PMP Exam Focus

PMP Application

- Online Application
- Language Aid (Chinese)
  - Select when making payment
  - Pro: Better understanding for tricky English sentence
  - Con: Split screen
    - Not recommend if you feel annoying
- Schedule your exam carefully as for every re-schedule, you will incur USD70 of re-scheduling fee

Checking Availability

Availability

Use the calendar below to display availal
change when scheduling the exam and y

July 2014 ▾   Go

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	**24**	25	26
27	**28**	**29**	**30**	**31**		

Before the Exam

- Take a short holiday (3 days, Tue afternoon is the mostly chosen duration) for revision if possible
- Relax and sleep well
  - Don't study on the Exam day
- Bring some water!
- Go to washroom before exam

On the Exam Day

- Bring your HK ID AND credit card (OR Passport). Make sure the name shown in the ID is exactly the same as your name registered.

- Exam room is on 5/F, washrooms are on 4/F.

- Don't walk, there's one lift.

- Get relax and ready, then response to the administrator.

- You may start the exam earlier when you're ready.
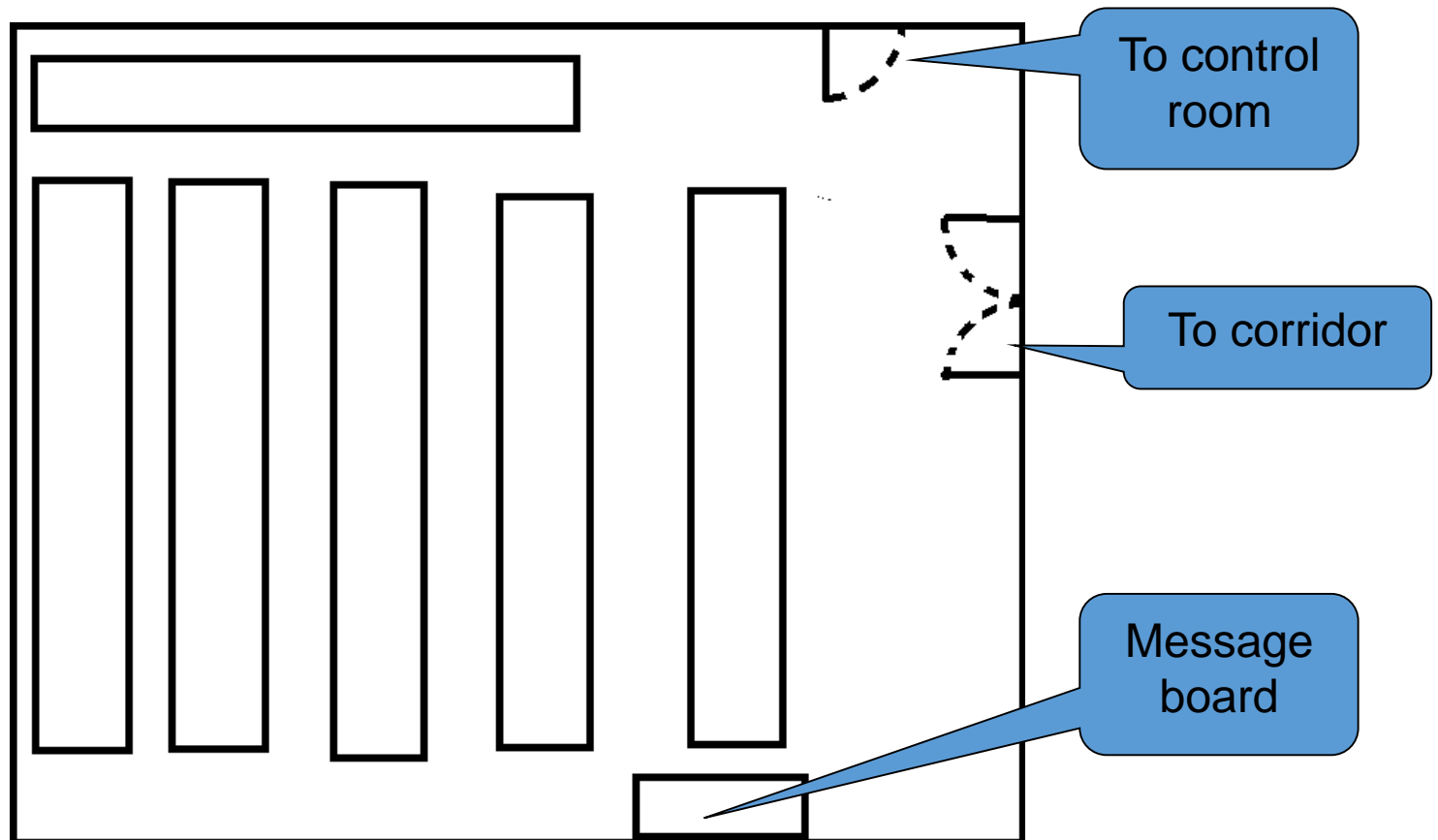
- Bring a jacket.

One Lift Available

Exam Administration

- Verification check: 15 mins before exam
- All other personal belongings must be locked into a locker provide by HKEA
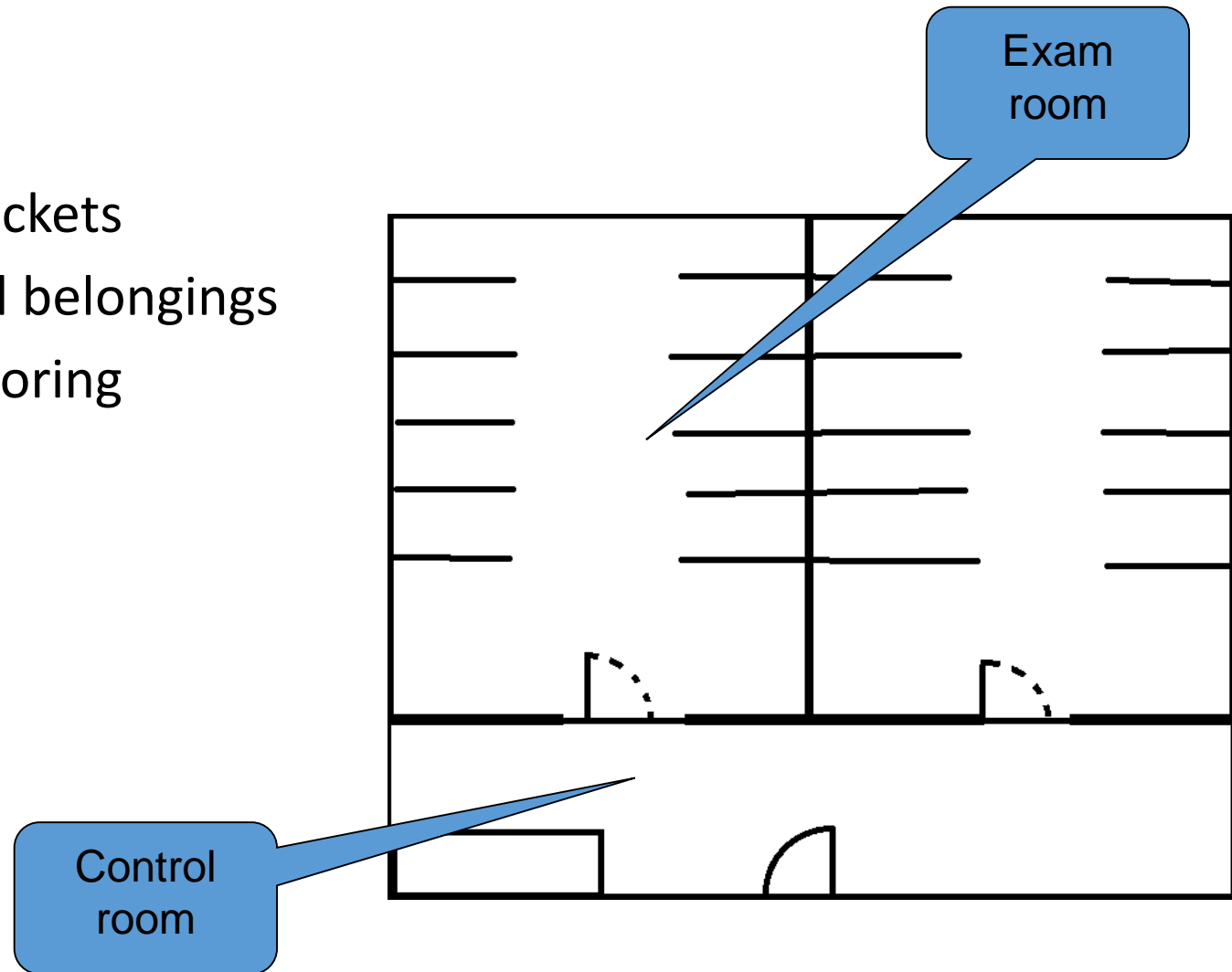- Testing center will provide (1) a pencil and (2) two A4 scratch paper

Exam Centre – Waiting Room

Exam Centre – Exam Room

- Flip your pockets
- No personal belongings
- CCTV monitoring

About the Exam

- 200 questions
- Exam tutorial: 15 mins
  - Dump your memorized material and formula on the A4 paper
- Exam duration: 4 hours
- You may take any breaks during the exam for drinking, relaxing, and going to the washroom. BUT the clock will still be ticking. Tips: take one break after you finished 100 questions.
- Optional survey after the exam
- Know testing result (Pass or Fail, proficiency of each phase) immediately

Exam Equipment

- Mouse scroll wheel does not function
- Keyboard does not function
- Calculator is provided in the exam interface
- Earmuffs are provided

The exam screen

Question X of 200   (Count down timer)

Question and Choices in Chinese (with Language Aid)

Question and Choices in English

PREVIOUS   MARK   CALCULATOR   NEXT   SUBMIT

Manage the Exam Progress

- Make sure you complete 50 questions for every 1 hour of exam time
- Normally, you can finish all 200 questions within 3.5 hours.
- If you are uncertain about the answer of a question, just choose one and press the button **Mark** on the question for later checking
  - Do not mark more than 50 questions
  - For those questions that you have no ideas (should not be more than 10). Mark the number on the A4 paper.
- Do not spend over 3 minutes on a question, and most likely you are into wrong direction

Exam Result

- The screen will be blank for 2 minutes after you submit the answers.

- Click through the result screen before you walking out of the exam room

- Operator will print the result for you

- Physical PMP certificate to be obtained in 8 weeks

- E-certificate can be downloaded in 2 days

PMI

Project Management Institute

Project Management Professional (PMP)®
Examination Report
Candidate:

PMI ID:
Exam Date: December 2011

Examination Result: **PASS**

Domain Name	Your Results
Initiation	
Planning	
Executing	
Monitoring and Controlling	
Closing	

Congratulations on passing the PMP® examination.
A diagnostic representation of your proficiency level per domain has been provided above.

Understanding Your Exam Results

Your exam results are reported in two ways:

1. An overall pass/fail result score is generated based on the number of questions you answered correctly.
2. The second level of results is the assignment of one of three proficiency levels to each domain.
   - Each domain is assigned one of three levels of proficiency—Proficient, Moderately Proficient and Below Proficient—based on the number of questions answered correctly within the domain.
   - This provides direction about where your strengths and weaknesses fall.

PMI defines the levels of "proficiency" as follows:

Proficient – indicates performance is above the average level of knowledge in this domain.
Moderately Proficient – indicates performance that is at the average level of knowledge in this domain.
Below Proficient – indicates performance is below the average level of knowledge in this domain.

For more information regarding the exam domains, please refer to the *PMI Examination Content Outline* under Certification on PMI.org.

Preparation for Exam

- Do more exercises

  *(**Noted:** Exercise is important in helping you pass the exam!)*

- Build your own Notes, Cram Sheet, or Flash cards during study for revision

- Have sufficient time in study – No easy pass for the exam!

- **Spare at least 3 weeks and dedicate in studying.**

Fast Track vs Exam

- Same level of difficulty
- Have to draw network diagram
- Both have diagrams
  - Exam: shows diagram directly
  - Fast Track: triggered by a button click
- Differences
  - Fast Track is more wordy
  - Question pool in Exam is very large
    - No way to guess questions
    - Some are very straight forward
    - Some are confusing; less tricky questions in the PMP exam
  - No question is directly from Fast Track
- Lots of material can be downloaded in the Internet. They are OPTIONAL.

Lesson 1

- Gold plating
- Iterative
- Integration
- PMO
- Type of organizations
- Project Lifecycle
  - Sequential and sometimes overlapping project phases

Lesson 2

- Progressive Elaboration
- Business Case
- Change requests:
  - Executing, Monitoring and Controlling
- Lesson learned
  - PM's responsibility

Lesson 3

- NPV, IRR
- Sunk cost
- Project Charter contents: product descriptions, success criteria
- Agreement (contract) is an input to develop project charter
- PM plan contains 13 plans and 3 baselines
- Know all project documents
- Change Requests includes:
  - Correct actions, preventive actions, defect repair, updates
  - In back and white
- 2 situations for closing
  - Terminated or completed

Lesson 4

- Product and project scope

- Group Decision-Making Techniques

- Delphi Technique

- Requirement Traceability Matrix

- Project Scope Statement contents

- What is a deliverable?

- WBS

- WBS dictionary describes work package

- Scope Baseline
  - Project scope statement; WBS; WBS dictionary
  - Contained in the project management plan
  - Updating work packages means updating PM plan, why?

- Validate scope is for accepting deliverables

Lesson 5

- Milestones list
- Manual construct a network diagram and identify the critical path
- Different types of dependencies
- Estimating techniques
- PERT formula, its meaning, and application to Monte Carlo analysis
- Float: the meaning and the formula (Float = LS - ES = LF – EF)
- Fast tracking and crashing

Lesson 6

- Reserve analysis
- EVM formula
- %Complete = EV/BAC
- TCPI
- Study time and cost management parallelly

Lesson 7

- 3 processes differences
- Prevention over inspection
- Joseph Juran: 80 20 principle
- Seven Basic Quality Tools
  - Fishbone, checksheets, Pareto diagram, scatter diagram, control charts
- Quality audits objectives
- Statistical sampling

Lesson 8 (HR)

- Primarily done in the executing process group

- RACI chart (only one A in the activity)

- Competency

- People should not be acquired until shortly before the work begins

- Team Development Stages (Tuckman ladder)
  - Forming, Storming, Norming, Performing, Adjourning

- Conflict Management

- McGregor's Theory X and Y

- Hygiene factors

- The second layer of the hierarchy of needs

Lesson 8 (Communications)

- Communication types
- Communication channels: $(N(N-1))/2$
- Communication Models
- Communication Methods
  - Interactive, push, pull
- Communications Management Plan
  - Contents and usage

Lesson 9

- Risk factors
- Stakeholder tolerances
- Risk Breakdown Structure
- SWOT
- Risk Probability and Impact Matrix
- Risk register
- Expected monetary value (EMV) = Probability (P) x Impact (I)
- Monte Carlo Analysis
- Risk Responses
- Residual risks

Lesson 10

- Contract types
- Procurement Statement of Work
- Procurement Documents
- Agreements contents
- Negotiation Tactics
- When to close procurement?

Lesson 11

- Power interest grid
- Salience Model
- Stakeholder Register
- Engagement level of stakeholders (Stakeholders Engagement Assessment Matrix)
- Stakeholder management plan contents
- Read PMI code of ethics at least once

Good Luck!