

Off Peak TRAINING



What Do I Need to Become a PMP®

If you're an experienced project manager responsible for all aspects of project delivery, leading and directing cross-functional teams, then applying for the PMP® Exam is the right choice for you.

What you need to know first

Becoming a certified PMP® is a worthwhile exercise for a number of reasons not least the fact that having the credential can boost your salary by as much as 10% over your non-certified peers.

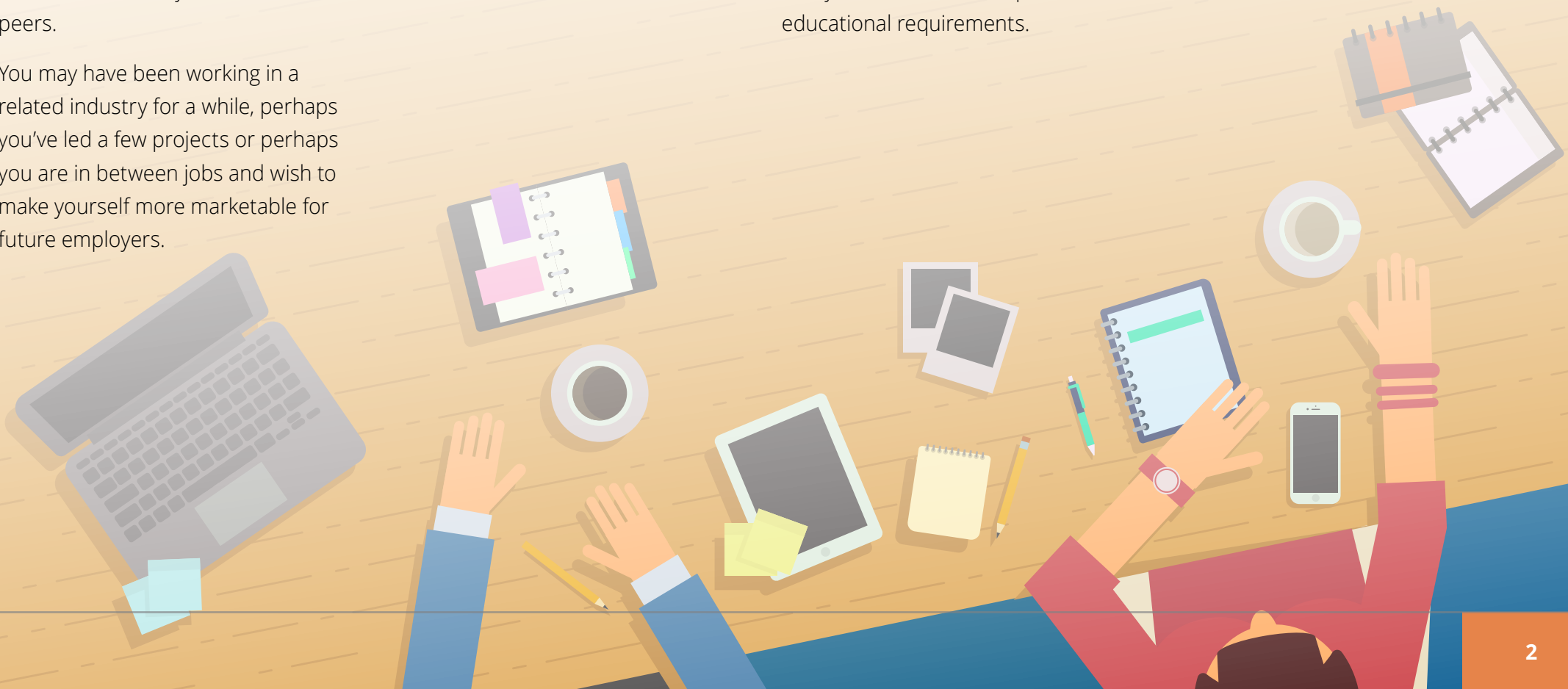
You may have been working in a related industry for a while, perhaps you've led a few projects or perhaps you are in between jobs and wish to make yourself more marketable for future employers.

Whatever the reason is, earning the PMP® credential is a great way of showing employers, colleagues and clients that you care enough to put effort into demonstrating your understanding of best practices.

How to get started

In order to sit for the PMP® exam, you must submit an application to the Project Management Institute (PMI®). In this application you must document that you have met the experience and educational requirements.

*"As a PMP®, you can work in virtually any industry, with any methodology and in any location - it is truly global" **



Experience requirements

If you have a Bachelor's Degree, or equivalent, then you must document 36 unique months of project leadership experience totaling 4,500 hours. Applicants must identify the project, a contact for verification and identify an approximation of time spent conducting pre-determined project tasks including planning, executing, or monitoring, project performance.

Those without an appropriate qualification must demonstrate a greater level of experience totaling 7,500 hours across five years.

For each process group you will be prompted with around five possible activities you may have done as a project leader. You will need to enter the number of hours you spent on each.

Determine the total project hours by multiplying the total project months by project work hours per month. For instance: a 12 month project may have had 48 weeks of work at 40 hours per week. This estimates to approximately 1,920 hours.

Then, estimate what percentage of time you spent in each process group. Perhaps it was 10% for initiating, 25% for planning, 35% for executing, 20% for monitoring and controlling, 10% for closing. Calculate the percentage of hours per process group and then use it to distribute across the sample activities listed in the questionnaire.

For both of these requirements, only experience within the last eight years will be considered. If project management is new to you as a professional, consider other projects you may have helped with including things like volunteer work or perhaps a home remodelling.

Training requirements

Applicants must also have completed 35 hours of project management related training before submitting their application. Project management training can include topics such as requirements analysis, project scheduling or risk management. If you do not have training in these fields or you would like a thorough review, consider taking an exam preparation class such **as those offered by Off Peak Training.**



Application processing

It will most likely take five business days for your application to be processed by the PMI®. At that time you will be instructed to submit payment. The exam fee is \$405 for members of the PMI® and \$550 for non-members.

As membership of the PMI® is less than the difference in price for the first year, this should be an easy decision to make. There is also a lot of benefit to gain from being a member of the community.

After payment most applicants will be sent a registration code to schedule their exam, while others may be asked to provide further documentation of their experience via a brief audit.

Before taking the exam

The final thing to consider before sitting the exam, is to ensure you have a strong understanding of the vocabulary, the 47 different management processes and their interactions, and the input tools and techniques used in project management.

Taking practice exams from a PMI® Registered Educational Provider **such as Off Peak Training** should help you build your confidence in answering the tricky scenario-based questions you will find on exam day.

Conclusion

If you have specific questions about the application and your experience, **please contact us** to schedule a free advising session with one of our PMP® certified instructors.

When you are ready to apply, go to **www.pmi.org**. If don't feel you have the experience required, consider the **CAPM® exam**, which has no experience requirement – it is a great stepping stone to the PMP®.

We wish you the best of luck in this endeavor!

*“ According to the PMI® 2015 Pulse of the Profession study, the projects of high-performing organizations successfully meet goals two-and-a-half times more often, and these organizations waste 13 times less money than their low-performing counterparts”**

*www.pmi.org/-/media/pmi/documents/public/pdf/learning/thought-leadership/pulse/pulse-of-the-profession-2015.pdf

