

PMP Examination

The following are a few tips that may be useful both in preparation for, and during the PMP exam:

1. The questions in the PMP exam can be wordy and might include unnecessary information that may distract you from the relevant facts. So, you need to read the questions carefully and patiently and decide what is important and what is not.
2. Be aware that it is likely that there will be some questions that you will not be able to answer immediately. Don't let it bother you, and leave these questions for a possible review later. Move on without getting frustrated.
3. For those questions where you are unsure of the correct answer, you should fall back on the basic principles of project management as expounded by the PMI. Ask yourself what basic principle is the question testing you on, and answer accordingly.
4. There will be questions designed to weed out candidates who might have project management experience, but who do not have an in-depth understanding of the discipline of project management from the perspective of PMI. Make sure that you have a good understanding of the PMBOK.
5. There will be questions for which you will need to choose between an innocent way of short-circuiting the formal process to save time and following the formal project management process. In almost all the cases, the correct answer will be to follow the formal process.
6. There will be questions for which you will need to choose between facing the problem head-on or taking an easy way out; such as avoiding a thorny issue, ignoring a challenging problem, or postponing a difficult decision. Almost always, the correct answer is to meet the problem head-on.
7. Some questions are designed to test that you understand that project managers should communicate directly, openly and clearly. For example, if you have a problem with a team member, you talk to the team member face to face rather than going to the member's manager (you might need to escalate the issue eventually if you can't solve the problem by directly dealing with the team member).
8. You should have a clear understanding of the roles of the key stakeholders, such as the project manager, project sponsor, and customer. Especially understand your responsibilities as a project manager. You need to be proactive to take decisions and manage the project, influence the factors that contribute to changes rather than waiting for the changes, and have up-to-date information about the project.

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Exam Readiness Checklist

A useful place to start your revision planning

<i>Exam Objective</i>	<i>Ready?</i>		
1. Initiating the Project			
1.1 Conduct Project Selection Methods			
1.2 Define Scope			
1.3 Document Project Risks, Assumptions, and Constraints			
1.4 Identify and Perform Stakeholder Analysis			
1.5 Develop a Project Charter			
1.6 Obtain Project Charter Approval			
2. Planning the Project			
2.1 Define and Record Requirements, Constraints, and Assumptions			
2.2 Identify Project Team and Define Roles and Responsibilities			
2.3 Create the WBS			
2.4 Develop Change Management Plan			
2.5 Identify Risks and Define Risk Strategies			
2.6 Obtain Plan Approval			
2.7 Conduct Kick-Off Meeting			
3. Executing the Project			
3.1 Execute Tasks Defined in the Project Plan			
3.2 Ensure Common Understanding and Set Expectations			
3.3 Implement the Procurement of Project Resources			
3.4 Manage Resource Allocation			
3.5 Implement a Quality Management Plan			
3.6 Implement Approved Changes			
3.7 Implement Approved Actions and Workarounds			
3.8 Improve Team Performance			
4. Monitoring and Controlling the Project			
4.1 Measure Project Performance			
4.2 Verify and Manage Changes to the Project			
4.3 Ensure Project Deliverables Conform to Quality Standards			
4.4 Monitor All Risks			
5. Closing the Project			
5.1 Obtain Final Acceptance for the Project			
5.2 Obtain Financial, Legal, and Administrative Closure			
5.3 Release Project Resources			
5.4 Identify, Document, and Communicate Lessons Learned			
5.5 Create and Distribute Final Project Report			
5.6 Archive and Retain Project Records			
5.7 Measure Customer Satisfaction			
6. Professional and Social Responsibility			
6.1 Ensure Individual Integrity			
6.2 Contribute to the Project Management Knowledge Base			
6.3 Enhance Personal Professional Competence			
6.4 Promote Interaction among Stakeholders			