



Things to Consider When Applying For The PMP® credential

The PMI® certification program is designed to ensure that all certification holders have demonstrated their competence through fair and valid measures. PMI adheres to the policies outlined in the [PMP Handbook](#) and requires all individuals who are interested in applying for the credentialing exams read their respective credential handbook in its entirety prior to completing the application.

Before you apply for the PMP® credential, please review your experience to ensure that it aligns with the certification guidelines. Projects that are documented on the application should meet the below criteria:

- Project entries represent professional work experience.
- The PMI® *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* defines a project as a temporary endeavor undertaken to create a unique product, service or result.
- Tasks documented are project tasks, and not routine, operational or administrative in nature.
- Projects are documented individually, and multiple projects are not documented as one project experience entry.
- Hours of experience are reasonable for the timeframe of the project.
- Project titles reflect the true project title, and not the candidate's role or function.
- Deliverables are documented clearly, and in each process area claimed for hours.
- The applicant is responsible for all aspects of the project for the life of the project under general supervision.

The PMP® credential is designed for practicing professional project managers who have been leading and directing cross-functional teams across all 5-domains of project management. Please refer to the current PMBOK® Guide Edition.

Description of Project Experience:

Project descriptions should be documented clearly enough for PMI to determine whether or not the projects documented truly are projects. Please note, each project must be submitted as its own individual entry and must be for a professional association/organization. Furthermore, project descriptions should consist of the following:

- A brief, one-sentence project objective
- Project deliverables summarized by process areas (Initiating, Planning, Executing, Monitoring and Controlling, and Closing - abbreviations are acceptable IN, PL, EX, MC & CL)
- A brief, one-sentence project outcome

Project descriptions should be a high level summary of the tasks you led and directed on the project. Project management experience is required in each of the domains/process areas when all projects are totaled, but not on each project.

Candidates must show deliverables by domains/process areas for all listed project experience hours and in all phases of the project experience where experience hours are listed. Please submit project descriptions that demonstrate your leadership across the below domains/process areas:

Initiating the Project:

Defining the project scope and obtaining approval from stakeholders. For example: Performed project assessment; defined the high-level scope of the project; performed key stakeholder analysis; identified and documented high-level risks, assumptions, and constraints; developed and obtained approval for the project charter.

Planning the Project:

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

Executing the Project:

Performing the work necessary to achieve the stated objectives of the project. For example: Obtained and managed project resources; executed the tasks as defined in the project plan; implemented the quality management plan; implemented approved changes according to the change management plan; implemented approved actions by following the risk management plan; maximized team performance.

Controlling and Monitoring the Project:

Monitoring project progress, managing change and risk, and communicating project status. For example: Measured project performance using appropriate tools and techniques; managed changes to the project scope, schedule, and costs; ensured that project deliverables conform to the quality standards; updated the risk register and risk response plan; assessed corrective actions on the issue register; communicated project status to stakeholders.

Closing the Project:

Finalizing all project activities, archiving documents, obtaining acceptance for deliverables, and communicating project closure. For example: Obtained final acceptance of the project deliverables; transferred the ownership of deliverables; obtained financial, legal, and administrative closure; distributed the final project report; collated lessons learned; archived project documents and materials; measured customer satisfaction.

Example Project Title & Description (for reference only):**Project Title:**

CRM Implementation Project

Description:

The objective of the project was to implement a CRM system to replace multiple legacy systems.

IN: Defined the high-level project scope. Identified project assumptions & constraints

PL: Developed the project scope statement & project schedule

EX: Obtained and managed project resources; executed the tasks as defined in the project plan

MC: Reported progress to stakeholders

CL: Developed project closing report, collated lessons learned

The implementation consolidated multiple legacy systems which increased efficiency and customer satisfaction.

Additional information regarding the application requirements can be found in the PMP® Credential [Handbook](#) and role definitions can be found in the [Exam Content Outline](#) online.

If you have any questions, please do not hesitate to contact us at Application.Audit@PMI.org.