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Project Management Institute  
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**Alaimh Website: ORGANIZATION DETAILS**

Job Title:		
Organization Name:		
Address Line 1:		
Address Line 2:		
Address Line 3:		
City:	State/Province/Territory:	Zip/Postal Code:
Country:		
Phone Number:		
Contact Name:		
Contact Relationship:		
Contact E-mail:	Contact Phone Number:	

**Alaimh Website: PROJECT DETAILS**

Planning For Project:	Starting the Project:	Executing the Project:	Controlling and Monitoring the Project:	Closing the Project:
20.00	480.00	60.00	60.00	60.00

Description:  
In the space provided below, summarize this project. The summary should include the project objectives and your role, as well as key deliverables and outcomes by Process Groups. The description should include examples of how you led and directed this project. Ensure that your description is between 300 and 550 characters. \*

Person: #4421862/Application: #2868948 Page 3 of 4 Generated: 19 Jan 2016

While it is a bit pricier than PMI's on-demand course, you are getting a lot more value from the boot camp online training. Good luck! PATH #3: Take non-ATP on-demand course If your company is not going to sponsor your PMP certification, and you have a limited budget, you can still opt for non-ATP courses and still earn 35-contact hours. For example, you can be negotiating and be closing a sales contract and used various techniques outlined in the PMBOK guide. One project does not have to cover all the domain areas, but PMI does expect that you have project leading or management experience that covers all 5 process groups. PMP application changes in 2020/2021 Please be aware that PMI made a few important changes to the PMP application in June 2020. PM Prepcast has the most highly rated PMP Exam simulator when you get savings when you buy its Elite or Elite PLUS courses and the exam simulator together. All rights reserved. I had titles like infrastructure manager and solution consultant. As long as you can document the project methodologies and your reviewer will acknowledge and approve your work (in case of an audit), you will be fine. Also, refer to PMP without Project Management title. PMI defines a project as "a temporary endeavor to create a product, service, or result." Pick projects that you manage and lead the project. According to PMP Handbook (under PMP Application and Payment section), "The experience does not necessarily have to be paid work, but it does need to be in a professional setting. Also, you can use the GAC course work to fulfill the 35 education contact hour requirement. The purpose is to craft a template that works for you and includes key information to help you identify the project description, avoiding cut & paste errors when you transfer the information to the PMP online application. This commission comes at no additional cost to you. PMP Application Template Checklist The template must have at the minimum: Obj, IN/PL/EX/MC/CL, OutcomeAdd any optional field that works for you, such as Role. The key to success for most PMP aspirants is plenty of practice to get comfortable with the PMP exam questions. If your application is audited, please refer to the PMP audit preparation, where I answer commonly asked questions and help you get through the audit. If you have similar projects, you can take what you completed, make a copy, and adjust accordingly. PMP application tips in this video, I shared the tips for PMP application and lay out the foundation on how you can write your PMP project description experience easily: In a nutshell: Prioritize and write the longest project first. You will need to obtain the contact information if they are no longer working for the company. Contact and inform your reviewer ahead of time. PM Prepcast Exam Simulator (\$149.00) For most people, including myself, plenty of practice is the best way to retain the learning and understand "PMI-ism." PM-Prepcast exam simulator is the leader and is highly rated among PMP aspirants. Activities such as school projects or planning personal events would not qualify." Yes, as long as the person is familiar with all your projects. In the case of an audit, the person will need to verify and sign your PMP application. PMP Application Experience Project Title: it should be concise and unique. Organization: Where the project was carried out. Job Title: Your job title at the organization. Functional Reporting Area: Pick a functional area most resembles your team. Organization Primary Focus: Industry that best fits your organization. Approach/Methodology: Choose from Traditional (Waterfall), Agile, or Hybrid/Project Team Size: Pick the range of team members involved in the project. Project Budget (in USD): Give your best estimate of the budget. Project Dates: Provide the start and end date of the project. You want to avoid the situation when no one can validate your application if your application is selected for a random audit. You can have a different reviewer per project. Just focus on gathering the relevant methodologies, and don't worry about editing yet. Writing the PMP application project description is where most PMP aspirants struggle and looking for assistance. We will go over the PMP application process step by step below, but in a nutshell, this is what we will cover: What are the PMP application requirements? Next - Prepare for the PMP Exam Once you complete the application, you will need to ramp up your effort in preparing for the PMP exam. You may need a study guide to help you prepare for the PMP exam. To help you write this, you can extract the project methodologies from the PMP project description reference sheet. It is okay if the jargon is related to project methodologies. Don't worry; you can always come back and make adjustments. The most challenging part for most PMP aspirants is the work experience section, where I will take a deep dive to provide tips, examples, and show how you can write the project description easily. The school you attended will dictate the number of years of project management experience needed to complete the application. You can also select "In Progress" if the project is ongoing. Project Description: Provide a high-level description that summarizes your experience and includes the project objective, role, responsibilities, and outcome. A typical response is 200 to 500 words. PATH #2: Take ATP's live virtual training course Alternatively, you can opt for live PMP boot camp online training with a live instructor and a supportive learning environment. The PMP boot camp training will typically cost between \$1000 to \$2000. A few popular ATP include PMTraining, Project Management Academy, and GreyCampus. Or you can check out the ATP comparison chart side by side. There are several pieces to the application that you will need to complete before you can submit it for PMI's approval. You will get a \$79 bundle savings with the Elite package. This is the core of your project description. Prepare for PMP Application Audit (just in case) While the application no longer asks you to include who will review your application when your application is audited, it will be a good idea to plan ahead. However, I will focus my attention on the PMP Application Experience section. PMI will automatically discount the overlap when aggregating the month of your work experience. PMP Application Academic Education PMP Application Academic Education Academic Education is straightforward. Don't worry, it's not as hard as it seems, and you will be writing like a pro shortly. Completing the PMP application is the first step in the PMP Certification process. Make the necessary adjustment to make your PMP application project description flow better and reflects your project. As one of the PMP application requirements, the PMP aspirant must complete relevant professional education in project management. Additional \$35 off the regular price of \$349.00 Includes PMP Exam simulator (\$79 savings) Discounted price: \$314.00 Sales Date: 01 May 2022 to 31 May 2022 Coupon code: May22 PM Prepcast Elite PLUS (\$389) The PM Prepcast Elite Plus includes everything in the Elite package, plus the PM StudyCoach Guidebooks, and the PM Formula Guides. Learn more about PMI GAC for Project Management Education Program. Simply extract the methodologies that are applicable to your project and place them under the appropriate domain group in the template you created. To get started with your application, simply navigate to Project Management Professional (PMP) page, and you will be greeted with "Apply for PMP Certification." You will need to complete and submit the PMP application online. Step 3.3: Write the objective and outcome. If your status shows you are eligible to take the PMP exam and the clock starts ticking from the 1-year mark, it's almost for certain you pass the PMP application process. How to check PMP application status You can check your latest PMP application status from your dashboard on PMI. You should select projects that you took a leadership role and managed the project, not just a participant or coordinator role. A Do I have to use domain groups (IN, PL, EX, MC, CL) in the descriptions? Last Updated on May 5, 2022 by andrewshh Are you looking for help with the PMP application? PMI's definition's project is a temporary endeavor to create a unique product, service, or result. If they are different projects, you should write a project description for each of them. Writing many project descriptions can sound tedious (and it is), but you can copy and paste to create more project descriptions quickly and simply make small adjustments for those similar projects. Process FAQ PMI requires all candidates to satisfy the requirements before taking the PMP exam. In summary, here are the minimum requirements, depending on if you have a 4-year college degree or not. PMP Application Overlapping Projects If you have projects that overlap the timeline, you should still write a separate PMP application experience for each project. All of the above are fine and none issues. You can have as many projects as you want, as long and as short as you want. Obviously, to save your time, I would recommend write project descriptions with the longest duration until you fulfill the minimum 3-year or 5-year requirement depending on your educational background. It's perfectly fine to have gaps, leave out the smaller projects, and omit the overlapping projects; this is not a resume/cv so it's perfectly fine to have gaps if this was your concern. It would be best to choose someone familiar with your project, and mostly this person will be your direct manager or your colleague. It is also a good idea to have a backup person in mind. Many of the most reputable training providers are now ATP. Completing the application can be daunting and confusing, especially when going through the process for the first (and hopefully the only) time. PMI provided the PMP application tips and stated the following: 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 PMP Application Template Objective: Initiating; Planning; Executing; Monitoring & Controlling; Closing; Outcome. You may also include your "Role" (typically placed under the "Objective") for the project. The training style is engaging and easy to understand. It may look a bit overwhelming writing such a long project description for each of your PMP application experiences. While the job title doesn't matter, you will need to be able to demonstrate the following with your work experience. According to PMBOK guide: Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project. Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and resources. Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables. To accompany the on-demand learning, you will need to invest in a quality PMP exam simulator such as PM-Prepcast (Check the latest coupon code) which is highly recommended on Reddit by PMP aspirants who pass the PMP Exam. Most of the PMP aspirants will write up several projects to meet the 3-year project management experience qualification. You will need to have at least one project that covers all 5 domain groups, or you can have multiple projects in order to complete the coverage of 5 domain groups. PMI wants to see you have experience from initiating to closing the project, regardless of the number of the projects you do. You also need to have enough project experience to satisfy the minimum requirement. Most ATP may sweeten the boot camp training package by including the PMP exam simulator, study material, PMP application assistance, or exam-pass guarantee. The samples are only meant to provide guidance, and you should not copy word for word from the samples. The Global Accreditation Center (GAC) for Project Management Education Programs is an independent academic accreditation body with project management and related programs at the bachelor's, master's and doctoral levels. Once you submit the application, you will not be able to change it at all. If you want to change it after you submit the application, the only thing the audit team can do is reject your application, and you will need to complete the whole application again. However, you should avoid using technical jargon and abbreviations only known to experts in your industry or company. Here are a few key changes: PMI removed the 4500 (or 7500 without a 4-year college degree) hours of project management experience as part of the requirement. PMI no longer restricts project description to 550 characters. If you are willing to share your project description or have a general question related to the PMP application that may benefit other PMP aspirants, feel free to comment below. The plugin will help you earn cashback at many other online retail stores such as Target, Microsoft, Dell, Disney+, and many more. Among all the tools and resource out there, the number one tool I would strongly recommend is getting a Premium Exam Simulator to help you prepare for the exam. Keep in mind that once you begin the PMP online application, you will have 90 days to complete it. For the next step, we will just use the PMP application template above – those are the essential elements for each of the project descriptions. Let's get started! Disclaimer: PM-Prepcast, Udemy, and Rakuten are affiliate links, which means that if you choose to make a purchase, I may earn a commission. What is 35 contact hours for PMP? What really matters is whether you have spent time leading, managing, or directing projects, and you do not need to have a Project Management job title in order to qualify for the work experience; it is what you do that matters. If you have PMP experience, but do not have a Project Management title, this article may help. PMP application audit The majority of the applicants will not have to do the audit so I will not include this information here. Give your contact a heads up that you are working on PMP certification, and you may need him or her to validate your project(s). Submit, review, check status, and audit the PMP application: We will cover things to watch for during the final steps of the application process. You can access the directory of GAC. By far, this is the most popular option amongst PMP aspirants, and Udemy offers top-rated courses at a very affordable price from amazing instructors. However, to be absolutely sure, you should contact PMI to verify the status. On the third and final step of your PMP application, you will need to provide your personal details, contact information, and exam preference. Page 4. If you have a 4-year college degree, you will need to demonstrate you have at least 3 years of project management experience. Very simple. While you need to have project management experience, you do not need to have a project management title. When I applied for my PMP, none of my titles was project management-related. Keep it concise and to the point. Udemy often offers deep discounts and the prices do fluctuate frequently without notice, please use the link to find the latest discount price. PMP Application Professional Education Professional Education for PMP Application What is Professional Education for PMP Application? You will be glad to know that PMI actually simplified the application. You know about prioritizing and picking the longer projects first. The Prepcast Basic is a self-paced set of recorded video lessons that satisfies 35 contact hour requirements and can be accessed online or downloaded to a mobile device such as laptops, tablets, or smartphones using a podcast app. PMI rolled out Authorized Training Partner (A.T.P.) in 2021. Moreover, the simulator added additional 100 Agile/Hybrid questions recently for a total of over 2280 questions. There are many useful features and also a dashboard to help you track progress and spot weakness. A Do I need to have a project management job title? Check Price for Andrew Ramadala's Course PMP Exam Prep Seminar by Joseph Phillips PRICE: 109.99 Joseph Phillips' PMP Exam Prep Course Joseph Phillips Exam Prep course is another course that is highly recommended among PMP aspirants. Once you complete the 35 contact hours of training, you will receive the certificate of completion from your training provider, and you can enter your training information. It's a good idea to make sure your contact information is still valid. You need to make sure you meet the minimum requirements before committing time and resources to PMP certification. Complete the PMP application: You will learn the tips, resources, and find examples to show you how to fill out the application easily. PMP application experience FAQ Here are a few commonly asked questions about how to fill out PMP application experience. You may also be aware of the Professional Development Unit (PDU). PMI delineates the professional management learning before and after PMP certification; the project management training before the PMP certification is called the contact hour and PDU after earning the PMP certification. The work experience can be any of the process groups (Initiate, Plan, Execute, Monitor/Control, Close). However, you should avoid jargon only known in your industry or company. PATH #4: Take non-ATP on-demand course with exam simulator discount package Another popular option is to take advantage of the discount when buying the on-demand course and the PMP exam simulator together. Project Management Experience Project Management Education Secondary degree (high school diploma, associate's degree or global equivalent) Minimum five years/60 months unique non-overlapping professional project management experience\* 35 contact hours of formal education unless you are an active CAPM holder \*Leading and directing the project as identified with the tasks, knowledge, and skills specifically in the Project Management Professional Examination Content Outline. If not, it will take up to 5 business days for PMI to review your application. PMI is looking for project methodologies that you utilized in the project. Designate a reviewer per project. It will minimize the number of projects you have to write. Utilizing the checklist and tips provided by PMI. Project Selection Checklist Before we wrap up this step, here is the checklist: You have a list of projects enough to cover the minimum work experience requirements, discounting the months for overlapping projects. You have validated contact information for your reviewers and give your reviews a heads up. The projects are not operations. If you prefer to keep all the key information in one place, you may also include the title of the project, organization, start/end month/year, a reviewer for the project, etc. PMP Certification Exam Prep by Andrew Ramdayal's PMP course has emerged as the favorite Udemy course amongst PMP aspirants. We will go over the process and provide you with tips and examples to help you complete the PMP application. I recommend using the domain groups in your project description for a number of reasons: (1) It's recommended by PMI. (2) If you don't do it, you increase your likelihood of getting your PMP application rejected. Make sure you understand the difference between a project and an operation. The exam simulator has been updated for PMBOK 7 with 4 full exams for realistic exam experience and detailed answer keys. To help you write your own project description, I will organize the information as follows: Show you the PMP application examples. Offer PMP application tips 3 Steps to writing your own project description easily. Help you pick the projects and with a few more tips Give you a PMP Application template The resource to help you write the PMP application project description. PMP application experience FAQ PMP Application Examples Here are two examples of PMP Application project descriptions. One contact hour is equivalent to 60 minutes of qualified project management training. Completing 35 contact hours is required for completing the application and applying for PMP certification. For example, by include the name of different stakeholders, clients, or products. You can also easily include different tools & techniques for different projects. A What qualifies as PMP experience? Step 1: Pick the projects to write The first step is to organize your projects and timeline as shown in the video and decide which projects to document on the application. Lastly - If You Need More Help If you are still stuck or want me to review your project description or have specific questions, you can reach out to me with your project description. Please use the contact form. Checkout Prepcast Courses Once you complete the academic & professional education, the next step is to complete the experience section. We will use this template for each of your PMP application experiences. Review & Submit PMP Application You put in a lot of effort in filling out the PMP application and probably cannot wait to submit the application. PM Prepcast Elite (\$349) \$314 In addition to the on-demand training lessons, this package gives you 90-day access to the highly-rated PMP Exam Simulator so you can practice what you have learned. You can find the review for the popular PMP study guides and a list of PMI's published book references with this PMP book resource. The A.T.P. can no longer provide their on-demand course as a result of this change. Step 3.2: Write IN/PL/EX/MC/CL. I collected the verbiage in the PMP project description reference sheet in one place to make it easier for you. This is the least popular path because it's pricy with the least value. PMP application requirements FAQ A What is GAC Accredited Program? The role may be useful if your job title and function do not appear to be project management-related, and you want to offer a brief explanation. If not, you can always go back and repeat the steps to write another project description. I would suggest that you take a break to free up your mind and then download and review your entire application. Check for accuracy and make sure there are no cut & paste errors before you click on the Submit button. Also, if you are not sure if you have accumulated enough contact hours from schools and employment training, this affordable course can be a great "Plan B" option. Copyright 2000-2021 Project Management Institute Inc. The course also included 400 exam-like questions. Write a brief statement for your project objective and its outcome. How to get 35 contact hours for PMP Application Professional Education? This is the most difficult part of the application, so take the time necessary to carefully and thoroughly complete the experience section. PMI offers PMP application tips and a checklist to help you complete the application. Leverage the verbiage of project methodologies and other sources that already PMI provided. The students find the "project manager mindset" section very helpful for learning to pick the right choice on the exam. Learn more about the PMP exam change in 2020/2021. PMI provided this checklist that you use to validate your application. The total cost for the on-demand course, PMP Exam Simulator, and a study guide will be around \$950, not too far off from taking the boot camp course. PMI allowed CAPM holders to waive the 35 contact hour requirement. PMI introduced a new path for PMP candidates with GAC accredited programs with only 2-year work experience. ATP program rollout in 2021. In 2021, there is also a change in how PMP aspirants can earn the 35 contact hours required for PMP certification. Check PMP Application Status PMP application review time After you submit the application, you will find out within a few minutes if your application is selected for a random audit. PMI will not reject your PMP application because all your projects and project descriptions are similar. However, I would suggest at least vary the objective to make the project unique. Unless you have prior project management training that satisfies the 35 contact hour requirement, PMP aspirants will follow one of the four paths to earn 35 contact hours and prepare for the PMP Exam: PATH #1: Take PMI's on-demand course If you prefer the official on-demand course, PMI is the provider that offers the official on-demand PMP course. The cost of the on-demand course is \$699 for PMI members and \$799 for non-members. Here are additional considerations when you pick the projects: Make sure what you write is a project, not an operation. PMI will be the official provider of the on-demand PMP course, and ATP will provide live classes to teach the course material provided by PMI. PMP application example #1 PMP application example #2 If you need more inspiration and samples, you can find more examples under the comment section of the Complete Guide for PMP Project Description. You will get a \$117 bundle savings with the Elite PLUS package. Read the full PM-Prepcast review. Most of the PMP candidates have a 4-year college degree and thus require 3-year project management experience and completion of 35-contact hours. If you are a graduate of a GAC accredited degree program you will receive a 12-month credit towards the work experience requirement. This appears to be a common issue that impacts quite a few PMP aspirants. Completing new PMI PMP Application There are 3-parts to filling out the application Academic & Professional Education Work Experience Exam Details We will go over each of the sections in order. Simply complete it with the school you attended. A total of 35 contact hours of project management training must be completed and verified. This article is here to provide you with PMP application assistance and walk you through the PMP application process step by step. Keep in mind that the purpose of writing the project description is not for PMI to understand your projects; the purpose is to demonstrate that you leveraged project methodologies for completing your project. Now it is time to read what you have put together and to do the editing. One of the common work experience questions is whether you need to have a project management job title in order to qualify for the work experience. Congratulations! You just completed your first project description for your application. Check Price for Joseph Phillips' Course Extra savings with Rakuten Do you know you can save extra money when buying courses on Udemy? While promotion can vary from time to time, you can get on average 7.5% extra cashback when you install the free Rakuten browser plugin and activate the saving when you shop on Udemy. Please review the full affiliate disclaimer. PMP Application Process Process Overview The chart below from PMP Handbook shows the overall flow of the PMP Certification process: Source: PMI PMP Handbook. The instructor is knowledgeable and the course is well organized. (3) It makes the audit committee's job easier for reviewing your application if your application is audited.

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