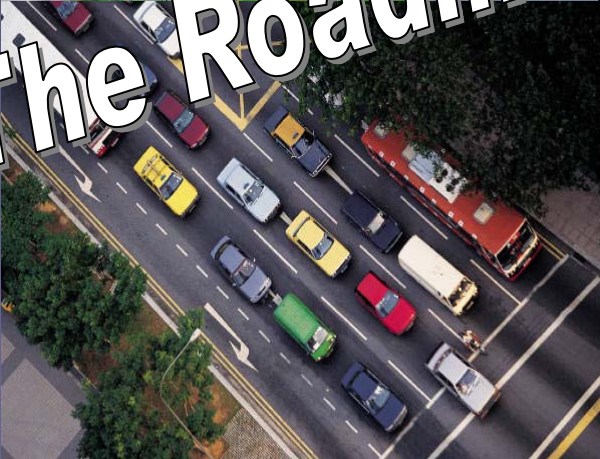


The Roadmap to PMP Certification



Why PMP Certification?



- A globally-recognized credential
- Valued by practitioners and employers
- A recognized specific skill-set
- Required to advance in Project Management positions in the company
- Promoted by company executives/managers as 'valuable'

PMI Certification Overview

PMI sponsors a PM certification program

- **Purpose/Goal**

- Development, Maintenance, Evaluation, Promotion, and Administration of a rigorous, exam-based, professional certification credential of the highest caliber

The Project Management Professional (PMP) Credential

- **Mission**

- Initiate, Establish, Evaluate, Maintain and Administer professional credential programs to promote and support PM practitioners and the PM profession

PMI Certification Overview (cont.)

- To Achieve PMP certification
 - ✓ Must satisfy all education requirements
 - ✓ Must satisfy all experience requirements
 - ✓ Demonstrate an acceptable and valid level of understanding and knowledge of project management: the PMP Certification Examination
- To Maintain PMP certification

Must demonstrate ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements (CCR) Program

- ✓ PDU's (Professional Development Units)
- ✓ 60 PDU's in 3 years



STEP 1 – Review Introductory Certification Materials

- **READ THE PMP CERTIFICATION HANDBOOK !!**
 - Available @www.pmi.org; PDF download
 - Certification Handbook updated 1 March 2002
- **REVIEW PMP CODE OF PROFESSIONAL CONDUCT**
 - Available on the PMI Web site; PDF download
- **REVIEW THE APPLICATION CHECKLIST**
 - Available on the PMI Web site; PDF download
 - A good memory-jogger

Certification Requirements

Category 1

- Bachelor degree or global equivalent university degree
- Minimum of 4,500 hours experience within the five PM process groups
 - Project dates must indicate 3 years experience within the 6-year period prior to application
- 35 hours of PM education
 - Project quality, scope, time, cost, human resources, communications, risk, procurement, and integration management.

Category 2

- No degree, but holds a HS diploma or equivalent secondary school credential
- Minimum of 7,500 hours experience within the five PM process groups
 - Project dates must indicate 5 years experience within the 8-year period prior to application
- 35 hours of PM education
 - Same content as Cat 1.

PM Process Groups: Initiating, Planning, Executing, Controlling, Closing

Step 2 – Complete Req'd Education

- Many PMI-qualified education providers exist
 - PMI Chapters
 - PMI Corporate SeminarsWorld®
 - Colleges/Universities
 - Company-provided training/workshops
 - Project Management Training Companies
 - Cheetah
 - RMC Project
 - IIL
 - Robbins-Gioia
- Over 900 registered Project Management education providers



Step 3 – Fill Out the Application

- Complete the required forms: Online or hardcopy



- Experience Documentation
 - MUST use form provided
 - one form per project
 - organize experience by project management process groups
- Education
 - No specific time frame; document all PM education hours regardless of when they were accrued
 - Applicable courses, workshops and training sessions through many types of education providers



Step 4 – Submit the Application

- Fee

- PMI Member \$405
- non-member of PMI \$555

PMI membership = \$119

PMI-CLG Chapter membership = \$20

- Target: processed within 10-14 business days of receipt

- 2-3 weeks to 4-6 weeks?

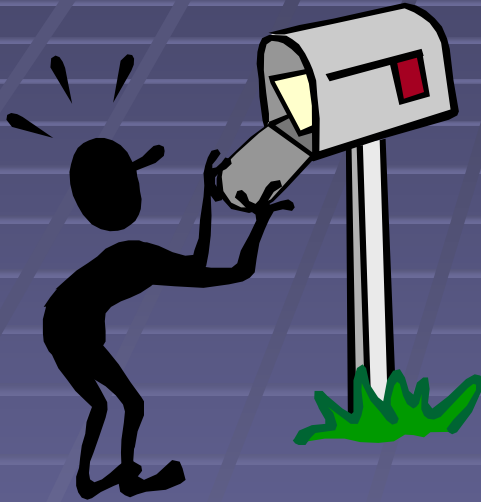


Step 4 – Submit the Application

- Application Audit
 - Percentage of accepted applications are selected for audit
 - Must submit documentation such as copies of degrees, and signatures of managers on Experience Verification Forms
 - Misrepresentations or incorrect information may result in discipline, including suspension of eligibility and/or certification



Step 5 –Application Approval



- Eligibility letters - timeframe?
 - Confirms that a candidate is eligible to take the exam.
 - Expires after six months.
 - Upon receipt, candidate to contact exam contractor (ProMetric) for appointment
 - Letter contains details
- Extensions
 - If conditions met - one-time six-month extension, no additional cost
 - More info in PMP Certification handbook

Step 6 – Exam Preparation



OPTIONS:

- Take a PMP Exam Prep course
 - PMI-CLG chapter - Leon Swartz, PMP
 - PMI Pittsburgh chapter - Wayne Ganter, PMP
 - PMI-Houston chapter - Chris Deal, PMP
 - Cheetah Learning - Vivian Hudson, PMP
 - Westney - Daniel Sawyer, PMP
- Join a study group - Elena Heffernan, PMP
- Sign up for a mentor
- Study on your own



Step 6 – Exam Preparation

- **Commitment / Planning / Execution**
 - Treat exam prep as a project: Create/work/adjust a plan
 - Schedule the test - have a deadline to create a sense of urgency
 - Additional pressure of temporary lifestyle adjustments
 - Decide what to study -- effectively use exam preparation time
 - Practice measure improvement and identify what you do not know!
- **PMI Terminology and 'the PMI way'**
- **PMBOK - read it through at least once**
 - Next, look at the overall outline. Search verbiage that is repeated, especially in definitions; look for similar processes
 - Look for statements presented as fact - good candidates for the exam
- **The exam isn't just based on the PMBOK!**

Step 6 – Exam Preparation

So you've decided to study on your own....

➤ MEMORIZE..MEMORIZE...MEMORIZE

- PMBOK definition of Project Management
 - PM Knowledge Areas and Process Areas
 - Process Inputs / Tools & Techniques / Outputs
 - Formulas and Definitions
- **AT LEAST BUY THE STUDY MATERIALS
PRACTICE EXAMS !!!!!**

Step 6 – Exam Preparation

So you've decided to study on your own....

➤ One Way to Prepare

- Schedule the test on a Monday, this gives you at least the weekend to prepare!
- Take a few days off work if at all possible, to get your mind off your REAL JOB and study the PMI WAY!
- Go somewhere AWAY from work or home to study, to minimize distractions. The Library during the day is a great place!

Step 6 – Exam Preparation

So you've decided to study on your own....

- Read each chapter, then take practice test(s)
- Correct your answers, and study the right answers, retaking each test in its entirety
- Calculate your scores and note areas that need more study.
- Check your time - how long is it taking you to complete the tests?
- REPEAT until you score 80-90% on practice tests

Step 6 – Exam Preparation

- What is a Basic Knowledge Assessment (BKA)?
 - Developed to measure basic but essential PM knowledge
 - Questions assess knowledge of principles, theories, terminology, facts, and specific elements of PM
 - Knowledge based - 100 multiple-choice questions
 - Available for \$35, administered on-line
 - www.castlelearning.com
 - Results provided at conclusion, include a final score but not the answers
 - Designed to assist individuals in determining their areas of strength and weakness.
 - No eligibility requirements

Step 7 –Exam Day!

- Schedule exam time around your body clock
- Visit the exam location in advance and leave early!
- Eat before you go – complex carbohydrates, fruits, proteins
- Bring a sweater/jacket
- Bring a non-programmable calculator
- Bring picture ID
- Bring water/snacks
- Check in; stow your belongings in a locker

Step 8 – Take the Exam



Step 8 – Take the Exam

- Computer-based
- 4 1/2 Hour Time Limit
- 200 Multiple Choice Questions
Randomly Selected from Several Hundred
- No two tests exactly alike
- 4 possible answers given
- 137 (68%) is Passing



Step 8 – Take the Exam


- Initiation
 - Planning
 - Execution
 - Control
 - Closing
 - Professional Responsibility
- 8.5% 17 questions
 - 23.5% 47 questions
 - 23.5% 47 questions
 - 23% 46 questions
 - 7% 14 questions
 - 14.5% 29 questions
- 100% 200 questions

(in random sequence!)

Step 8 – Take the Exam

- When you sit down, do a 'brain dump'
 - write down formulas - PERT, Earned Value, Communications channels, Present Value, etc.
 - write down core processes, facilitating processes
- Do the computer tutorial
 - Familiarity with computer-based testing
 - How to 'mark' questions

Step 8 – Take the Exam

- 270 minutes  200 questions.
1 min 20 secs per question.
- 137 right answers (63 wrong) out of 200 is passing.
- Use a multiple-pass approach
- **Don't rush.** Read through questions carefully.
 - Consider answers one by one
 - Ignore the answers; what's the correct answer?
 - Eliminate the wrong choices
 - Choose the answer that's most correct.

Step 8 – Take the Exam

- Mark the Uncertain Questions
 - If you're not totally comfortable with your answer, mark the question, and look at it again later.
 - If you can narrow to 2 possible choices, often another one of the questions will give you the answer

Step 8 – Take the Exam

- If don't know the answer, GUESS!
- Actually, you can guess on more than 60!
 - If each question has 4 answers, and you guess on 80 questions, you are likely to get 20 right (60 wrong). Enough to pass!
 - If you can narrow the answers to 3, you can guess on 90 questions, almost half of the 200 questions!!!

Step 8 – Take the Exam

- Take a break - the clock keeps ticking!
 - Half-way through
 - 5 minutes every hour
- Use all your time



TIME'S UP! HIT "SUBMIT"

Step 9 – Immediate Results

- Exam Results -
 - Immediate score and PASS/NO-PASS status on screen.
 - Print a copy of results indicating pass or fail status
 - Examination contractor transmits scores to PMI at the end of each testing day
- PMI Test Security and Confidentiality Policy in place
- PMP Application and Certification Appeals Procedures in place

Step 9 – Immediate Results

- Re-Examination
 - Can obtain a re-examination form at PMI Web site.
 - Must be used within one year of the original exam date
 - Additional fee
 - PMI Member \$275
 - non-PMI Member \$375

RECAP – STEPS FOR CERTIFICATION

- STEP 1 - Review the PMP Certification Materials
- STEP 2 - Complete required education hours
- STEP 3 - Fill out the Application to qualify for the exam
- STEP 4 - Submit the Application to qualify for the exam
- STEP 5 - Application Approval
- STEP 6 - Exam Preparation
- STEP 7 - Exam Day
- STEP 8 - Take the Exam
- STEP 9 - CELEBRATE!



Continuing Certification Requirements



What is Re-Certification all about?
**What are these PDU's everyone keeps
talking about?**

Continuing Certification Requirements

- **READ THE CCR - CONTINUING CERTIFICATION REQUIREMENTS - HANDBOOK !!**
 - Available @www.pmi.org; PDF download
 - Certification Handbook updated 1 April 2004

Continuing Certification Requirements

- PMP's must accrue a minimum of sixty (60) Professional Development Units (PDU) during each CCR cycle.
 - First CCR cycle begins on the date of initial cert and expires on 31 December of the third full calendar year after the first year of certification.
 - Then, cycles will be in three-year terms starting 1 January of the following year and finishing on 31 December of the third year.
- PMP must comply with the PMI Code of Professional Conduct

Continuing Certification Requirements

- How are CCR Activities Reported?
 - PMP are responsible for reporting activities as they occur
 - Online reporting or hard-copy
 - Hardcopy of the CCR Activity Reporting form
 - Online at www.pmi.org/certification/ccr/forms.htm
 - Transcripts of activities are mailed to PMP on an annual basis
 - Online transcripts @ www.pmi.org/certification
- Up to 20 excess PDU earned during the final year may be applied to the next CCR cycle

Continuing Certification Requirements

- **CCR Folder**
 - All PMP's should maintain a personal folder
 - Randomly selected for auditing annually
 - keep documentation for 12 months after end of CCR cycle
- **Application for Certification Renewal**
 - Sent to PMP @ completion of 60 PDU requirement
 - Sent to PMP during the final six months of current CCR cycle
- **Updated certification package after PMI receipt of the completed Application for Certification Renewal**

Continuing Certification Requirements

- Failure to Satisfy CCR
 - 12 month grace period from cycle expiration date.
 - If not done, PMI will suspend and/or revoke the certification
- Re-take the exam

Continuing Certification Requirements

A PDU is....

- Measuring unit to quantify learning & professional service activities.
- One PDU for each hour in planned, structured learning activity
 - Fractions to 0.25 increments following one full hour.
 - May earn the required PDU from five categories
 - no more than a total of 20 PDU's from Cat 5
 - no more than 15 PDU's from Cat 2.

Continuing Certification Requirements

PDU-Qualifying Activities have five categories:

- **Cat 1: Formal Academic Education**
 - One hr of degree credit = 15 PDU
 - Documentation Required: Maintain transcript or grade report
- **Cat 2: Professional Activities and Self-directed Learning**
 - Guide included in handbook
 - Examples: Author or co-author of published article; Speaker at PMI meeting
- **Cat 3: Attending education programs offered by PMI-Registered Providers**
 - Maintain a registration form, certificate or letter of attendance

Continuing Certification Requirements

- **Cat 4: Attending education programs offered by Other Providers**
 - Formula: One contact hour of learning relevant to PM = 1 PDU
 - Maintain registration form....
- **Cat 5: Service to Professional or Community Organizations**
 - Examples: Officer for PM organization; serve in a PM capacity for another organization
 - Maintain letter or certificate from the organization served acknowledging participation

RECAP – STEPS FOR RE-CERTIFICATION

- STEP 1 - Review the CCR Materials
- STEP 2 - Complete required education hours
- STEP 3 - As you receive PDU's, submit them over the course of the 3 years; online submission form
- STEP 4 - Maintain CCR documentation folder for 1 year after reporting cycle
- STEP 5 - When PMI sends you the renewal notice, pay a processing fee of
 - \$60 PMI member
 - \$150 non-PMI member

QUESTIONS?

