



PM EXAM SMARTNOTES

Fast PMP Exam Preparation for Working Professionals!

**The “Foundation Guide for PMP® and CAPM®
Certification Exams” Series Presents**

Step-by-Step Beginner’s Guide To PMP Certification Exam

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Foreword

Whenever you had to study a 'heavy' book, did you wish for a simpler guide just to get the gist of the subject? Something like a crash-course guide that you could go through and get a handle on the stuff?

I always thought about and looked for such resources whenever I had to study a new subject (the reason I love Wikipedia). It was a similar feeling I had when I took up PMBOK book to study.

And when I was in a position to prepare a short guide, there was no time to waste.

So here is this guide in front of you. The very fact that you have decided to read this would mean that you might be one of these –

- (a) seriously preparing for PMP® or CAPM® exam
- (b) performing the duties of a project manager (project practitioner)
- (c) simply curious to know about a systematic way of project management

You will not be disappointed.

Even the basic form of the foundation guide came to well over 200 pages, so I decided to split it into modules. One covering project management basics and one each for the 10 knowledge areas, so you can pick up the one you wish to understand and run through it easily.

This guide, of course, comes to you free of cost. The only aim of this guide is to provide you with a quick and succinct account of project management concepts from PMBOK.

For all the details of concepts highlighted in this book, do visit www.PMExamSmartNotes.com blog. It will make your exam preparation a breeze, I promise!

PS: This study guide is best viewed in 100% (or 1:1) resolution. Zooming out beyond this may slightly blur some of visual representations.

Before moving to the content, I would like to take a moment to recommend a fast-track study resource I have used, which -

1. ...**saves you a ton of time** on PMP or CAPM exam study
2. ...lets you **study anytime, anywhere** – while traveling, eating, waiting in the queue ...you get the idea. Learn on PC or on your smartphone!
3. ...**fulfils the mandatory requirement to appear for the exam: 35hr project management education**. This alone is your return on investment!
4. ...**saves you money** as compared to contact classes out there that can [cost as much as \\$2000+](#)!

I am talking about [PMPrepCast](#) by Cornelius Fichtner!. You can view couple of sample chapters at [Exam Resources section on the blog](#). I do get a small commission if you use this link to purchase, but it doesn't increase your purchase price. If you don't want to give the commission it's perfectly fine but I still highly recommend this study resource, and the direct link you can use is <http://www.project-management-prepcast.com>.

Thank you in advance, should you decide to invest in this study resource through this link! Click on the image below.

[Click here to check](#) if you are entitled for a discount!

PMP® Exam Prep. Anytime. Anywhere. Just \$179⁹⁹
PM PrepCast™
CLICK HERE >>>

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The banner features a woman and a man smiling while looking at a laptop screen.

I'm test driving *my* PMP® Exam...
PM Exam Simulator™
CLICK HERE
for your test drive
>>>

The banner features a woman smiling while driving a car.

Ace the exam!

Shiv Shenoy

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You might have seen someone going through the drills of getting coveted PMP certification and realized that its not a smooth journey. The process involved and the preparation required can be daunting. The fact that you need to manage your day job as well as prepare for the PMP exam can make you procrastinate it indefinitely. It has happened to me.

However, now there is help available to you. This guide is a good start. I hope you have signed up for PMP Blueprint on [PMESN blog](#) to receive a bunch of study resources to fast-track your preparation. The PMESN blog now contains 100% of PMP lessons, prepared over an year's effort using some of the best techniques used by exam toppers. I invite you to take complete advantage of it.

That said, let's get started!

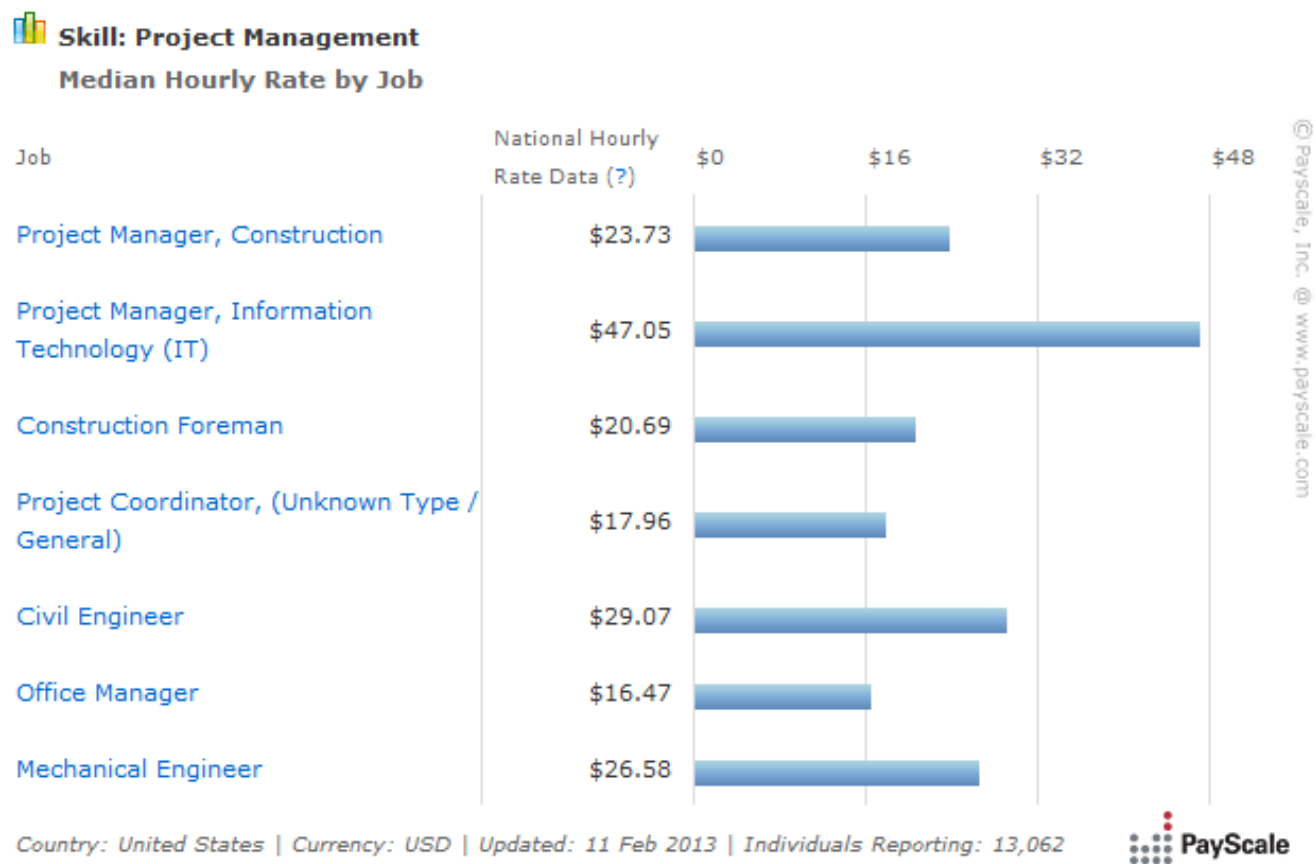
PMP holders consistently earn higher salary. Period.

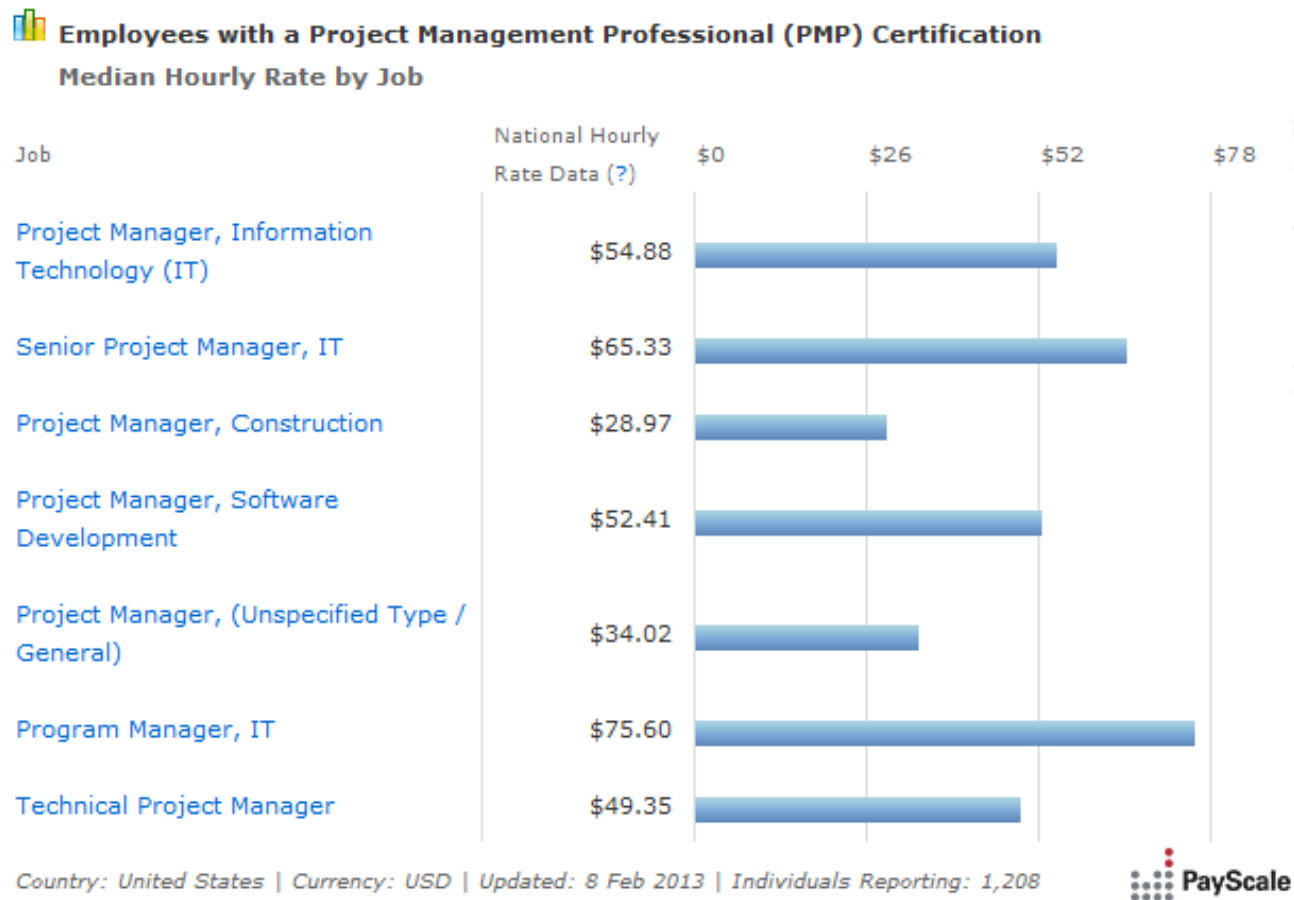
Here's the proof!

Project Management Professional (PMP®) credential is easily the best certification for project managers in any industry. This certificate is highly recognized in the industry, and if you hold this certification, you are recognized as someone who has the experience, education and competency to lead, direct and manage projects.

This credential has also been seen as a detrimental factor for managers around the world to earn better salary and compensation.

Look at PayScale survey results and compare median hourly rates of project managers with and without PMP certification.





Taking two common designations from above two images you can compare the hourly rate figures -

Designation	Normal Sal (median hourly rate)	Sal with PMP certification (median hourly rate)
PM, Construction	\$23.73	\$28.97
PM, Information Technology	\$47.05	\$54.88

That is an increase of about 22% and 16% in these two cases respectively, with a PMP® certification under project manager's belt!

When considering salary, remember that year on year's increments are based on previous salary figures, so the increment will be consistently higher as well!

Whichever way you look at it - salary, knowledge or credibility - PMP® certification is a must for project managers.

According to a [report by CIO.com](#), out of 13 project manager job posts on CIO.com and Dice.com, on an average 8 ads either require or prefer project management certification. 5 of these 8 say project management certification is "highly desirable", "an advantage", "preferred", or a "plus". 3 of them specifically mention PMP certification!

Eligibility criteria for PMP certification exam

To apply for the certification exam you need to be in either of the following two groups -

1. Four year degree + at least 3 years (4,500 hours) of project management experience + 35 hours of project management education
2. Secondary diploma + at least 5 years (7,500 hours) of project management experience + 35 hours of project management education

Some organizations sponsor PMP® certificates, and reimburse you the entire fee. This is a win-win situation for the organization as well as employee. Do go through your organization's HR policies and see if you can leverage this privilege.

Credential process

Step 1: Submit application

Applications can be submitted [online](#) (recommended approach) or by using [hard copy](#) of the application. Online submission has to be completed within 90 days from the start date.

Note: Before applying PMI® expects all eligibility criteria (including 35hrs of management education) to be completed. Also, make sure that you have read and agreed to PMI® Code of Ethics and Professional Conduct from the handbook (link provided in References section below).

[See step-by-step \(with actual screenshots\) process of applying for PMP exam on pmi.org site.](#) This also contains a template you can use to collate and present your experience the way PMI expects it!

Step 2: Application Review by PMI

For online applications PMI takes about 5 business days (excluding weekends) for processing. For submitted applications this would be about 10 business days.

Note: This timeline does not apply if your application is selected for audit.

Step 3: Pay Exam Fee

The recommended approach here is to get PMI® membership first, which costs \$139 including application fee, and then apply for the exam costing \$405 (assuming you opt for online exam). The total amount you would pay is \$544. Without membership you will pay \$555. However, membership gives you host of advantages, including primarily, a free copy of PMBOK®!

Note: Payments can be made using credit card, check, money order or wire transfer to PMI®.

Once payment is received (and audit process is completed if applicable), PMI® will send Eligibility ID, start and end dates of eligibility period (of 1 year) and exam scheduling instructions. This Eligibility ID is required through the exam process.

Detailed member benefits can be [found here](#).

Step 4: Audit (if your application is selected for audit)

Applications are selected for audit on random basis. Audit will need the following information from the applicant -

- Copies of education certification
- Signatures from supervisors or managers of projects mentioned on the application
- Certificate of 35 hours of project management education

Again, PMI® provides 90days to provide these certifications. Once provided it takes about 5-7 business days to complete the audit.

Step 5: Eligibility period to take the exam

Once application process is completed (including audit, if it was required), the applicant will have 1 year to appear for the exam.

Step 6: Certification cycle

The certification is valid for 3 years from the day of passing the exam. During this time the applicant is required to earn 60 PDUs (professional development units) for renewing the credentials.

Professional Development Units (PDU)

You need to earn PDU in order to continue retaining the credentials after 3 years from the day of passing the exam.

There are various ways of earning PDUs, basically by engaging in activities that gives you further project management education or by giving back to the profession. Continued education can be taking up courses offered by PMI® or by self-directed learning. Giving back to the profession can be volunteer service, creating new project management knowledge or by working as a professional in project management.

More details can be found in the CCR (continuing certification requirements) section of the PMP® handbook or at pmi.org.

PMP Examination structure

PMP® exam will be of 4 hour duration, and will contain 200 questions. Out of these, PMI® will include 25 pretest questions which do not carry marks. Pretest questions are those that PMI® wants to test the validity for, and further decide to include them in future examinations. These are randomly included in the exam so the applicant does not have a way of identifying such questions.

Before the exam begins, there will be an optional tutorial and survey offered. If you opt for it, it will take about 15 minutes to complete. This time is outside of the 4 hours given for the examination.

The questions fall into process areas as below, and are based on PMP® examination content outline (link given in the References section below) -

Process Groups	% of Questions
Initiation	13%
Planning	24%
Executing	30%
Monitoring and Controlling	25%
Closing	8%
TOTAL	100%

PBT stands for Paper Based Test, and CBT for Computer Based Test.

Scheduling for the exam

Online appointment is scheduled at <https://www.prometric.com/pmi>

The site helps you to schedule, reschedule or cancel your exam, locate a test center and even helps with your preparations. It's [Test Drive](#) feature helps you take a "dry run" and run through all the steps you need to take at the exam center on the day of the test. You will be able to take a practice test as well.

Cancelling or rescheduling a scheduled examination attracts penalty, based on when it is done. If you are within 2 days of appointment entire exam fee is forfeited. Hence it is better to schedule the appointment considering various factors - such as your confidence level of the subject, any professional and personal commitments, social and political events around the time you want to schedule for the exam.

PMExamSmartNotes.com blog is committed to help you start PMP or CAPM certification preparations take the exam confidently and pass it comfortably on your first attempt.

Exam results

For computer based test, the results are given the same day at the examination center. It can also be viewed in PMI's online certification system in about 10days after you take the exam. For paper based test, results are available on online certification system after about 6-8 weeks from date of examination.

Exam results are given on two counts -

- Pass/Fail outcome score. This is based on overall performance on the test.
- Expertise level against each chapter - Proficient, Moderately proficient, Below proficient. This is a good way to assess strength and weakness in the knowledge areas or process groups and focus learning more of that.

Certificate package!

PMI®'s [Online certification registry](#) will list your name once it receives the information from Prometric center.

You will receive your certificate package from PMI® in about 6-8 weeks after you pass the exam.

This will contain the congratulatory letter, information on how to maintain the credential and of course, the credential certificate.

Now you can flaunt those three magic letters against your name! And may be even negotiate for a salary increase with your manager. :)

My Experience

I wrote a detailed account of my experience with the exam, [you can read it here](#). It contains my brain-dump, tips, techniques and resources to prepare well as your big exam day approaches.

References

- http://www.cio.com/article/519213/Why_Project_Management_Certifications_Matter
- http://www.pmiteach.org/UploadedDocuments/Why_Teach_Project_Management/Power_of_Project_Management_WhitePaper.pdf
- PMP handbook - http://www.pmi.org/en/Certification/~//media/PDF/Certifications/pdc_pmphandbook.ashx
- PMI Membership Benefits - <http://www.pmi.org/Membership/Membership-Benefits-of-Membership.aspx>
- PMP Examination content outline - http://www.pmi.org/en/Certification/Project-Management-Professional-PMP/~//media/PDF/Certifications/PMP%20Examination%20Content%20Outline_2010.ashx

Other Useful Links

These are not bibliography but some of the resources you may find useful at the beginning of your study.

- [PMI FAQ](#) answers mostly asked questions with respect to certifications offered by PMI
- [A brief overview of PMP®](#)
- [PMP® Handbook](#) contains all information about prerequisites, policies and procedure to apply for PMP exam
- [CAPM® Handbook](#) contains all information about prerequisites, policies and procedure to apply for CAPM exam
- [PMP® examination content outline](#)
- [PMI membership benefits](#)

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About Shiv



Shiv Shenoy has worked over 15 years in technical, management and mentoring roles for Software Services and Product Development companies in Enterprise, Web and Mobile domains. He has helped several start-ups to conceptualize product idea, build prototype and take it to the market with version 1.0 and beyond. He mentors professionals on project-, product- and technology management.

Shiv is a passionate techno-manager, blogger, mentor, photography enthusiast and painter.

Shiv helps working professional that are hard pressed for time sail through PMP and CAPM project management certification courses, by turning his own exam notes into easily understandable, scientifically prepared, and simplified content that he publishes on the blog PMExamSmartNotes.com

Connect with Shiv at [LinkedIn](#) and on PMESN at [Facebook](#), [Google+](#) and [Twitter](#).