PMP® exam Mindset Task by Task

Content

➢ Project Manager's mindset

➢ PMP® exam mindset

This documents contains a discussion on the Mindset for a Project Manager while they manage a project and mindset for exam takers while answering situational PMP® exam questions. Every slide is divided into three sections- PM Mindset, Exam Mindset, and in the 3rd section you can write your own points as well to use this doc as your last-minute review. Please feel free to take a print of the doc and keep for your prep. All the best!

People Domain

Task 1: Manage Conflict

Project Manager's Mindset	PMP Exam Mindset
Accept that conflict is normal and can be healthy.	Choose options that promote collaboration and resolution.
Understand the root cause and context of the conflict.	Avoid escalation unless absolutely necessary.
Apply appropriate resolution techniques (e.g., collaborate, compromise).	Pick responses that involve facilitation and understanding.
Stay neutral and emotionally intelligent.	Eliminate emotionally driven or biased responses.
Address conflict early to maintain team morale.	Prefer actions that reflect proactive and empathetic leadership.

Task 2: Lead a Team

Project Manager's Mindset	PMP Exam Mindset
Inspire and align the team to a shared vision.	Choose options that reflect servant or transformational leadership.
Empower team members and avoid micromanaging.	Avoid command-and-control actions.
Adapt leadership style based on team maturity.	Support team development and coaching approaches.
Be accessible, supportive, and remove blockers.	Select responses that show the PM enabling team performance.
Create a psychologically safe and inclusive environment.	Prefer emotionally intelligent, team-centric actions.

Task 3: Support Team Performance

Project Manager's Mindset	PMP Exam Mindset
Monitor team progress and provide timely feedback.	Choose options that promote ongoing coaching and performance management.
Recognize and reward contributions to build motivation.	Avoid ignoring performance issues or delaying feedback.
Set clear expectations and align individual goals with project goals.	Prefer proactive approaches to goal-setting and alignment.
Address individual or team issues constructively.	Eliminate options that are passive or overly directive.
Continuously assess team morale and adjust strategies.	Select answers that reflect awareness of team dynamics and morale.

Task 4: Empower Team and Stakeholders

Project Manager's Mindset	PMP Exam Mindset
Delegate authority and trust team members to make decisions.	Choose options that reflect empowerment and shared ownership.
Encourage autonomy while providing necessary support.	Avoid micromanagement or centralizing decision-making.
Provide tools, resources, and training to enable success.	Prefer proactive enablement and support over reactive fixes.
Foster a culture of accountability and ownership.	Eliminate responses that show dependency or passivity.
Recognize stakeholder influence and engage them meaningfully.	Select actions that build stakeholder confidence and involvement.

Task 5: Ensure Adequate Training

Project Manager's Mindset	PMP Exam Mindset	
Identify skill gaps and training needs proactively.	Choose options that involve assessing and addressing capability gaps.	
Provide or arrange targeted learning opportunities.	Prefer answers that show structured, relevant training initiatives.	
Align training with project needs and roles.	Avoid generic or misaligned training solutions.	
Monitor the effectiveness of training over time.	Select responses that include follow-up or feedback loops.	
Promote continuous learning and development.	Eliminate answers that ignore long-term growth or team evolution.	

Task 6: Build a Team

Project Manager's Mindset	PMP Exam Mindset
Assemble a team with the right mix of skills and personalities.	Choose options that reflect thoughtful team composition.
Foster trust and cohesion from the beginning.	Prefer answers that promote early bonding and collaboration.
Clarify roles, responsibilities, and expectations.	Avoid vague or undefined team structures.
Adapt team-building approach based on team's stage and context.	Select responses aligned with team development models (e.g., Tuckman).
Promote diversity and psychological safety.	Eliminate options that ignore inclusiveness or team dynamics.

Task 7: Anticipate and Remove Impediments

Project Manager's Mindset	PMP Exam Mindset
Act quickly to identify and resolve anything slowing the team.	Choose options where the PM takes proactive ownership of the issue.
Create a safe space for team members to raise blockers.	Prefer responses that reflect openness and transparency.
Escalate only when issues cannot be resolved at the team level.	Avoid jumping to escalation without first attempting resolution.
Collaborate with stakeholders to remove organizational roadblocks.	Select answers that show coordination beyond the team when needed.
Track and follow through until impediments are fully resolved.	Eliminate passive or one-time actions with no follow-up.

Task 8: Negotiate project agreements

Project Manager's Mindset	PMP Exam Mindset
Engage stakeholders early to understand needs and constraints.	Choose options where the PM collaborates and aligns interests.
Aim for win-win outcomes that support project objectives.	Prefer responses that reflect fairness, value creation, and mutual benefit.
Prepare thoroughly before entering negotiations.	Avoid impulsive or unprepared negotiation actions.
Use active listening and emotional intelligence during discussions.	Eliminate options where the PM dominates or ignores others' inputs.
Formalize agreements clearly and ensure shared understanding.	Select actions that lead to well-documented and accepted agreements.

Task 9: Collaborate with Stakeholders

Project Manager's Mindset	PMP Exam Mindset
Engage stakeholders regularly and genuinely.	Choose options that show continuous, two-way communication.
Understand and respect stakeholder interests and influence.	Prefer responses where the PM considers stakeholder priorities.
Build trust through transparency and responsiveness.	Avoid withholding information or making unilateral decisions.
Involve stakeholders in key decisions and feedback loops.	Select actions that foster inclusion and shared ownership.
Manage conflicting stakeholder expectations constructively.	Eliminate options that ignore or delay stakeholder engagement.

Task 10: Build Shared Understanding

Project Manager's Mindset	PMP Exam Mindset	
Ensure everyone understands project goals, roles, and expectations.	Choose options that promote clarity, alignment, and collaboration.	
Use frequent communication and active listening to check for understanding.	Prefer actions that verify and reinforce mutual understanding.	
Encourage questions and discussion to surface misunderstandings early.	Avoid assumptions or one-way communication.	
Use visual aids, documentation, and rephrasing when needed.	Select responses that enhance comprehension across diverse audiences.	
Revisit and reinforce shared understanding through the project.	Eliminate options that suggest one-time or unclear communication.	

Task 11: Support Virtual team

Project Manager's Mindset	PMP Exam Mindset
Establish clear communication channels and expectations.	Choose options that ensure consistent, structured virtual collaboration.
Use appropriate tools to foster engagement and productivity.	Prefer technology-driven, inclusive communication practices.
Build team cohesion despite geographical and cultural distance.	Avoid neglecting team bonding or assuming in-person strategies apply.
Address time zone, language, and access challenges proactively.	Select actions that reflect logistical awareness and fairness.
Encourage regular feedback and personal connection.	Eliminate options that overlook human connection in remote settings.

Task 12: Define Ground Rules

Project Manager's Mindset	PMP Exam Mindset	
Facilitate team participation in setting norms and expectations.	Choose options that involve the team in creating ground rules.	
Ensure rules reflect respect, accountability, and inclusiveness.	Prefer responses that foster a collaborative and respectful environment.	
Document and communicate rules clearly to all members.	Avoid assumptions or undocumented expectations.	
Reinforce rules consistently throughout the project.	Select answers that show ongoing adherence, not one-time setup.	
Address violations constructively and promptly.	Eliminate passive responses to rule-breaking or team tension.	

Task 13: Mentor Stakeholders

Project Manager's Mindset	PMP Exam Mindset	
Share knowledge and experience to support others' growth.	Choose options where the PM invests time in developing others.	
Identify opportunities to coach team members and stakeholders.	Prefer proactive mentoring actions tied to project or professional goals.	
Provide feedback in a constructive and supportive manner.	Avoid criticism without guidance or withholding feedback.	
Build a culture of continuous learning and collaboration.	Select responses that foster trust, growth, and long-term capability.	
Adapt mentoring style to suit individual needs and contexts.	Eliminate one-size-fits-all or forced mentoring approaches.	

Task 14: Promote performance with Emotional Intelligence

Project Manager's Mindset	PMP Exam Mindset	
Demonstrate self-awareness, self-regulation, motivation, empathy, and social skills.	Choose options that reflect emotionally intelligent behavior from the PM.	
Recognize and respond to team members' emotional cues.	Prefer responses where the PM considers team emotions and morale.	
Handle conflicts and feedback with empathy and professionalism.	Avoid options that show reactive, emotional, or dismissive behavior.	
Create an environment of trust, psychological safety, and inclusion.	Select answers that promote psychological safety and team cohesion.	
Continuously develop EI competencies within the team.	Eliminate responses that ignore emotional dynamics or team well-being.	

Process Domain

Task 1: Execute project with urgency for value

Project Manager's Mindset	PMP Exam Mindset	
Focus the team on delivering outcomes, not just completing activities.	Choose options that prioritize value delivery over rigid process.	
Balance speed with quality and stakeholder expectations.	Prefer responses that show strategic urgency, not rushed execution.	
Continuously assess whether the project is aligned with business goals.	Avoid actions that blindly follow the plan without questioning relevance.	
Remove bottlenecks and make timely decisions to maintain momentum.	Select responses where the PM takes proactive, value-focused actions.	
Foster a culture of ownership, responsiveness, and accountability.	Eliminate passive or overly bureaucratic behaviors that delay value.	

Task 2: Manage Communications

Project Manager's Mindset	PMP Exam Mindset
Ensure the right people get the right information at the right time.	Choose options that reflect tailored, audience-specific communication.
Use a communication plan aligned with stakeholder needs.	Prefer responses where communication is planned and purposeful.
Encourage two-way communication and active listening.	Avoid one-way or generic communication approaches.
Adapt messages based on content, urgency, and stakeholder preferences.	Select answers that demonstrate clarity, empathy, and appropriateness.
Monitor effectiveness of communication and adjust as needed.	Eliminate responses that show static or unchecked communication flow.

Task 3: Assess and Manage Risks

Project Manager's Mindset	PMP Exam Mindset
Identify risks proactively throughout the project lifecycle.	Choose options that show early, continuous risk identification.
Engage the team and stakeholders in risk assessment.	Prefer collaborative approaches to analyzing and managing risks.
Develop response strategies for both threats and opportunities.	Avoid answers that focus only on threats or reactive handling.
Monitor risk triggers and update the risk register regularly.	Select responses that include tracking and iterative risk review.
Escalate or delegate risks as appropriate based on thresholds.	Eliminate options where the PM ignores or mishandles major risks.

Task 4: Engage Stakeholders

Project Manager's Mindset	PMP Exam Mindset
Identify, analyze, and understand stakeholder interests and influence.	Choose options that involve proactive stakeholder analysis and engagement.
Build trust through transparency, responsiveness, and consistent communication.	Prefer responses that foster strong relationships and address concerns early.
Involve stakeholders in key decisions and keep them informed.	Avoid sidelining or delaying stakeholder involvement.
Tailor engagement strategies to each stakeholder's needs and expectations.	Select actions that reflect stakeholder-specific engagement planning.
Continuously assess engagement effectiveness and adjust strategies.	Eliminate passive or one-time engagement efforts.

Task 5: Plan and Manage Budget and Resources

Project Manager's Mindset	PMP Exam Mindset
Develop a realistic budget based on scope, schedule, and risk.	Choose options that reflect thorough and risk-informed planning.
Allocate and manage resources efficiently to meet project needs.	Prefer responses that show proactive, needs-based resource planning.
Monitor expenditures and resource usage throughout the project.	Avoid ignoring budget or relying solely on baseline without control.
Adapt resource plans when project changes occur.	Select actions that reflect flexibility and responsiveness to change.
Ensure resource availability aligns with project timelines.	Eliminate options that overlook constraints or scheduling conflicts.

Task 6: Plan and Manage Schedule

Project Manager's Mindset	PMP Exam Mindset
Develop a realistic, well-sequenced schedule based on scope and dependencies.	Choose options that reflect detailed, logic-based schedule planning.
Use appropriate techniques (e.g., critical path, float analysis) for accuracy.	Prefer answers involving analytical tools and scheduling best practices.
Monitor progress and update the schedule as changes occur.	Avoid static schedules or ignoring variances.
Involve the team in schedule planning and adjustments.	Select collaborative and transparent scheduling approaches.
Balance schedule compression with quality and risk trade-offs.	Eliminate shortcuts that compromise quality or stakeholder value.

Task 7: Plan and Manage Quality

Project Manager's Mindset	PMP Exam Mindset
Define quality standards in line with customer expectations and project goals.	Choose options that involve clear, stakeholder-aligned quality planning.
Implement quality assurance and quality control processes.	Prefer actions that integrate prevention and inspection approaches.
Involve the team in identifying quality requirements and improvements.	Avoid top-down approaches that exclude team input.
Use appropriate tools (e.g., checklists, control charts, audits).	Select responses that show structured, process-driven quality management.
Continuously evaluate and improve quality performance.	Eliminate reactive or one-time quality checks.

Task 8: Plan and Manage Scope

Project Manager's Mindset	PMP Exam Mindset
Clearly define what is in and out of scope with stakeholder input.	Choose options that reflect precise scope definition and stakeholder alignment.
Use a structured approach like WBS to break down deliverables.	Prefer actions that show detailed planning and scope decomposition.
Manage scope changes through an established change control process.	Avoid accepting scope changes informally or without impact analysis.
Prevent scope creep by maintaining documentation and approvals.	Select answers that demonstrate control and traceability.
Validate deliverables with stakeholders to ensure completeness.	Eliminate responses that skip stakeholder verification or formal acceptance.

Task 9: Integrate Project Planning Activities

Project Manager's Mindset	PMP Exam Mindset
Align all project plans (scope, schedule, cost, risk, quality, etc.) into one cohesive baseline.	Choose options that reflect holistic, integrated planning.
Ensure consistency and alignment across planning documents.	Prefer actions that validate interdependencies among plans.
Engage stakeholders and the team in integrated planning.	Avoid siloed or isolated planning efforts.
Update plans iteratively based on changes and feedback.	Select answers that reflect ongoing plan refinement and integration.
Maintain the integrity of the overall project plan during changes.	Eliminate responses that show poor coordination or ad hoc changes.

Task 10: Manage Project Changes

Project Manager's Mindset	PMP Exam Mindset	
Evaluate change requests thoroughly for impact on scope, schedule, cost, and risk.	Choose options that involve structured impact analysis and stakeholder communication.	
Use the integrated change control process consistently.	Prefer responses that follow formal change management procedures.	
Communicate changes clearly to stakeholders and team members.	Avoid implementing changes without approval or documentation.	
Update baselines and documents only after proper authorization.	Select actions that show disciplined change tracking and version control.	
Balance change flexibility with project control and value delivery.	Eliminate responses that reflect reactive, uncontrolled change handling.	

Task 11: Manage Procurement

Project Manager's Mindset	PMP Exam Mindset
Identify what needs to be procured and determine the best sourcing strategy.	Choose options that reflect clear make-or-buy analysis and strategic sourcing.
Collaborate with the procurement team to prepare contracts and agreements.	Prefer responses that involve coordination with internal procurement experts.
Define clear procurement requirements, terms, & evaluation criteria.	Avoid vague, incomplete, or biased procurement planning.
Monitor vendor performance and manage relationships throughout the contract.	Select actions that include oversight, communication, and performance tracking.
Ensure compliance with organizational procurement policies.	Eliminate actions that bypass standard procedures

Task 12: Manage Artifacts

Project Manager's Mindset	PMP Exam Mindset
Identify which artifacts (documents, logs, registers) are needed and maintain them accurately.	Choose options that show organized, proactive documentation practices.
Ensure proper storage, version control, and accessibility of artifacts.	Prefer responses that ensure traceability and secure access.
Keep artifacts updated as the project evolves.	Avoid outdated or neglected documentation.
Share relevant artifacts with appropriate stakeholders.	Select actions that support transparency and stakeholder engagement.
Align documentation with compliance and audit requirements.	Eliminate informal or non-compliant documentation behavior.

Task 13: Determine Project Management Approaches

Project Manager's Mindset	PMP Exam Mindset	
Assess project characteristics, constraints, and organizational factors before selecting the approach.	Choose options that involve tailoring the approach based on context (not defaulting to Agile or predictive).	
Consider hybrid models when project needs demand flexibility.	Prefer responses that show adaptability and justification for method selection.	
Align the chosen methodology with expectations and team capability.	Avoid one-size-fits-all or unfamiliar methodologies.	
Communicate the selected approach clearly to all stakeholders.	Select actions that reinforce shared understanding of the delivery approach.	
Regularly reassess if the methodology remains fit-for-purpose.	Eliminate rigid, unreviewed use of methods that no longer fit.	

Task 14: Establish Project Governance

Project Manager's Mindset	PMP Exam Mindset
Define decision-making roles, responsibilities, and escalation paths clearly.	Choose options that reflect formal, well-structured governance frameworks.
Align governance with organizational policies, compliance, and stakeholder needs.	Prefer responses that respect enterprise-level processes and standards.
Ensure clarity on authority levels for approvals and changes.	Avoid ambiguity or informal decision-making practices.
Communicate governance roles and expectations to the team and stakeholders.	Select actions that promote transparency and accountability.
Maintain governance throughout the project lifecycle.	Eliminate options that suggest one-time or ad hoc governance setup.

Task 15: Manage Issues

Project Manager's Mindset	PMP Exam Mindset	
Encourage early identification and reporting of issues.	Choose options where the PM promotes open communication and issue logging.	
Analyze each issue for root cause and potential impact.	Prefer responses that involve structured analysis and prioritization.	
Use an issue log and follow a formal resolution process.	Avoid informal or undocumented issue handling.	
Escalate issues when they exceed authority or impact thresholds.	Select actions that align with governance and escalation protocols.	
Monitor resolution progress and keep stakeholders informed.	Eliminate passive or untracked issue management behavior.	

Task 16: Ensure Adequate Knowledge Transfer

Project Manager's Mindset	PMP Exam Mindset	
Identify critical knowledge that must be retained and shared.	Choose options that ensure important knowledge is captured and transferred.	
Facilitate knowledge sharing among team members throughout the project.	Prefer proactive, ongoing knowledge transfer—not just end-of-project handoffs.	
Use tools like lessons learned, wikis, and documentation repositories.	Avoid informal or undocumented knowledge sharing.	
Engage stakeholders in capturing and applying relevant insights.	Select responses that involve collaboration and application of past learning.	
Ensure smooth transitions during team changes or project handoffs.	Eliminate options that result in knowledge loss or rework.	

Task 17: Plan and Manage Closure

Project Manager's Mindset	PMP Exam Mindset	
Ensure all deliverables are formally accepted and signed off.	Choose options that reflect complete and verified closure processes.	
Close contracts, release resources, and finalize financials.	Prefer responses that include administrative, financial, and contractual closure.	
Conduct lessons learned sessions to capture insights for future use.	Avoid skipping retrospectives or deferring knowledge sharing.	
Archive documents and ensure compliance with governance requirements.	Select actions that ensure proper record-keeping and audit readiness.	
Celebrate achievements and recognize team contributions.	Eliminate abrupt or unrecognized closure that impacts morale or knowledge retention.	

Business Environment Domain

Task 1: Manage Compliance

Project Manager's Mindset	PMP Exam Mindset
Understand and apply relevant laws, regulations, and organizational policies.	Choose options that ensure compliance is embedded into planning and execution.
Collaborate with legal, procurement, and governance teams as needed.	Prefer actions that involve coordination with compliance authorities.
Monitor activities for compliance throughout the project lifecycle.	Avoid one-time or after-the-fact compliance checks.
Document and audit compliance activities for accountability.	Select responses that demonstrate traceability and documentation.
Take corrective action immediately when a compliance issue arises.	Eliminate responses that ignore, delay, or informally handle compliance breaches.

Task 2: Evaluate and Deliver Value

Project Manager's Mindset	PMP Exam Mindset
Focus on delivering outcomes that align with business goals—not just outputs.	Choose options that reflect benefit realization and value-driven decision-making.
Track benefits and ensure they are measured, reported, and realized over time.	Prefer actions that include benefit evaluation during and after the project.
Engage sponsors and stakeholders to validate benefit delivery.	Avoid responses that focus only on technical deliverables without context.
Adjust the project if business value is at risk or misaligned.	Select actions that show flexibility in scope or strategy to protect value.
Communicate the link between project work and strategic objectives.	Eliminate actions that ignore business outcomes or fail to report value.

Task 3: Address External Changes

Project Manager's Mindset	PMP Exam Mindset	
Stay alert to changes in market, regulations, or organizational strategy.	Choose options that reflect environmental awareness and responsiveness.	
Assess impact of external changes on project scope, value, and risk.	Prefer actions that involve structured evaluation and stakeholder input.	
Adapt project plans to align with new external realities.	Avoid rigid execution when the external context changes.	
Escalate significant changes to governance or steering bodies.	Select responses that respect escalation paths and decision-making hierarchy.	
Maintain project alignment with current business needs.	Eliminate actions that ignore or delay adaptation to external shifts.	

Task 4: Support Organizational Changes

Project Manager's Mindset	PMP Exam Mindset
Recognize how the project fits into broader organizational transformation.	Choose options where the PM supports and enables change adoption.
Communicate the purpose and benefits of change clearly to the team and stakeholders.	Prefer actions that reduce resistance and build support for the change.
Act as a change agent—promoting adaptability and a positive mindset.	Avoid responses that show resistance, rigidity, or indifference to change.
Align project processes and deliverables with change initiatives.	Select responses that integrate change efforts into project activities.
Support training, coaching, and transition efforts during change.	Eliminate answers that overlook people-side challenges of transformation.

Quick Summary of Mindset

- Involve people - changes, problem solving, planning.
- Don't jump to conclusions. Understand > Analyse > Take decisions.
- Always take decisions for the benefit of project.
- Check for dependencies in "what next" type of questions.
- No grey areas in matters of ethics.
- Face 2 Face- touch & feel- is the best way of communication/collaboration.