



PMP® Certification Training

Lesson 01: Introduction to PMP® Certification

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This course is based on the Project Management Institute, *A Guide to the Project Management Body of Knowledge PMBOK® Guide—Sixth Edition*.

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Objectives

- ▷ Discuss PMI® and PMP® Certification
- ▷ Identify the application requirements for PMP examination
- ▷ List the guidelines to complete PMP application
- ▷ Describe PMP examination outline and syllabus
- ▷ Discover what's new in *PMBOK® Guide—sixth edition*
- ▷ Identify what to expect in this tutorial

PMI and PMP Certification

The following are important terms and concepts related to your certification:

- PMI: Project Management Institute
- PMP: Project Management Professional
- CCR: Continuing Certification Requirements
- PDU: Professional Development Unit
- *PMBOK® Guide*: A Guide to the Project Management Body of Knowledge
- *PMBOK® Guide* is a textbook for the PMP exam
- REP: Registered Education Provider
- PMI is an organization; PMP is a credential
- PMI conducts and supervises the PMP examinations
- Your PMP credential is valid for 3 years
- 60 PDUs are required every three years to maintain your PMP certification



Figure 3-2. The PMI Talent Triangle®

PMI and PMP Certification

Meaning

Project Management Institute (PMI) is a not-for-profit organization that offers a certification program for project practitioners of all educational and skill levels.

Location

PMI is based in the USA and has local chapters across the globe. Therefore, you can look for a PMI chapter in the country you are based in.

Purpose

The local chapters of PMI conduct regular knowledge sharing and networking sessions to help you:

- Stay connected with your peers in the project management industry
- Get insights from experts during presentations
- Gain valuable Professional Development Units or PDUs to maintain your PMP certification

PMI and PMP Certification

Meaning

- The Project Management Professional (PMP)® certification is awarded by PMI.
- It is an industry-recognized credential and demanded worldwide.
- It is a mandatory qualification for most project management jobs.

Domains

PMP® certification is not restricted to a specific domain. A project manager working in any industry, such as manufacturing, retail, defense, or information technology, can write the PMP® exam and upon successful completion, be a PMP® certified professional.

PDUs and CCR

PDU

- For all PMI certifications, you will need to follow the Continuing Certification Requirements (CCR) program and earn Professional Development Units or PDUs.
- PDUs are structured around the PMI Talent Triangle of technical project management, leadership, and strategic and business management.



Figure 3-2. The PMI Talent Triangle®

Project Management Institute, A Guide to the Project Management Body of Knowledge, (*PMBOK Guide*) – Sixth Edition, Project Management Institute, Inc., 2017. Page 57

PDU Requirements and CCR

- Once you are PMP certified, you need to maintain your credential by earning 60 PDUs over three years.
- PDU requirements are broken down into two categories:
 - Education : Minimum 35 PDUs
 - Giving back to the profession: Maximum 25 PDUs
- All PDUs must be reported through PMI's Continuing Certification Requirements (CCR)

PMBOK® Guide

PMBOK® Guide

- PMI releases a guide every four years called *PMBOK® Guide*, A Guide to the Project Management Body of Knowledge.
- *PMBOK® Guide* acts as a textbook for the PMP® exam.
- The Guide can be considered a standard for the project management profession.

Key Points

- PMI is an organization and PMP® is a credential.
- The PMI conducts and supervises the PMP® examinations.
- A PMP® credential is valid for three years.
- 60 PDUs are required to maintain your PMP certification every 3 years.

For more information on the PMI, visit www.pmi.org

Application Requirements for PMP Certification Exam

Category	College/University Education	PM Training	Hours Leading and Directing Project Tasks	Months of PM Experience
One	Bachelor's Degree	35 Contact Hours	4,500 hours	36 months within last 8 consecutive years
Two	High School Graduate	35 Contact Hours	7,500 hours	60 months within last 8 consecutive years

- Application can be submitted online at www.pmi.org.
- PMI membership is USD \$129 to join (plus USD \$10 application fee).
- Renewal fee is USD \$129.
- Exam costs are \$555 for non-members and \$405 for members. Becoming a PMI member before taking the exam will save money.
- Once the exam fee is paid, PMI sends an Authorization Letter to take the exam at an authorized testing center.
- Examination must be taken within a year of receiving the Authorization Letter.
- Note: Some applications are randomly selected for "audit".
- For more details, refer to the PMP handbook on www.pmi.org.

Guidelines to Complete the PMP Application

Here are a few guidelines that will help you fill in your application:

1. Go to the PMI website: www.pmi.org.
2. Create an account on the PMI website to begin the process of registering.
3. Select the PMP certification from the “Certification” menu.
4. Click on “Apply for PMP Certification” button.
5. Choose to become a PMI member before applying for the PMP application to get a discount of USD 150. You can complete this process online at www.pmi.org.
6. Enter your name and contact details correctly to ensure that you have the correct information on the PMP certificate.
7. Focus on the work you have done on a project while completing the “project experience” section in the “experience verification” form.
8. Contact all the primary contacts mentioned in your application prior to submitting it to ensure their support in providing evidence about your experience.
9. Ask a PMP certified professional to review your application before submitting it.

Guidelines to Complete the PMP Application

If PMI selects your application for audit:

1. PMI sends you an email that your application is being audited.
2. Follow the instructions received in the email.
3. Collect the evidence of your experience with the validation from references, and submit it.

Audit is a standard part of the PMP process and is a primary reason of the certification being well recognized.

About the PMP Exam

The following are the exam details:

- Total duration of the exam is 4 hours.
- Total number of questions: 200. Out of these, 25 questions are considered pre-test questions used for future tests. Only 175 questions are scored.
- All questions are "multiple choice questions" with only one correct answer.
- You get 1 point for every right answer. There is no penalty for wrong answers.
- PMI grades students on each of the five process groups and assigns a grading of "Above Target," "Target," "Below Target" and "Needs Improvement" in each of the five process groups.
- The result (pass or fail) is determined by a combination of these grades. How many grades or number of points one has to score to pass the PMP certification exam is not made public by PMI.

Project Management Process Group	Percentage of Questions	Number of Questions
Initiating	13	26
Planning	24	48
Executing	31	62
Monitoring and Controlling	25	50
Closing	7	14



For more details, please refer to the "PMP Examination Content Outline" on PMI website.

PMP Exam Syllabus

There are five process groups, ten knowledge areas, and forty-nine processes in the new *PMBOK® Guide— Sixth Edition*.

The process groups are:

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

The knowledge areas are:

- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

There are 49 project management processes. For instance, "Develop Schedule," one of the processes, is a part of the "Planning" process group and "Project Schedule Management" knowledge area.

PMP Exam Syllabus (Contd.)



"Develop Schedule," one of the processes, is a part of the "Planning" process group and "Project Schedule Management" knowledge area.



"Develop Plan," is a part of the "Project Planning" process group and "Project Resource Management" knowledge area.



"Manage Team," is a part of the "Project Execution" process group and "Project Resource Management" knowledge area.

What's New in *PMBOK® Guide—Sixth Edition*

Item	5 th edition	6 th edition
Knowledge area	10	10
Process groups	5	5
Processes	47	49
Process-wise (Process group)		
Initiating	2	2
Planning	24	24
Executing	8	10
Monitoring and Controlling	11	12
Closing	2	1
Process-wise (Knowledge areas)		
Integration	6	7
Scope	6	6
Time (Schedule)	7	6
Cost	4	4
Quality	3	3
HR (Resource)	4	6
Communications	3	3
Risk	6	7
Procurement	4	3
Stakeholder	4	4

What's New in *PMBOK® Guide—Sixth Edition*

The new knowledge areas that have been added in *PMBOK® Guide—Sixth Edition*:

- Time Management
 - Schedule Management
- Human Resource Management
 - Resource Management

What's New in *PMBOK® Guide—Sixth Edition*

The process changes in *PMBOK® Guide—Sixth Edition*:

Addition	Manage Project Knowledge
	Control Resources
	Implement Risk Responses
Deletion	Close Procurements
Modification	Plan Stakeholder Management → Plan Stakeholder Engagement
	Perform Quality Assurance → Manage Quality
	Plan HR Management → Plan Resource Management
	Acquire Team → Acquire Resources
	Control Communications → Monitor Communications
	Control Risks → Monitor Risks
	Control Stakeholder Engagement → Monitor Stakeholder Engagement
Movements	Estimate Activity Resources → From Schedule (Time) to Resource (HR)

What's New in *PMBOK® Guide—Sixth Edition*

The most important changes in *PMBOK® Guide—Sixth Edition*:

- The project manager's role is expanded and demonstrated via the talent triangle.
- The following sections are added in every knowledge area:
 - Key concepts
 - Trends and emerging practices
 - Tailoring considerations
 - Considerations for agile or adaptive environments
- The tools and techniques are grouped under a different category.

About This Tutorial

There are a total of 15 lessons in the PMP certification course.

Introduction to PMP® Certification	1	9	Project Cost Management
Professional and Social Responsibility	2	10	Project Quality Management
Project Management Framework	3	11	Project Resource Management
Project Management Processes	4	12	Project Communications Management
Role of the Project Manager	5	13	Project Risk Management
Project Integration Management	6	14	Project Procurement Management
Project Scope Management	7	15	Project Stakeholder Management
Project Schedule Management	8	16	Appendix: PMP List of Knowledge and Skills



Key Takeaways

- ▷ PMI stands for Project Management Institute that is based in the USA. Project Management Professional (PMP) is a certification examination by PMI.
- ▷ It is based on *PMBOK® Guide*, and the current edition is the sixth.
- ▷ Applying for PMP is an important step for a PMP aspirant.
- ▷ The PMP syllabus consists of 10 knowledge areas, 5 process groups, and 49 processes.
- ▷ PMP examination contains 200 multiple choice questions.

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This concludes
“Introduction to PMP®
Certification.”



The next lesson is
“Professional and Social
Responsibility.”

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