

PMBOK 6.0

Tools Technique Summary



	4	5	6	7	8	9	10	11	12	13
	Integration	Scope	Schedule	Cost	Quality	Resources	Communication	Risk	Procurement	Stakeholder
Data Gathering Tools and Techniques										
Benchmarking		5.2			8.1					13.2
Brainstorming	4.1,4.2	5.2			8.1			11.2		13.1
Check-sheets					8.3					
Checklists	4.2				8.2,8.3			11.2		
Focus-groups	4.1,4.2	5.2								
Interviews	4.1,4.2	5.2			8.1			11.2,11.3,11.4, 11.5		
Market-research									12.1	
Questionnaires-and-surveys		5.2								13.1
Statistical-sampling					8.3					
Data Analysis Tools and Techniques										
Alternatives-analysis	4.5, 4.6	5.1, 5.4	6.1, 6.4	7.1, 7.2	8.2	9.2, 9.6		11.5		13.4
Assessment of other risk parameters								11.3		
Assumption and constraint analysis				7.2	8.1			11.2		
Cost of quality										
Cost-benefit analysis	4.5, 4.6				8.1	9.6		11.5		
Decision tree analysis								11.4		
Document analysis	4.7	5.2			8.2			11.2		13.1
Earned value analysis	4.5		6.6	7.4					12.3	
Influence diagrams								11.4		
Iteration burndown chart			6.6							
Make-or-buy analysis									12.1	
Performance reviews			6.6		8.3	9.6			12.3	
Process analysis		8.2								
Proposal evaluation	12.2									
Regression analysis	4.7									
Reserve analysis			6.4	7.2,7.3,7.4				11.6		
Risk data quality assessment								11.3		
Risk probability and impact assessment								11.3		
Root cause analysis	4.5				8.2,8.3			11.2		13.2,13.4

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Sensitivity analysis								11.4		
Simulation			6.5					11.4		
Stakeholder analysis								11.1		13.1,13.4
SWOT analysis								11.2		13.2
Technical performance analysis								11.7		
Trend analysis	4.5,4.7	5.6	6.6	7.4		9.6			12.3	
Variance analysis	4.5,4.7	5.6	6.6	7.4						
What-if scenario analysis			6.5, 6.6							
Data Representation Tools and Techniques										
Afnity diagrams		5.2			8.2					
Cause-and-effect diagrams					8.2, 8.3					
Control charts					8.3					
Flowcharts					8.1,8.2					
Hierarchical charts						9.1				
Histograms					8.2,8.3					
Logical data model					8.1					
Matrix diagrams					8.1,8.2					
Matrix-based charts						9.1				
Mind mapping		5.2			8.1					13.2
Probability and impact matrix								11.3		
Scatter diagrams					8.2,8.3					
Stakeholder engagement assessment matrix							10.1,10.3			13.2,13.4
Stakeholder mapping/ representation										13.1
Text-oriented formats						9.1				
Decision-Making Tools and Techniques										
Multicriteria decision analysis	4.6	5.2, 5.3			8.1, 8.2	9.3		11.5		13.4
Voting	4.5,4.6		5.2,5.5	6.4	7.2					13.4
Communication Skills Tools and Techniques										
Feedback							10.2			13.4
Presentations							10.2			13.4

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Interpersonal and Team Skills Tools and Techniques										
Active listening	4.4						10.2			13.4
Communication styles assessment							10.1			
Conflict management	4.1, 4.2					9.4, 9.5	10.2			13.3
Cultural awareness	10.1,						10.2			13.3,13.4
Decision making						9.5				
Emotional intelligence						9.5				
Facilitation	4.1,4.2,4.4	5.2, 5.3							11.2,11.3,11.4	
Influencing						9.4,9.5,9.6		11.6		
Leadership	4.4					9.5				13.4
Meeting management	4.1, 4.2						10.2			
Motivation						9.4				
Negotiation						9.3,9.4,9.6			12.2	13.3
Networking	4.4						10.2			13.4
Nominal group technique		5.2								
Observation/ conversation		5.2					10.3			13.3
Political awareness	4.4						10.1,10.2			13.3,13.4
Team building						9.4				
Ungrouped Tools and Techniques										
Advertising									12.2	
Agile release planning			6.5							
Analogous estimating			6.4	7.2		9.2				
Audits					8.2			11.7	12.3	
Bidder conferences									12.2	
Bottom-up estimating			6.4	7.2		9.2				
Change control tools	4.6									
Claims administration									12.3	
Colocation		9.4								
Communication methods							10.1,10.2			
Communication models							10.1			

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Communication requirements analysis							10.1			
Communication technology						9.4	10.1,10.2			
Context diagram		5.2								
Contingent response strategies								11.5		
Cost aggregation				7.3						
Critical path method			6.5,6.6							
Decomposition		5.4	6.3							
Dependency determination and integration			6.3							
Design for X					8.2					
Expert judgment	4.1,4.2,4.4,4.5, 4.6,4.7	5.1,5.2,5.3,5.4	6.1,6.2,6.4	7.1,7.2,7.3,7.4	8.1	9.1,9.2	10.1,10.3	11.1,11.2,11.3, 11.4,11.5,11.6	12.1,12.2,12.3	13.1,13.2,13.3
Financing				7.3						
Funding limit reconciliation				7.3						
Ground rules										13.3
Historical information review				7.3						
Individual and team assessments						9.4				
Information management	4.4									
Inspections		5.5			8.3				12.3	13.3
Knowledge management	4.4		6.3,6.5,6.6							
Leads and lags										
Meetings	4.1,4.2,4.3,4.5, 4.6,4.7	5.1	6.1,6.2,6.4	7.1	8.1,8.3	9.1,9.2,9.4	10.1,10.2,10.3	11.1,11.2,11.3, 11.6	12.1	13.1,13.2,13.3, 13.4
Organizational theory						9.1				
Parametric estimating			6.4	7.2		9.2				
Pre-assignment						9.3				
Precedence										
Precedence diagramming method			6.3							
Problem solving					8.2	9.6				
Product analysis		5.3								

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Project management information system	4.3		6.3,6.5,6.6	7.2,7.4		9.2,9.5,9.6	10.2,10.3	11.6		
Project reporting					8.2					
Prompt lists								11.2		
Prototypes		5.2								
Quality improvement methods					8.2	9.4				
Recognition and rewards										
Representations of uncertainty								11.4		
Resource optimization			6.5, 6.6							
Risk categorization								11.3		
Rolling wave planning			6.2							
Schedule compression			6.5, 6.6							
Schedule network analysis			6.5							
Source selection analysis									12.1	
Strategies for opportunities								11.5		
Strategies for overall project risk								11.5		
Strategies for threats								11.5		
Test and inspection planning					8.1					
Testing/product evaluations					8.3					
Three-point estimating			6.4	7.2						
To-complete performance index				7.4						
Training						9.4				
Virtual teams						9.3,9.4				