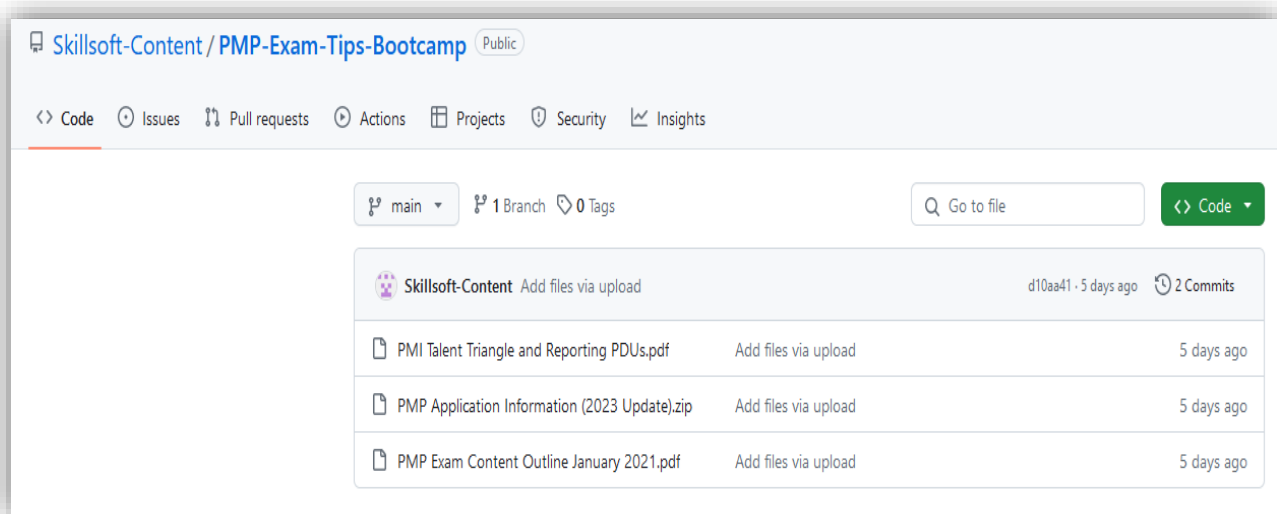
Watch – Includes courses and replay sessions.

Read – Includes books For those with a book's subscription.

Practice – Includes TestPrep exam (Exam Simulator).

Attend – Register and join the Bootcamp sessions.

Resources – Bootcamp related documents.



GitHub (For All Users)

<https://github.com/Skillsoft-Content/PMP-Exam-Tips-Bootcamp>

Resources – Bootcamp related documents

Download Instructions

1. Click **<> Code**
2. Select Download ZIP (1 zip file will be downloaded)



Topic 2 – Resources

Class Slides and Replays – PMP ATP Bootcamp



Ask a Mentor  ★ 4.3 (6) | Add a rating 

Project Management Professional (PMP) ATP Bootcamp: 8 Day NA Cohort

This Bootcamp provides Project Managers with the knowledge and skills needed to attain the Project Management Professional (PMP) certification. This course meets the 35-hour classroom requirement for...

[View More](#) ▼

PMP ATP: PMP ATP▼

[Watch](#) [Read](#) [Practice](#) [Attend](#) [Resources](#) ▼

Be sure to make use of the class slides and replay sessions from the PMP ATP Bootcamp.

If you haven't attended the PMP ATP Bootcamp, register through you're Learning Portal.

Self-Paced Courses – PMI 2021 Update

The screenshot displays the Skillsoft platform interface. At the top, the Skillsoft logo is on the left, followed by a 'Library' dropdown menu. A search bar in the center contains the text '2021 Update'. On the right side of the header, there are icons for a trophy, a notification bell with a '9+' badge, a globe with 'EN' (English), a grid of icons, and a user profile icon labeled 'CM'. Below the header, a breadcrumb trail shows 'Home > Search'. The main content area features a large banner for the 'PMI 2021 Update' course. The banner includes a share icon, a rating of '3.3 (6)', and a link to 'Add a rating'. The course title 'PMI 2021 Update' is prominently displayed, followed by a description: 'Develop in-depth project management knowledge and skills based upon the Project Management Institute's PMBOK Guide. The Project Management Body of Knowledge (PMBOK) is a set of standard...'. Below the description are links for 'View More' and 'Content Language: English (US)'. Underneath the banner, there are four tabs: 'Watch' (which is selected and highlighted with a blue underline), 'Read', 'Practice', and 'Assess'. Below the tabs, a course card is shown for 'Exploring Project Management, Then and Now (2021 Update)'. The card includes a circular profile picture of Barb Waters, MBA, PMP, and a book cover titled 'EXPLORING PROJECT MANAGEMENT, THEN AND NOW'. The course is listed as 'COURSE | 32m 18s' with a rating of '4.6 (1344)'. A brief description follows: 'The history of business is the history of project management. Just as our ideas of how to conduct business continue to evolve, so do our conception of the project manager's role, the characteristics of a project, and the project life cycle itself. Traditional...'. There are links for 'View More' and two buttons at the bottom: 'Start course' and 'Take test'. A status indicator shows 'Not Started'.

PMI 2021 Update Courses – Search Percipio using the search words 2021 Update to locate the 2021 Update channel

You can use the PMI 2021 Update courses in the channel to supplement the PMP ATP Bootcamp training.

Book - Agile Practice Guide



BOOK

by Project Management Institute

1h 50m

➔ ★ 5 (13) ⋮

Agile Practice Guide

Developed as a resource to understand, evaluate, and use agile and hybrid agile approaches, this book provides guidance on when, where, and how to apply agile approaches and offers practical tools for practitioners and organizations wanting to...

[View More](#) ▼

🕒 Started

[Read](#)

Percipio Users Book's Subscription – Search Percipio or Locate on the Read tab in the PMP Exam Tips Bootcamp channel.

Paid PMI Members can download a free PDF copy using this URL when logged in to <https://www.pmi.org>.

<https://www.pmi.org/pmbok-guide-standards/practice-guides>

EXAM SIMULATOR

[Watch](#)[Read](#)[Practice](#)[Attend](#)

TESTPREP | 3h 50m | Skillsoft

52

TestPrep: Project Management Professional (PMP) 2021 Update Aligned

Practice for the Project Management Professional (PMP) 2021 Update Aligned certification exam. Assess your readiness by using Exam Mode or further prepare using Learn Mode which provides immediate feedback and explanations.

○ Not Started

[Take TestPrep](#)



TESTPREP | 3h 50m | CyberVista

30

PMP7ED : Project Management Professional (PMP), Seventh Edition | Practice Test

CyberVista's Practice Exam Packages are designed to help you prepare for your next certification and perform on exam day. Study at your own pace, whenever you want, and wherever you are most comfortable. Practice with exam-like questions....

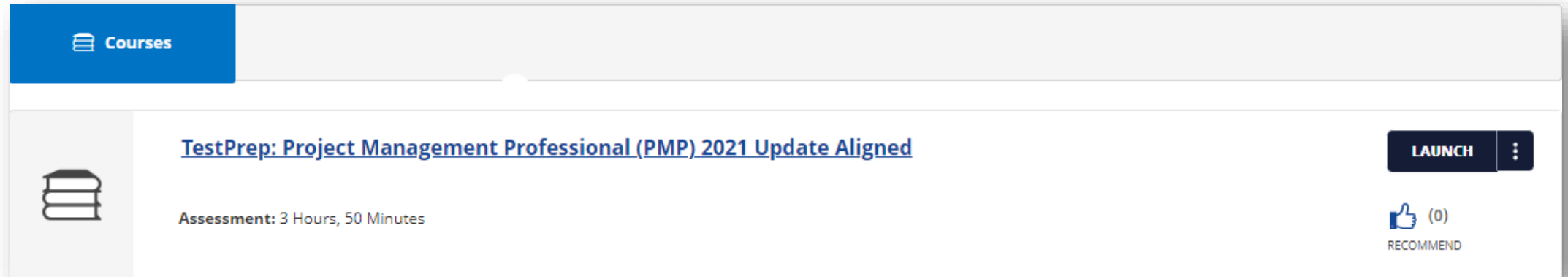
[View More](#) ▼

○ Not Started

[Take TestPrep](#)

Check the Practice tab in the PMP Exam Tips Bootcamp channel for the TestPrep exam(s)

PRACTICE EXAM FOR NON-PERCIPIO USERS



- Try searching your learning portal for the practice exam

TestPrep: Project Management Professional (PMP) 2021 Update Aligned

- Take the simulator practice test multiple times, to make the most of the questions in the test bank.
- You can take the test in study mode or certification mode.
- Start in study mode so you can see the answer and explanation for each question.
- When you think you are ready for the actual exam, take the TestPrep in certification mode so you can also practice your time management.
- The image above is an example. Users may see it listed differently in their learning portal.

PMP® ATP LEARNER KIT



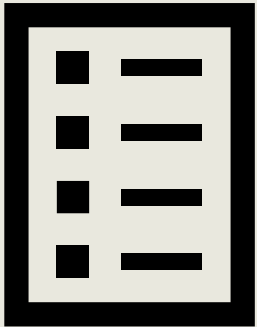
PMI Authorized PMP Exam Prep





Summary Recommended PMP Resources

- Class slides and replay sessions – Study with the slides and replays from the PMP ATP Bootcamp.
- Self-Paced Courses – Take the PMI 2021 Update courses as needed.
- Books – If you have a books subscription in your learning portal make use of the books available.
- Simulator - Practice using the available TestPrep exam.
- PMP Learner Kit – Make use of the available resources.



Topic 3 – Exam Details

PMP® EXAM DOMAINS

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
- Predictive, agile, and hybrid approaches will be found throughout the three domains
- Project approaches are not isolated to any particular domain
- The 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.

TIP: Print the PMP Exam Content Outline and make sure you have a solid understanding of each task.

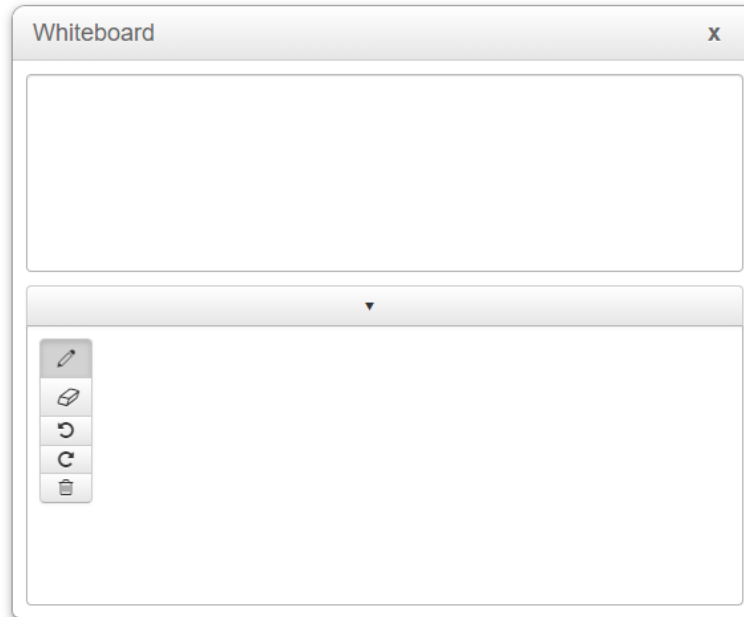
Check for the ECO under Resources from the PMP Exam Tips Bootcamp channel or GitHub, or use the URL below

Domain I		People—42%
Task 1	Manage conflict <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Appraise team member performance against key performance indicators• Support and recognize team member growth and development• Determine appropriate feedback approach• Verify performance improvements	

<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/pmp-examination-content-outline.pdf>

THE OnVUE PRACTICE WHITEBOARD

Tip! Being proficient with the online whiteboard is just as important as knowing the content!



Tool	Tool Name	Tool Purpose
▼	Open drawing area	Expand area used for free-form drawing
✎	Pen	Write or draw text, lines, or shapes
🧽	Eraser	Erase content on your whiteboard
↶	Undo	Change a mistake
↷	Redo	Bring back deleted content
🗑️	Clear All	Clear all content in the drawing area
✕	Close	Close the whiteboard



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.

<https://home.pearsonvue.com/Standalone-pages/Whiteboard.aspx>

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:

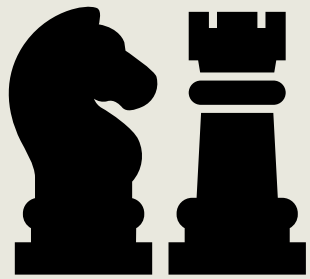
- Extra testing time
- A separate testing room
- Breaks

<https://home.pearsonvue.com/pmi>

PMI EXAM RESOURCES

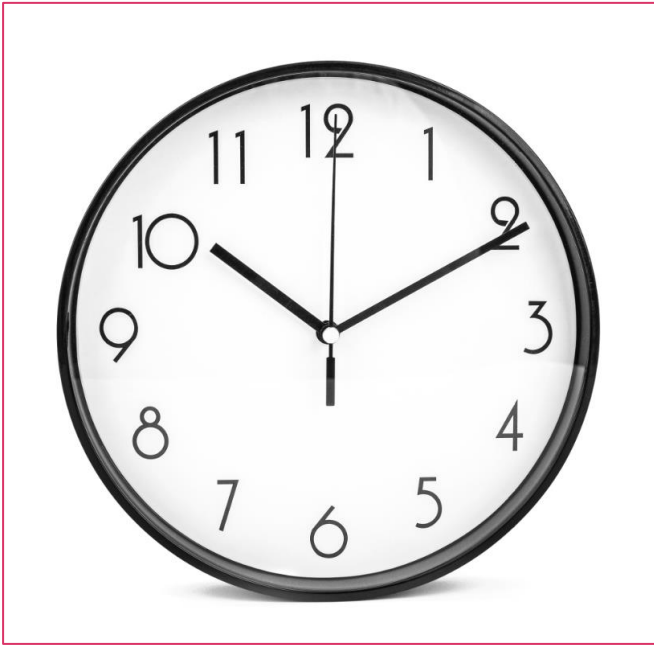
- PMI Handbook Link: [PMI Handbook](#)
- Pearson VUE's Test Takers Resources Link: [Helpful resources for test-takers // Pearson VUE](#)
- Pearson VUE's PMI Online Proctored Link: [Project Management Institute \(PMI\) OnVUE exam information // Pearson VUE](#)
- PMI's PMP's Official Site Link: [PMP Certification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





Topic 4 – The Exam Strategy

THE PMP® EXAM FLOW



- 180 questions in 230 minutes
- 175 questions are scored, and 5 are pretest (unscored)
- Two 10-min breaks in addition to the 230 minutes
- Cannot go back to a previous section once submitted
- Time management skills
- Score “early wins”
- Answer every question (no negative scoring)
- PMI does not share scoring system or passing score

Exam Sequence



EXAM STRATEGY

- Arrive/Log in early
- Read every question and possible answers
- Read the Full Question!
- Identify keywords:
 - Best
 - Next
 - Most Likely
 - Least Likely
 - First
- Exam is about solving problems and making decisions
- Skip questions and mark for review
- Do not take the online exam on a work computer



QUESTION TYPES

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



To view examples of the prototype questions, use the following URL in your web browser.

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

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.



PMI-isms

- Answer questions from the perspective of a servant leader
- Risk and Stakeholder identification 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
- Face-to-face communication is the best option
- Welcome change
- Escalation is the last resort
- Always do the right thing!



How to Analyze Questions – Four Factors

Context: Keywords used in the question statement indicating how you should proceed in the context for the situation.

Timing: Initiating, Planning, Executing, Monitoring and Controlling, Closing.

Methodology: Adaptive, Predictive, and Hybrid.

Definition: Understanding PMI Terminology used throughout the questions stem, questions statement, and options.

Analyzing Questions



How to Analyze Questions – Question 1

Q: You are leading a project team currently working on a new accounting software implementation. Two team members have a disagreement about the approach to a key deliverable. What should you do first to resolve the disagreement?

- a. Escalate the issue to the project sponsor.
- b. Schedule a meeting with the team members to understand their perspectives.
- c. Assign a new team member to take over the task.
- d. Ignore the conflict and let the team members work it out themselves.

Analyzing Questions



How to Analyze Questions – Answer 1

Answers:

- a. Escalate the issue to the project sponsor.
- b. Schedule a meeting with the team members to understand their perspectives.
- c. Assign a new team member to take over the task.
- d. Ignore the conflict and let the team members work it out themselves.

Context: The keyword in the question is “FIRST”. What is the first step to resolve this conflict?

Timing: You are in Execution. The team is working on a software

Methodology: Adaptive. Not as relevant for the answer.

Definition: Understanding the root cause of the conflict and facilitating a discussion between team members is the first step in effectively resolving conflict.

Analyzing Questions



How to Analyze Questions – Question 2

Q: Peter is managing a construction project, and during a routine inspection, one of the quality inspectors identifies a potential issue with the foundation that could cause delays. What is the next step Peter should take to ensure the issue is properly addressed?

- a. Inform the project sponsor about the potential delays.
- b. Update the risk register with the new information.
- c. Implement immediate corrective actions without further analysis
- d. Conduct a thorough root cause analysis and update the project management plan with the findings.

Analyzing Questions



How to Analyze Questions – Answer 2

Answers:

- a. Inform the project sponsor about the potential delays.
- b. Update the risk register with the new information.
- c. Implement immediate corrective actions without further analysis
- d. Conduct a thorough root cause analysis and update the project management plan with the findings.

Context: The keyword in the question is “NEXT”. We know there is a quality issue. What do we do next?

Timing: You are in full execution mode.

Methodology: Predictive.

Definition: We need to fully understand the problem before taking any action. This ensures the issue will be properly addressed.

Analyzing Questions



How to Analyze Questions – Question 3

Q: During the execution phase of a software development project, a sudden problem occurs, causing significant disruption to the project schedule. As the project manager, you need to take immediate action to address this problem. Which of the following actions is the least likely to be effective in managing the situation?

- a. Conduct a risk reassessment to identify other potential risks.
- b. Implement a workaround to address the immediate impact.
- c. Update the risk register and adjust the project plan.
- d. Escalate the issue to senior management for guidance.

Analyzing Questions



How to Analyze Questions – Answer 3

Answers:

- a. Conduct a risk reassessment to identify other potential risks.
- b. Implement a workaround to address the immediate impact.
- c. Update the risk register and adjust the project plan.
- d. Escalate the issue to senior management for guidance.

Context: The keywords are “LEAST LIKELY”. To address this situation, we need to identify the option with the lowest effectiveness.

Timing: Team is working in Execution.

Methodology: Predictive.

Definition: While conducting a risk reassessment is an important ongoing process in a project, it is least likely to be effective in managing the immediate impact of an unidentified risk, which requires escalation to use management reserves.

Analyzing Questions



How to Analyze Questions – Question 4

Q: You are managing a software development project using Scrum. During a sprint review, the team discovers that one of the critical features implemented is not meeting the customer's expectations. What is the most appropriate action to take next?

- a. Immediately start working on fixing the feature in the current sprint.
- b. Add the feedback to the product backlog and prioritize it with the product owner.
- c. Escalate the issue to senior management for immediate resolution.
- d. Extend the sprint to address the customer's feedback.

Analyzing Questions



How to Analyze Questions – Answer 4

Answers:

- a. Immediately start working on fixing the feature in the current sprint.
- b. Add the feedback to the product backlog and prioritize it with the product owner.
- c. Escalate the issue to senior management for immediate resolution.
- d. Extend the sprint to address the customer's feedback.

Context: The keywords is “NEXT”. This is a Scrum related question, and we need to follow Scrum principles.

Timing: Team is working in development (Execution).

Methodology: Adaptive (Agile).

Definition: In an agile approach like Scrum, feedback is added to the product backlog and prioritized with the PO to ensure it is addressed in future sprints.

Analyzing Questions



How to Analyze Questions – Question 5

Q: Your agile project team planned to complete six user stories in the current sprint. As the sprint progresses, it becomes clear that only four stories will be completed by the end of the sprint. What should you do with the remaining two user stories?

- a. Return the remaining stories to the product backlog for replanning.
- b. Extend the sprint to complete the remaining stories.
- c. Reassign additional resources to ensure all stories are completed.
- d. Work on the remaining stories during the next sprint without replanning.

Analyzing Questions



How to Analyze Questions Answer 5

Answers:

- a. Return the remaining stories to the product backlog for replanning.
- b. Extend the sprint to complete the remaining stories.
- c. Reassign additional resources to ensure all stories are completed.
- d. Work on the remaining stories during the next sprint without replanning.

Context: The keywords is “SHOULD”. This is a Scrum related question, and we need to follow Scrum principles.

Timing: Team is working in development (Execution).

Methodology: Adaptive (Agile).

Definition: In Agile, incomplete user stories are returned to the product backlog for reprioritization and inclusion in future sprints.

Analyzing Questions



How to Analyze Questions – Question 6

Q: Juliette is managing a project to develop a new e-commerce platform. The initial planning phase involved detailed requirements gathering and scheduling. Now, in the executing phase, the team is using iterative development cycles to build and test the platform's features. Midway through the project, the marketing team submits a significant change request to add a new feature for real-time inventory tracking. What is the most appropriate action to take?

- a. Reject the change request since the project is already in execution.
- b. Assess the change request using the integrated change control process and incorporate 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.

Analyzing Questions



How to Analyze Questions – Answer 6

Answers:

- a. Reject the change request since the project is already in execution.
- b. Assess the change request using the integrated change control process and incorporate 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.

Context: The keywords are “MOST APPROPRIATE”. Which one is the best option to handle this change request midway of the project

Timing: Team is working in execution.

Methodology: Hybrid. Planning was done using predictive, but in executing, the team is following an adaptive approach.

Definition: In a hybrid approach, integrating change management from both predictive and adaptive ensures that changes are properly evaluated and managed. Also, incorporating feedback from the team ensures that changes align with project goals.

Analyzing Questions



RECOMMENDATIONS

- Take as many PMP practice questions as possible!
- Review the PMP Exam Content Outline (ECO)
- Review the Agile Practice Guide
- Use TestPrep in certification mode
- Facing a tough question on the actual exam?
 - First stop - breathe in - breathe out.
 - Second analyze the question and provide your best guess.
 - Third mark the question for review and come back to it if time permits.
 - There is no negative marking for guessing.
- Believe in yourself!





Topic 5 – Post Exam

PASSING SCORE

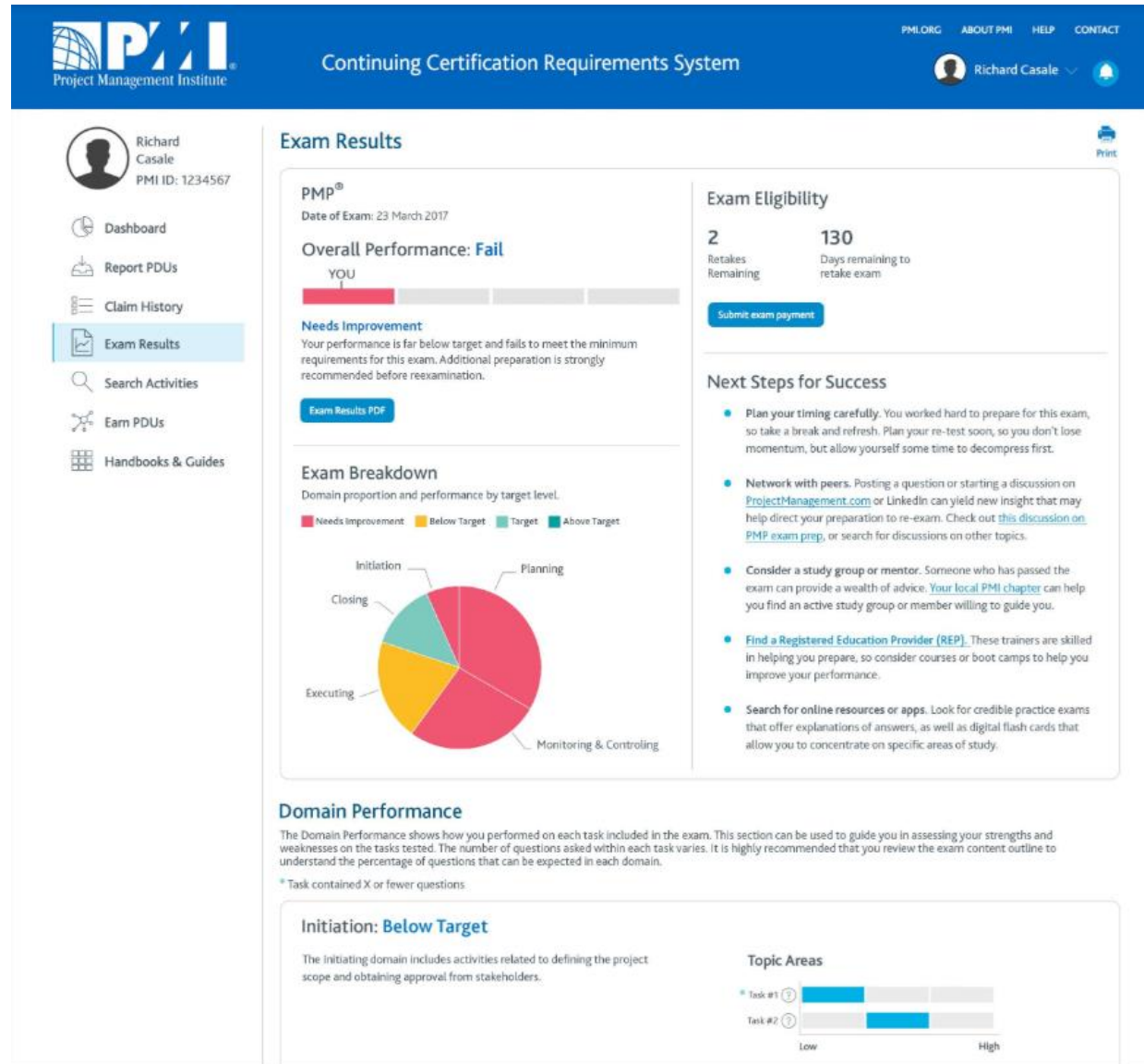
Establishing the Passing Score

The passing score for all PMI exams is determined by sound psychometric analysis. PMI uses subject matter experts – project professionals from around the world and many different disciplines – to determine how many questions you must answer correctly to pass the exam.

The PMI exams covered in this handbook are considered “criteria-based exams.” That means that the exams determine who should pass or fail by whether they met the criteria for a qualified person in the job role being tested, for example an experienced project manager for the PMP and an agile practitioner for the ACP. That criteria becomes the standard we expect and uphold in scoring.

The PMI exams covered in this handbook include scored and unscored items. Certification candidates are evaluated on the scored items. Each item (question) answered on a test is a sample of a candidate’s proficiency (in the criteria being assessed). We gather information from each question to make a determination of their overall proficiency and compare that proficiency to the standard.

SAMPLE EXAMINATION RESULTS



PMI CERTIFICATION REGISTRY - OPTIONAL

Certification Registry

Search for Active and Retired Credential Holders



First Name

Last Name

Credential

All Credentials



*Country / Region

Select a Country



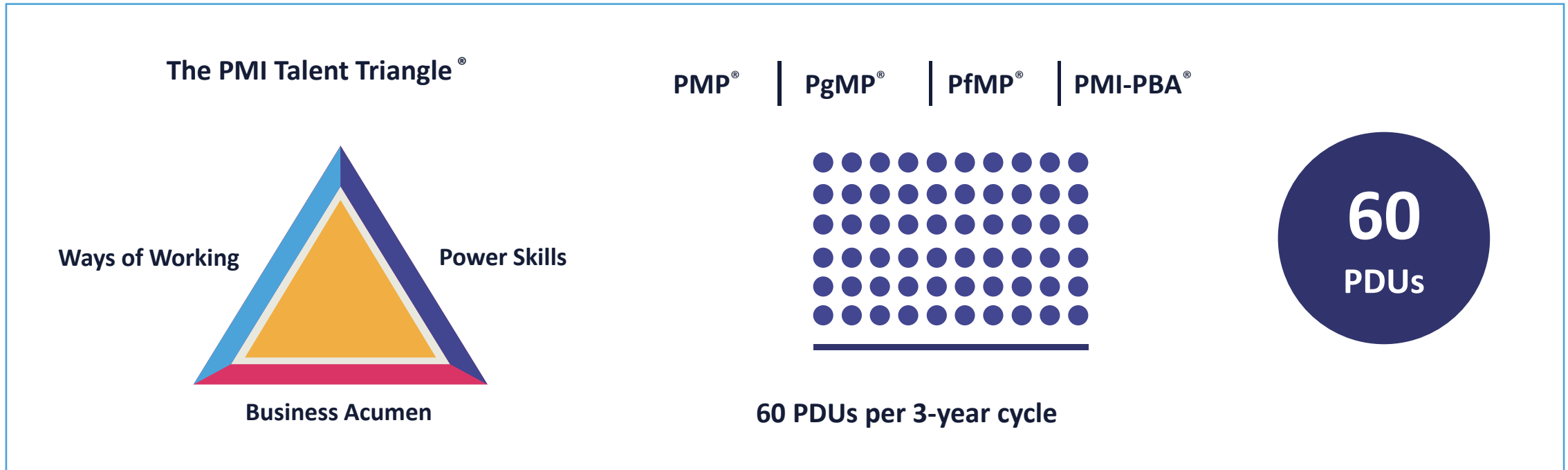
* Required field

Search

<https://www.pmi.org/certifications/certification-resources/registry>

PMP RECERTIFICATION

You must earn 60 Professional Development Units (PDUs) per each 3-year cycle and report it here: <https://ccrs.pmi.org>



Skillsoft pre-approved PDU courses – Navigate to the following URL and select the SKILLSOFT PMI PDU COURSES option to download an Excel file listing the pre-approved courses.

<https://www.skillsoft.com/accreditation-programs>

Survey Scale

This Scale: 0 not at all likely- 10 extremely likely



On a scale of 0-10, how likely are you to recommend this bootcamp to someone else?

This Scale: 0 not at all likely - 10 extremely likely

[illegible]



PMP® EXAM TIPS

Questions?

Please contact the
Skillsoft Mentoring Team

mentoring@skillsoft.com

PMP® Exam Prep

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