

# **PMP Keywords For**

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# **PMP EXAM** **VER (1)**

**6th Edition**

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# Very Important Keywords

- 1- Brainstorming ( Generate new ideas )
- 2- Interviews (Obtaining Confidential information)
- 3- Focus Group ( Prequalified stakeholders and subject matter experts )
- 4- Benchmarking ( Comparing - generate ideas for improvement)
- 5- Affinity Diagram (Generate and organize or grouping or classifying information)
- 6- Nominal group Technique ( Generate and prioritization or Rank – Voting )
- 7- Observation ( Uncover hidden requirements)
- 8- Facilitation ( Bring key stakeholders - cross-functional requirements )
- 9- Prototypes (obtaining early feedback - Mock-up )
- 10 - Requirements Traceability Matrix ( links requirements To deliverables )

# Very Important Keywords

- 11- Decomposition ( dividing and subdividing )
- 12- work package ( lowest level in the WBS )
- 13- Validate Scope ( Formal acceptance )
- 14- Close Project Or phase ( Final Acceptance )
- 15- Verified deliverables ( By Quality Control Team )
- 16- Accepted Deliverables ( By Customer Or Sponsor )
- 17- Scope creep ( Uncontrolled expansion to product or project scope )
- 18- Variance Analysis (Compare the baseline to the actual results )
- 19- Trend analysis (Examines project performance over time )
- 20- WBS ( Hierarchical decomposition of the total scope )

# Very Important Keywords

- 21- Analogous Estimate ( Historical data – limited information - less accurate)
- 22- Parametric estimating ( Historical data + project parameters)
- 23- Bottom-up estimating (Estimating cost using WBS)
- 24- Critical Path Method ( Minimum project duration – Longest Pass- zero total float )
- 25- Resource leveling (Cause the original critical path to change)
- 26- Resource smoothing ( Critical path is not changed )
- 27- What-if scenario analysis ( Strike by local workers)
- 28- Crashing (Adding resources)
- 29- Fast tracking ( Activities are performed in parallel)
- 30 - Trend analysis (Examines project performance over time )

# Very Important Keywords

- 31- Flowcharts (understanding and estimating the cost of quality )
- 32- Checklists (verify that a set of required steps has been performed)
- 33- Process analysis (non-value-added activities that occur during a process)
- 34- Root cause analysis (determine the basic underlying reason that causes a variance)
- 35- Affinity diagrams (Organize potential causes of defects into groups)
- 36- Cause-and-effect diagrams (identify the main or root cause of the problem)
- 37- Histograms (Show the number of defects - ranking of the cause of defects)
- 38- Scatter diagrams ( Relationship between two variables)
- 39- Audits (Project activities comply with organizational policies, processes, procedures)
- 40 - Design For X ( improve the product's final characteristics)



# Very Important Keywords

- 41- SWOT Analysis (Strength-Weakness-Opportunities-Threats )
- 42- Prompt List (framework -idea generation )
- 43- Risk Probability and Impact Assessment (likelihood)
- 44- Tornado diagram (Risks have the most potential impact on project outcomes )
- 45- Escalate (a threat is outside the scope – Program level- portfolio level )
- 46- Avoid (Eliminate the threat – Changing PMP – extend schedule- reduce scope )
- 47- Transfer (insurance - Contracts /fixed price contract )
- 48- Mitigate (reduce the probability , Impact – Prototype – Stable supplier )
- 49- Active acceptance (Contingency Reserve time, money, or resources )
- 50 - Passive acceptance (no proactive action - Periodic review )

# Very Important Keywords

- 51- Person change charter (Sponsor )
- 52- Funding Limit Reconciliation (Project terminated because problem in credit in the bank)
- 53- Ground rules - Team Charter (Project team leaves the site early)
- 54- Problem solving (Long-term resolution)
- 55- Workaround (The team has told you that, the cement will delay)
- 56- Fixed Price with Economic Price Adjustment (The contract will span multiple years and allow for final price adjustments based on changing conditions )
- 57- Power/ interest grid (Classifying the identified stakeholders)
- 58- Prioritization (large number of stakeholders –relationships are complex )
- 59- Requirements traceability matrix (provides a structure for managing changes to the product scope)

# Very Important Keywords

- 60- Business case (Reason why the project is authorized - Justify )
- 61- Stakeholder register (Stakeholders roles)
- 62- Prevention cost (Training)
- 63- Stakeholder Engagement plan (Relation problems)
- 64- Communication management plan (Information problems)
- 65- Communication management plan (Escalation, confidential information)
- 66- Fixed Price (risk on seller)
- 67- Cost plus (risk on buyer)
- 68- CPIF contracts (Sharing ratio)
- 69- Requirements traceability matrix (Provides a structure for managing changes)



# Very Important Keywords

- 70- Develop team (Recognition and rewards, training)
- 71- Corrective action (Realign performance - bring inline)
- 72- Preventive action (Ensure future performance – aligned With PMP)
- 73- Defect repair (modify a nonconforming product)
- 74- Business case (Justify the project initiation)
- 75- lessons learned (Reasons for success and failure)
- 76- Cost benefit analysis (The product usually not meeting the objective)
- 77- Prototype (Risk mitigation)
- 78- Check sheets (useful for gathering data while performing inspections to identify defects )
- 79- Change log (All change requests are recorded Approved or rejected)
- 80- Approved Change request (implemented through the Direct and Manage Project Work process)

# Very Important Keywords

- 81- Organic Organizational (Owner or operator manage the Project budget)
- 82- Balanced Matrix (Power is shared between PM and functional manager)
- 83- PMO-Supportive (control is Low - supplying templates, best practices, training)
- 84- PMO - Controlling(The degree of control is moderate)
- 85- PMO – Directive (The degree of control is High - directly managing the projects)
- 86- Salience model (Power – Urgency - legitimacy)
- 87- Stakeholder engagement assessment matrix (comparison between the current – Desired engagement Level)
- 88- OBS (Arranged according to an organization departments with the project activities or W.P)
- 89- RBS (Hierarchical structure - classified by category. Manpower- Material- Equipment)
- 90- RAM (connection between work packages, or activities and team members )

# Steps for change Request

- 1- Meeting with stakeholder to understand reason / What he need to change
- 2- Analyze impact of the change with the project team on Project Constrains  
( Scope - Cost – Schedule – Quality – Risk – etc....)
- 3- Inform stakeholder about the impact of such change
- 4- Send change request to the CCB
- 5- Send request to the sponsor ( if sponsor is not part of the CCB)
- 6- After approval by CCB/ Sponsor record the change in the **change log**
- 7- Update project management plan, Baselines and documents.
- 8- Communicate / inform the key stakeholder
- 9- Implement the Approved change Request by the Project team.

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❖ 11 Exams by knowledge Areas

❖ 5 Exams By Process Groups

❖ 3- Full Exams

❖ PMP Change management 50 Qs

❖ PMP Exam Outline 50 Qs

❖ PMP Exam Maths 50 Qs



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