PMP Exam Tips

Study Schedule

- After your 35 contact hours training through PMP trainer. Read the training material provided by training company and reassemble whatever you learn in class
- Read either Rita Mulcahy's PMP FastTrack OR Kim Heldmen's PMP® Project Management Professional Exam Study Guide.
- Solve minimum 150 simulation questions for each topic (framework + 10 knowledge areas). Generally these questions are provided by your training company or you can buy them online at very nominal price.
- Watch your progress in simulation questions and by reading explanations align your thinking pattern with PMI's thinking process.
- Read through the PMBOK Guide
- Attempt full simulation of 200 questions
- Align your thinking pattern while reading explanation of your wrong answers or when doing group discussions.
- Create your flash cards or buy flash cards to test your memory recall
- Make sure you TIME YOURSELF before you commit yourself for the exam date; if not sure, reschedule!

Study Tips

- Plan your study sessions with time limitations
- Restate, repeat and put it in your own words
- Read and make note of each chapter in the form of mind map
- Attempt question and update your mind map
- Do not try to save time by typing in initial readings. For time saving in writing develop acronyms but speak complete name and write on paper.
- Regularly spent 2 hours fixed time for study. Preferred timing is morning when no phone call/family or office urgencies
- Use pencils and rubber for writing instead of ball pen. Evolution of same mind map is easy by erasing.
- Use A4 site sheet for notes, not tissue papers
- Keep self testing yourself till you get 75%+ marks.
- While answering questions, keep organizational and stakeholders interest on top than you and your team's.
- You have to answer question like you are working on multi-million dollar project in which hundreds of resource are spread across the globe.
- Understand the big concepts first
- Memorize formulas

Exam Tips

- Take care of time. In general it should not take more than 1 min to answer every question. But some question will take less than one min and other more than one min.
  Therefore periodically keep checking your pace
- Do not stuck to the question for which you do not any clue. Mark the question for future review.
- Do not stuck to the question for which you do not any confident answer. Mark the question for future review
- Leave 30-40 min to review questions.
- Do not be panic. Worst thing possible is you will fail. But by being panic your will certainly fail.
- 4 hours is long period therefore keep taking couple of deep breath when mind starts saturating and body starts stiffing

- Do not get nervous, relax
- Decide in your mind what the answer should be, then look for the answer in the options
- Answer all questions in order without skipping or jumping around
- If doubtful, cross check answers by reworking in different way
- Subsequent questions may stimulate memory, you may want to reevaluate a previous answer
- Accept the fact that you will not know the answer of all the questioons
- Do not leave early, there is not bonus for that.
- Visit the exam site some day before you take the exam, so that you know you about the travel time and environment
- You may need earplugs or headphones
- Control your frustration of not able to reply certain question it will take your concentration away
- Answer based on PMI's perspective not based on your real life experience, next training next your life experience
- Write down the facts on paper it can be useful in coming question
- When you are given scratch paper, write down anything you were having trouble remembering.
- Do not change the answer at last moment unless you very good reason for that
- Options selection
    - Practice the process of elimination
    - There may be more than 2 correct answer use the best answer (if asked for best)
    - Sometimes you will find right choice but that is not the answer to the question. Right may not be best.
    - In fill in the blank type question correct choice may not be grammatically correct
    - The correct option will contain a PMI term
    - Make sure you look at ALL the options
    - Re-read the questions and eliminate options that are NOT correct
    - Some options given are plain violation of PMP code of conduct, others are just better or best
- Words in Question
    - Read slowly and visualize the question, it will help you in reducing the reread time
    - Look into words like "Except", "Includes", "Not an example of" carefully
    - Be alert of generalization like Always, Never, must, completely
    - Be alert of words like often, sometimes, perhaps, may, generally
    - Look for words like First, Last, Next, Best, Never, Always, Except, Not, Most Likely, Less Likely, Primary, Initial, Most
    - Read questions carefully – look for double negatives
    - Reread all questions containing negative words like "not", "least" or "except"
    - Check for qualifying words like all, most, some, none, highest-to-lowest, smallest-to-largest
    - Mark questions to come back

Question Types

- Wordy questions
- Confusing and wordy Questions
- Multiple right answers but you need to select the best answer
- Situation questions
- Questions with extraneous information
- Questions using made up terminologies
- Where complete concept understanding is more important
- Where a completely new way of thinking is required
- If question is asking for Best thing to do then do not look only for right things to do

You are working on a project since last 6 month. First time risk audit is happening in your project. You project risk auditor asking evidence of reserve analysis on your project. What does he expect from you?

A. Phase wise contingency reserve plan
B. A report showing phase wise contingency reserve planned versus how much reserve consumed till now
C. A report showing phase wise contingency reserve planned versus how much reserve consumed till now and whether the reserve fund available is sufficient for remaining project
D. Asking a report where you can prove him how much contingency and management reserves were allocated for project

What is the disadvantage of ignoring Maslow's pyramid of need in your team motivational plan

A. Not able to motivate people
B. Can end up applying inappropriate motivation for team members
C. Does not matter
D. Does not matter, it gives me opportunity to apply better motivational theory

In your project a complete new issue has come up which was not related to any of the risk in your risk register so no mitigation or contingency plan exists for this. It needs your attention immediately. What will you do?

A. Escalate this to management
B. Stop the work and focus on resolving this first, revisit your risk register to identify that you have not ignored any other risk like this
C. Discuss with team and draw a work around plan
D. Ask funds from management reserve for this kind of problem.

The collect requirement process is considered complete when

A. Scope is baselined
B. WBS is developed
C. Estimation for the work can be done
D. Team has finished getting the complete requirement and no further discussion, with regard to scope of work, in any form is required with stakeholders

Which one of these is not tool and technique in perform quality assurance

A. Control Diagrams
B. Scattered Diagrams
C. Fishbone Diagram
D. Run Charts

During requirement collection from various stakeholders you missed to include on key stakeholder. You are about to complete the product design and now realized this mistake, what should you do

    A. Notify to the sponsor
    B. Talk to that stakeholder
    C. Ignore him, nothing can be done now
    D. Accept his requirement as change request and do not charge for this.

In last project your you made certain component in 15 days but similar kind of component you need to build in this project. Considering lessons learned and expertise available this time you quoted to make this component in 12 days. What kind of estimating is this?

    A. Analogous
    B. Parametric
    C. Three Point
    D. Expert Judgment

Final Steps For Application

- PMP Online applications are reviewed and processed within 5 business days
- Paper applications for individuals are reviewed and processed within 10 to 14 business days
- Eligibility letters are sent electronically to all qualifying candidates
- Eligibility letter expires after 1 year
- Ensure that a valid email address is provided
- Applications may go in for audit – PMI may ask for documentation
- If you not consider eligible, a notification will be sent electronically with further instructions
- Upon receipt of eligibility letter, schedule an examination and remit payment at PMI.org
- Scheduling notification will provide details for scheduling an exam

PMP Exam Specific

- Assesses the knowledge and application of globally accepted project management techniques and procedures
- Covers 6 performance domains detailed in role delineation study
- Covers 9 knowledge areas and the 5 process groups as detailed in the PMBOK® Guide
- Contains 200 multiple choice questions
- Includes 25 questions that are "pre-exam" questions being field-tested by PMI that do not affect grading
- Requires 106 correct answers to get a passing grade, which is 60.57% of the 175 questions that count toward the grade
- Takes up to 4 hours

Questions Process Group wise

There are total 200 questions this includes 25 experimental questions. So only 175 are the real question for which you will be given mark if you response them correct. Below is % of questions and number of questions from each process group.

- Project Initiation 13% (23)

- Planning 24% (42)
- Execution 30% (53)
- Controlling 25% (44)
- Project Closure 8% (14)

PMP Exam FAQ

- **Can you bring materials with you?**

NO, 6 sheets of paper (at one time), pencil, calculator and earplugs are provided

- **What is the physical setting like?**

It is a room with multiple terminals divided by compartments with a computer, chair, desk and trash can.

- **Can you take food or drink into the exam area?**

NO

- **Can you take breaks during the exam?**

YES. You can go to the rest room; your clock is ticking all the time

- **What are the time constraints?**

15 minute tutorial, 4 hours exam, 15 minute survey

- **Are the questions grouped by subject?**

NO, they are random

- **Can you see the question and options on the same screen?**

YES

- **Is there a way to mark out options or questions?**

There is no way to mark out or eliminate options; there is a way to mark doubtful questions; there is a summary page for the same where you can review

- **Do you get immediate exam results?**

YES; the results come up on the screen and Prometric person hands over the detailed report of your results. Results are broken down by process group and then by knowledge area

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