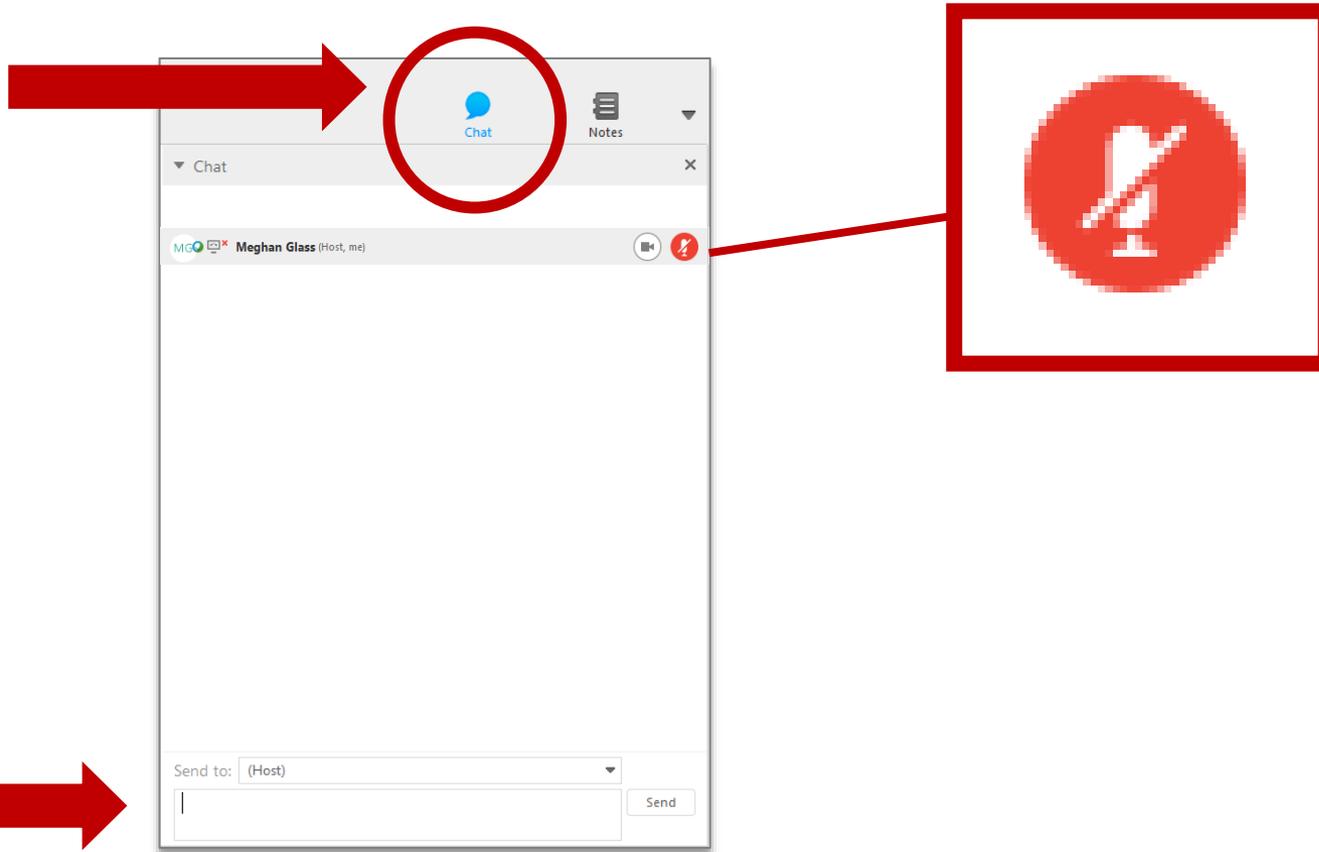


PMP® EXAM
SUCCESS
STRATEGIES
WEBINAR SERIES

Getting Past the PMP® Certification Qualifying Round

Tuesday, 19 July | 1:00 pm EDT

Webinar Functionality



Agenda

1. Determining Your Eligibility for PMP® Certification
2. Preparing for & Submitting the PMP® Application
3. Understanding the PMP® Application Review and Audit Process
4. Preparing for the PMP® Exam
5. Scheduling & Sitting for Your PMP® Exam
6. Questions & Answers

Speakers



Jeanne Dorle, PMP, PgMP, Ph.D., J.D.
PMP Instructor
MSPM Program Faculty, University of
Wisconsin – Platteville and Walden
University



Meghan Glass, PMP, MA
Project Manager
CertWise - Holmes Corporation

MILESTONE

1

Determining Your Eligibility for PMP® Certification

PMP Eligibility Requirements

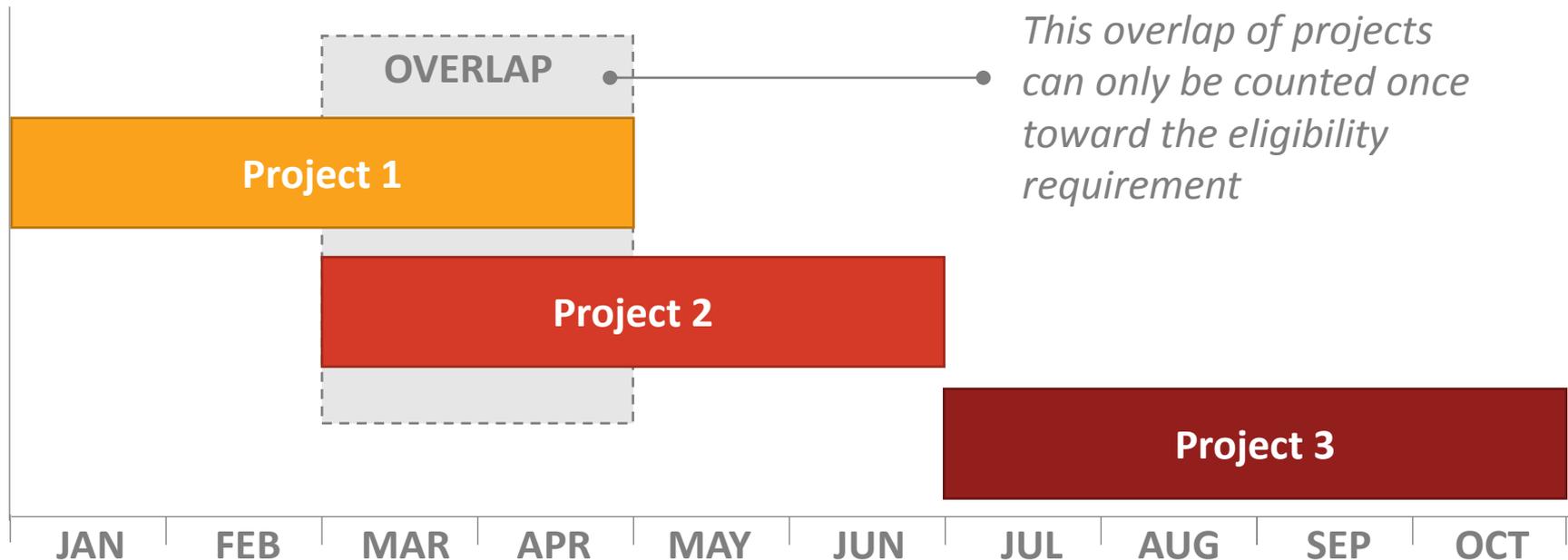
Education Background	Project Management Experience	Project Management Education
Secondary degree	<ul style="list-style-type: none"> • Minimum 5 years (60 months) unique, non-overlapping project management experience • 7,500 hours leading and directing projects 	35 contact hours of formal education

OR

Four-year degree	<ul style="list-style-type: none"> • Minimum 3 years (36 months) unique, non-overlapping project management experience • 4,500 hours leading and directing projects 	35 contact hours of formal education
------------------	---	--------------------------------------

Project Management Experience

Total Number of Months



Project Management Experience

Total Number of Hours

PMP Exam Content Outline

- Domain I: Initiating
- Domain II: Planning
- Domain III: Executing
- Domain IV: Monitoring and Controlling
- Domain V: Closing

**4,500
(or 7,500)
hours**

Project Management Education

35 Contact Hours

Qualifies:



- ✓ PMI REPs
- ✓ PMI Chapters
- ✓ Employer/company-sponsored programs
- ✓ Training companies or consultants
- ✓ Distance-learning companies (including an end-of-course assessment)
- ✓ University/college academic and continuing education programs

Does NOT Qualify:



- ✓ PMI chapter meetings
- ✓ Self-directed learning

MILESTONE

2

Preparing for & Submitting the PMP® Application

PMP Application

- Electronic form
- 90 days to complete
- Must have all requirements met before submitting

PMP® Certification Application
PAGE 1 OF 5 | YOUR INFORMATION

Tips for completing this form:
 • Hand write your information clearly in blue or black ink onto a printed form and submit it by postal mail.
 • Type your information into the PDF. If you have PDF-editing software like Adobe® Acrobat® or Foxit® Reader, you can save your data. Otherwise, you will only be able to type your information, then print out the form and send it to PMI.
 All information and documentation must be in English. Faxed or scanned copies will not be accepted.

PMI Member ID#:

If you are a PMI member, you have an ID number. To find your ID number, log in to myPMI and select "Profile" from the top navigation, then select "Membership Profile" from the left navigation. If you have any questions, you may contact PMI Customer Care at +1 610-356-4600, or send an email to customercare@pmi.org.

For PgMP credential holders:
 If you hold the PgMP, you can maintain both credentials by accruing and reporting 60 Professional Development Units (PDUs) within your three-year cycle. Select one of the following options if you hold the PgMP.

Option A - PMP credential and PgMP credential will share PDUs including those earned for the PgMP before obtaining the PMP will be forfeited. The PgMP renewal date will be set equal to the newly-acquired PMP renewal cycle.

Option B - PMP credential and PgMP credential will share PDUs going forward. Any PDUs earned for the PgMP prior to obtaining the PMP and any PDUs earned after receiving the PMP. The PMP renewal date will be set equal to the existing PgMP renewal date. Therefore, renewal of the PMP credential will need to occur with the renewal of the PgMP credential.

Instructions:
 In this section you are being asked to PRINT your name for three separate purposes. It is very important that you complete this section carefully.
 Section 1. Please print your name as you wish to be referred to in correspondence from PMI.
 Section 2. Please print your name as it appears on your government-issued identification that you will present at the testing center.
 Section 3. Please print your name as you wish it to appear on your PMP certificate.

Section 1. Name for correspondence from PMI:

Prefix (Mr., Mrs., Ms., Dr.):	First Name (given name):	Middle Name:
Last Name (family name, surname). Candidates with only a single name should use last name field:		Suffix:

Section 2. Name on government-issued identification: Check here if same as above.

Prefix (Mr., Mrs., Ms., Dr.):	First Name (given name):	Middle Name:
-------------------------------	--------------------------	--------------

PMP Application: Experience Verification

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- > Contact Address
- > Contact Information
- Attained Education**
- > Requirements
- > Optional Information
- > Certificate
- > Agreement
- > Review and Submit

Step 2: Schedule Exam

Step 3: Exam Results

Attained Education [Help ?](#)

Indicate your highest level of education attained at this time. Complete all applicable contact information for your school, college, or university.

*** Did you graduate from a PMI GAC Accredited University Program?**

Yes

No, I attended another University Program

*** School/University:**

*** Country:**

*** Address:**

*** City:**

State/Province /Territory:

Zip/Postal Code:

Attained Education

*** Highest level of education attained:** or global equivalency

*** Year degree awarded:**

*** Field of Study:** [?](#)

* indicates a required field

[Back](#) [Save and Continue](#)

PMP Application: Experience Verification

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience
- PM Education**
- > Optional Information
- > Certificate
- > Agreement
- > Review and Submit

Step 2: Schedule Exam
Step 3: Exam Results

Add Education [Help ?](#)

Please enter your project management education information below. Specify the number of hours that qualify from the course being documented that are applicable to the credential you are applying for.

* Course Title:

* Institution Name:

* Course Start Date: e.g. 7/14/2016

* Course End Date: e.g. 7/14/2016

* Hours:

* Qualifying Hours:

NOTE: Qualifying hours are hours that are applicable to this credential only.

* indicates a required field

PMP Application: Experience Verification

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

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- PM Experience**
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Step 2: Schedule Exam

Step 3: Exam Results

Add/Edit Experience [Help ?](#)

Enter the details of your experience in the fields below. In order to approve your application, the contact information entered in this form must be correct so that your experiences can be verified.

Project Specific Information

- * Project Title:
- * Start Date: 7 (Jul) 2016
- * Through: 7 (Jul) 2016
- * Project Role: -- select --
- * Primary Industry: -- select --

* indicates a required field

[Back](#) [Save and Continue](#)

Project Contributor
Supervisor
Manager
Project Leader
Project Manager
Educator
Consultant
Administrator
Other

Communications
Construction
Engineering
Finance
IT/Software
Manufacturing
Management
Resources
Services
Consulting
Education
Other

PMP Application: Experience Verification

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- ▶ Contact Address
- ▶ Contact Information
- ▶ Attained Education
- Requirements** ▶
- Overview
- Eligibility Worksheet
- PM Experience**
- PM Education
- ▶ Optional Information
- ▶ Certificate
- ▶ Agreement
- ▶ Review and Submit

Step 2: Schedule Exam
Step 3: Exam Results

Add/Edit Experience [Help ?](#)

Identify the organization for whom you managed this experience.

Organization Details

* Job Title:

* Organization Name:

* Country:

* Organization Address:

* City:

State/Province/Territory:

Zip/Postal Code:

Organization's Phone Number

Country Code:

Area/State/City Code:

* Phone Number:

Extension:

* Indicates a required field

PMP Application: Experience Verification

PMP Application - Step 1: Application

[Return to Overview](#)

Step 1: Application

- > Contact Address
- > Contact Information
- > Attained Education
- Requirements**
- Overview
- Eligibility Worksheet
- PM Experience**
- PM Education
- > Optional Information
- > Certificate
- > Agreement
- > Review and Submit

Step 2: Schedule Exam

Step 3: Exam Results

Add/Edit Experience [Help ?](#)

Identify your primary contact for this experience. PMI may contact this person to verify your work experience.

Organization Contact

- * Contact Name:
- * Contact Relationship: **-- select --**
- * Contact E-mail:

Contact's Phone Number

- Country Code:
- Area/State/City Code:
- * Phone Number:
- Extension:

* indicates a required field

- Project sponsor
- Client
- Manager/Director
- Primary Stakeholder

PMP Application: Experience Verification

Add/Edit Experience [Help ?](#)

Enter the number of hours you have spent working in each domain area. This will count toward the hours of experience needed for the eligibility requirement.

DOMAIN AREAS

 *

Initiating the Project

Defining the project scope and obtaining approval from stakeholders. For example: Perform project assessment; define the high-level scope of the project; perform key stakeholder analysis; identify and document high-level risks, assumptions, and constraints; develop and obtain approval for the project charter.

 *

Planning the Project

Preparing the project plan and developing the work breakdown structure (WBS). For example: Assess detailed project requirements, constraints, and assumptions with stakeholders; create the work breakdown structure; develop a project schedule; develop budget, human resource management, communication, procurement, quality management, change management, and risk management plans; present the project plan to the key stakeholders; conduct a kick-off meeting.

 *

Executing the Project

Performing the work necessary to achieve the stated objectives of the project. For example: Obtain and manage project resources; execute the tasks as defined in the project plan; implement the quality management plan; implement approved changes according to the change management plan; implement approved actions by following the risk management plan; maximize team performance.

 *

Controlling and Monitoring the Project

PMP Application: Experience Verification

EXPERIENCE SUBMITTED

Experience	Actual		Qualified		
	Months	Hours	Months	Hours	
Autism Grant From 01/2016 Through 04/2016	4	510.00	4	510.00	✘
Total:	4	510.00	4	510.00	
Required:			36	4500.00	
Still Need:			32	3990.00	

5-Step Process to Apply

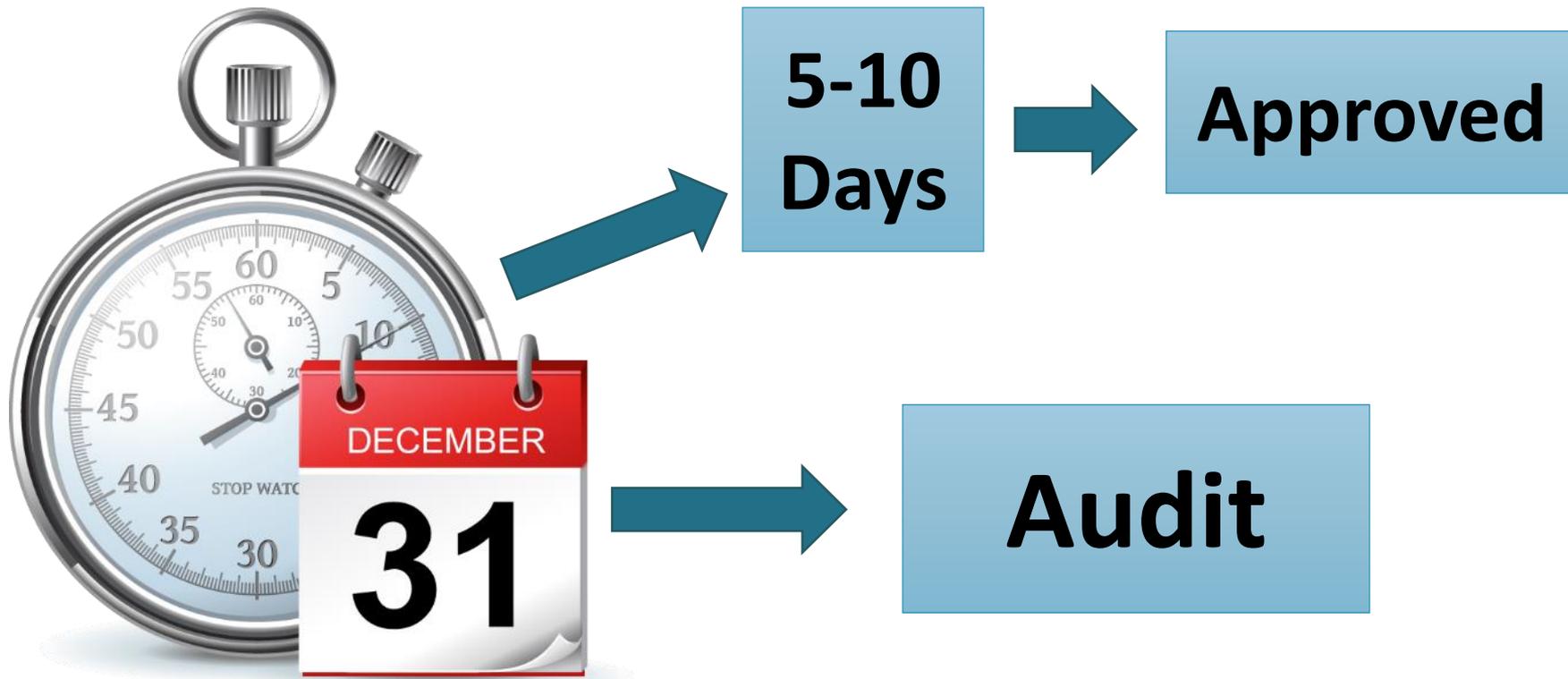


MILESTONE

3

Understanding the PMP® Application Review and Audit Process

Application Review

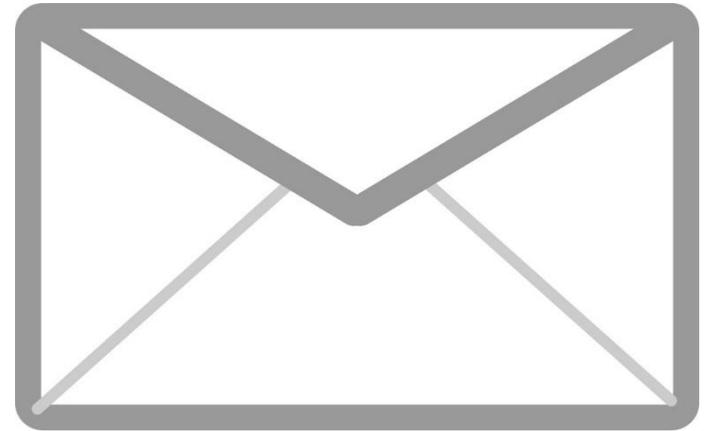


What To Do If You Are Audited

If you have been selected for an audit, you will have 90 days to provide supporting materials for your application.

This may include:

- Verification of your background education
- Verification of 35 contact hours
- Verification of your project management experience



Failing the Audit

There are three ways that you could fail the audit:

- No Fault
 - Unable to verify part of your application
 - Reapply when documentation is available
- Non-Compliance
 - Decide not to attempt
- Fraud

Avoiding the Audit



MILESTONE 4

Preparing for the PMP® Exam

PMP Application Help



Interactive
application prep
worksheet

ApplicationPreparationWorksheet.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11

B I U

Clipboard Font Alignment Number Styles Cells Editing

B5

	A	B	C	D	E	F
1	PMP Application Form Worksheet					
2	Project Leadership Experience Tab					
3	Your Name					
4		Most Recent Project	2nd Most Recent	3rd	4th	5th
5	Project Number (Enter a unique number, can be sequential)					
6	Project Title					
7	Start Date (MM/YYYY)					
8	Completion Date (MM/YYYY)					
9	Domain I: Initiating (Enter task hours in blue fields)	0.0	0.0	0.0	0.0	0.0
10	Task 1: Assess the project and its feasibility using stakeholder meetings etc. given assumptions and constraints.					
11	Task 2: Define key deliverables based on business requirements to manage customer expectations and direct achievement of project goals.					
12	Task 3: Perform stakeholder analysis using appropriate tools and techniques to align expectations and gain support.					
13	Task 4: Identify and document high-level risks, assumptions and constraints based on enterprise environmental factors and organizational process assets.					
14	Task 5: Participate in the development of the project charter.					
15	Task 6: Obtain approval for the project charter.					
16	Task 7: Conduct benefit analysis with stakeholders to validate project alignment with organizational strategy.					

Introduction Education **Experience_Hour_Log** Project_Summaries

PMP Application Help



Interactive application prep worksheet

ApplicationPreparationWorksheet.xlsx [Read-Only] - Excel

Kori Heinen

PMP Application Form Worksheet				Needed
Total Project Management Hours	2745.0	hours		4
Total Consecutive Non-Overlapping Project Management Months	41.0	months		
Project Summaries Tab				
	1st (Most Recent to Least Recent)		2nd	3rd
Project Number			1	2
Project Title	Project 1	Project 2		Project 3
Project Start	1-Jan-2012		1-Dec-2010	
Project End	1-May-2014		1-Jan-2012	
Calendar Time (Nonoverlapping Days)	852		397	
Initiating Hours	40.0		85.0	
Planning Hours	40.0		120.0	
Executing Hours	320.0		1020.0	
Monitoring and Controlling Hours	160.0		860.0	
Closing Hours	20.0		80.0	
Total Hours	580.0		2165.0	
Initiating Percent	6.9%		3.9%	0.
Planning Percent	6.9%		5.5%	0.
Executing Percent	55.2%		47.1%	0.
Monitoring and Controlling Percent	27.6%		39.7%	0.
Closing Percent	3.4%		3.7%	0.
Qualifying Months	28.0		13.1	

Introduction Education Experience_Hour_Log **Project_Summaries**

Education Hours

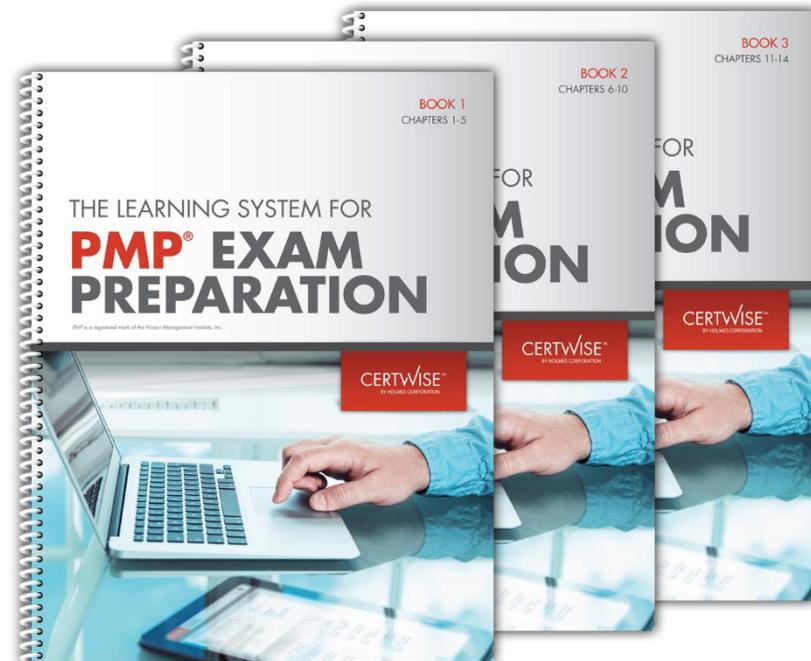
The Learning System for PMP Exam Preparation



Be Ready For The Exam

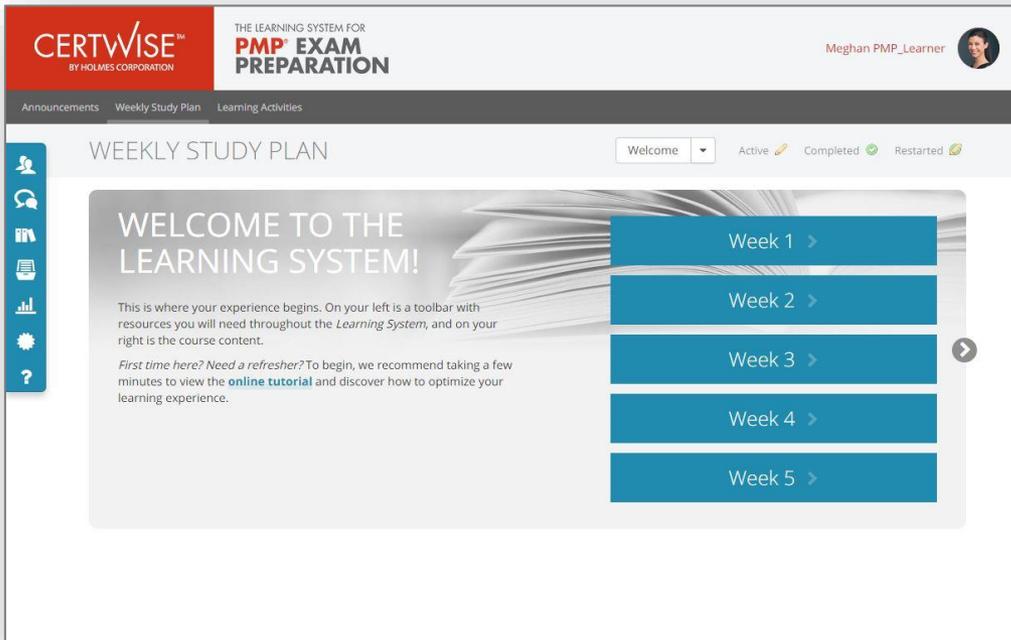
Reading materials

- Three books; 14 chapters
- Align with *PMP Exam Content Outline* (covering *PMBOK® Guide* and key project management concepts)
 - ✓ 5 Process Groups
 - ✓ 10 Knowledge Areas
 - ✓ 47 processes



Be Ready For The Exam

Online reinforcement tools



- Glossary
- Flashcards
- Resource Center
- Online Discussions
- Enrichment Videos
- PDF Reader
- Interactive Reports

Be Ready For The Exam

The Learning System has
over **900** online practice
questions

- Pre-test
- Chapter quizzes
- Process Group quizzes
- Post-test
- Practice Exam

CERTWISE™ BY HOLMES CORPORATION

THE LEARNING SYSTEM FOR
**PMP® EXAM
PREPARATION**

pmp learner

Announcements Weekly Study Plan Learning Activities

WEEKLY STUDY PLAN

Week 2 Active Completed Restarted

WEEK 2

INTRODUCTION

Welcome to Week 2 of *The Learning System for PMP Exam Preparation*. This week you will study Chapters 4 through 6, which focus on the first three knowledge areas of the *PMBOK® Guide*.

Integration Management is a big-picture leadership and management activity that coordinates project elements to ensure that they all fit together harmoniously.

Scope Management focuses on defining and controlling work to be done to complete a project successfully.

Time Management focuses on the development and management of a project schedule, including the quantity and types of resources needed to complete each activity.

LEARNING OBJECTIVES

At the end of this week, you should be able to:

- Charter a project and leverage statements of work,

ASSIGNMENTS

CHAPTER 4 - 3 HOURS

- Read: [Chapter 4 - Integration Management](#)
- Video: [Project Integration](#) (5 minutes)
- Quiz: [Chapter 4 Quiz](#) (42 questions)
- Exercise: [Chapter 4 Flashcards](#) (19 terms)
- Discuss: [Chapter 4 Discussion](#) (10 minutes)

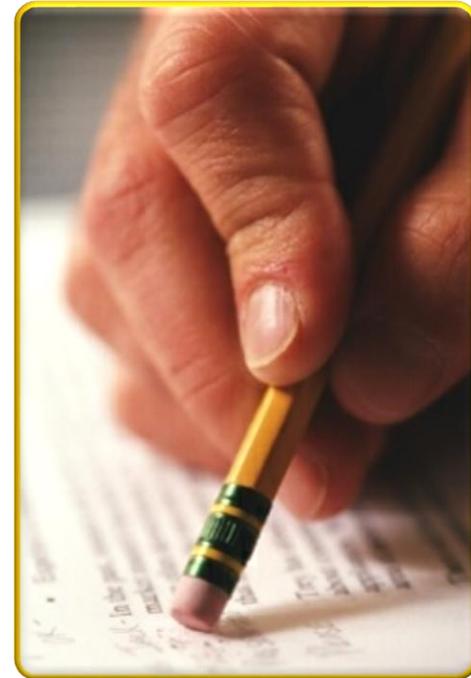
CHAPTER 5 - 3 HOURS

- Read: [Chapter 5 - Scope Management](#)
- Video: [Building a WBS](#) (5 minutes)
- Quiz: [Chapter 5 Quiz](#) (49 questions)
- Exercise: [Chapter 5 Flashcards](#) (16 terms)
- Discuss: [Chapter 5 Discussion](#) (10 minutes)

CHAPTER 6 - 4 HOURS 15 MINUTES

Be Ready For The Exam

1. Knowledge-based questions
2. Situation-based questions
3. Process questions (*Inputs, Tools & Techniques, Outputs*)
4. Formula-based questions
5. Interpretational questions



MILESTONE

5

Scheduling & Sitting for Your PMP® Exam

5-Step Process to Apply



PMP Exam

- 4-hour timed standardized test
 - Computer-based or paper-based, depending on location
- 200 multiple-choice questions
 - 175 scored questions
 - 25 pretest (unscored) questions
- Must show valid government-issued identification
- You cannot bring anything or anyone into the testing area where you take the exam
- Scrap paper and calculator will be supplied by the testing center



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Questions?

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Thank you