



## 12 Steps for becoming a PMP® Certified

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Hello,

My name is Sriram and I am a certified PMP® and got certified in 2008 and since then, I've helped many PMP® exam takers with my PMP® study guides, tips, techniques etc.

Preparing for the PMP® exam not only requires attending contact classes, reading the PMBOK® guide and so on, but also requires to know certain underlying facts and information which will greatly enhance your success in the exam.

This short guide gives you 12 important steps which will help you first of all in understanding all about the PMP® exam, certain basics which you must perform before you sign up for the final exam.

All these steps are devised by our PMP® exam certified team and we sincerely hope that these tips help you in your preparation to a great deal.

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# Step 1

## Read the PMP® exam credentials handbook

Why should I read the PMP® exam credentials handbook?

Well, because to understand about the whole process of the PMP® exam. This is a lengthy document of about 50 pages and we recommend that you read all the pages of the document. However some of the sections like PMP® eligibility requirements, completing online application, fee structure, and audit process are to be read without fail.

This document can be accessed from the below location.

[http://www.pmi.org/~media/PDF/Certifications/pdc\\_pmphandbook.ashx](http://www.pmi.org/~media/PDF/Certifications/pdc_pmphandbook.ashx)

(Please make sure to access the correct location, just in case the location is changed by the PMI).

# Step 2

## Know the top 10 Reasons for Earning a PMI Credential

Another equally important document which you must read is the **Top 10 Reasons for Earning a PMI Credential**.

This section answers some of the very obvious questions like “**Why you need to become a PMP® certified**”. This section will help you to understand the importance and the value of the PMP® certification and we are sure that this will induce your interest towards your certification journey.

This section can be accessed from the below location.

<http://www.pmi.org/Certification/Top-Ten-Reasons-for-Earning-a-PMI-Credential.aspx>

(Again, please make sure to access the correct location, just in case the location is changed by the PMI).

# Step 3

## Understand the eligibility criteria

Are you eligible to appear for the PMP® exam?

Again the answer is in the PMP® credentials handbook. It is quite simple to find out your eligibility for the PMP® exam. The below table will help you to access your eligibility.

Do you have?	Requirement
High-School Diploma	Minimum of five years (60 months) of unique, non-overlapping* professional project management experience of which at least 7,500 hours must have been spent leading and directing project tasks.
An Associate's Degree or the global equivalent of these	-----Do-----
Bachelor's Degree or its equivalent in your country	Must have a minimum of three years (36 months) of unique, non-overlapping professional project management experience of which at least 4,500 hours must have been spent leading and directing project tasks.

\*Non-overlapping means that if you've managed two projects, say in the year 2010, then that only counts only as 12 months and not as 24 months.

In both cases, you must also show that you have had 35 "contact hours" of project management training. The good news is that all project management related training from your whole life counts. So if you are 30 years old and you took a 2-day PM class when you were 21 years old, then you already have 16 contact hours.

Also many PMI® certified REPs (Registered Educational Practitioners) offer you 35 contact hours. Please know your REPs in your local area who offer these contact hours.

# Step 4

## Become a PMI Member & Member of your local PMI Chapter

Why should I become a member of PMI?

It's for the benefits which you get, both financially and through professional contacts.

Financially as a member, you get a considerable discount on the fee when you sign up for the PMP® exam, and also you will receive a free copy of the PMBOK® guide.

You can save quite good money by becoming a member of the PMI.

Secondly, by becoming a member of your local PMI chapter, you have opportunities to attend PMP preparatory workshops, attend monthly PMP chapter meetings, meet your local PMI chapter members and PMP® certified people who can share their PMP® exam experiences. You can also ask any questions related to the PMP® exam and they will be quite pleased to answer all your queries. You can also meet your fellow PMP® aspirants like you and you can also form a study group which will be real fun and offer great benefits. So we highly recommend you to become a PMI member and also a PMI chapter member of your area.

## Step 5

### **Commit yourself by signing up**

Most of us are influenced by Parkinson's Law. Many of us right from our school days doesn't bother to prepare until you suddenly know that your exam is say 2 just months away. The same is the case while preparing for the PMP® exam.

So have a definite plan. Sign up for the exam first by filling out the application form. Once your application is approved by the PMI, you'll receive a communication from them. Once you've received the communication from PMI, chose a convenient date for your exam. Then your study progress chart will show an upward trend which is a good sign. The PMI doesn't conduct the test themselves. Instead, they use the Prometric, a testing company with testing centers around the world and you are required to visit <http://www.prometric.com> and find suitable dates for your PMP® exam.

## Step 6

### **Read the PMBOK® guide**

Your official guide for the PMP® exam is the Project Management Body of Knowledge, shortly called as the PMBOK® guide. There is no substitute for this. You get almost 75 to 80% of your questions from the PMBOK® guide. So it is highly recommended that you study this guide – 1<sup>st</sup> page to last page, at least twice.

## Step 7

### Other PMP® preparatory books

As always, there are many books for the PMP® exam out there in the market. While reading the PMBOK® guide is a must, there is also a flip side of this guide. The PMBOK® guide is so “dry” and you may want to refer to other study materials to understand what the PMBOK® is trying to convey. At the same time, we recommend you not to refer too many books as this will lead to some sort of confusion especially for those who are new to the Project Management. So choose the right kind of book and refer them along with your PMBOK® guide.

## Step 8

### Attend PMP® workshops

There are many institutions (REPs) who offer contact classes/workshops for the PMP® exam preparation. Your PMI local chapter also offers workshops. Visit your local PMI local chapter and find out about these workshops. It's better to attend these workshops as you'll have someone experienced in PMP® training conducting these workshops and it will be interactive in nature. You can get answers to some of the “dry” and difficult sections of the PMBOK® guide like the EVM in these workshops. So attend these workshops and get benefited.

## Step 9

### Have a study plan

Do you remember that you studied for your school exams with a time-table chart? Let's follow the same style while preparing for the PMP® exam. Have a simple study plan and follow it without any deviation. Also allot a time period for each knowledge area, hours of time to be spent each day. Use placeholders for time-offs and vacations. You don't have to search though for the study plan. Just a simple XLS worksheet will serve as a study plan for you. Be sure to include the following points on your study plan for each knowledge area.

- *Name of the knowledge area selected to study*
- *Start date*
- *Expected end date*
- *Break hours/days during the study*
- *Number of questions taken in the KA*
- *Number of questions answered correctly in the KA*
- *Reason for wrong answers in the KA*
- *Your strength on the KA (Use a simple scale of 1 to 10, 10 being the highest, 1 the lowest)*
- *Percentage scored in each KA*
- *Any other points which you want to add*

## Step 10

### Try as many sample questions as you can

After performing step 6 (Reading the PMBOK® guide twice), your next course of action should be to answer as many sample questions as possible. The more you answer the sample questions, the better will be your confidence level.

Now, the next question is, where do I get these sample questions?

There are many free sites which offer sample questions with varied nature of complexity. The list of free sites are given in our web-site <http://www.pmplessons4you.com> in our FAQ section.

There are also paid questions available. The difference between the free and the paid ones is the manner in which they project the questions. The paid questions will offer a real PMP® exam simulation and you can have a feel of the real exam.

But to start with, we suggest you to try with free samples.

## Step 11

### Take the exam positively

It's the big day, the exam day. You've done all the hard work and made sure you are perfect enough in all aspects to take the exam. But here are few minor points which you don't want to ignore.

- As far as possible, try to take the exam in the morning session as you feel fresh in the mornings.
- Have a good sleep the night before the exam.
- Have a good breakfast before you leave for the Prometric center.

- Make sure you have all the necessary things which you must carry to the Prometric center.
- Be present in the Prometric center at least half an hour before the exam.
- Once you are in front of the computer allotted to you, read all the instructions carefully without skipping even a word.
- Start the exam and you will know the result immediately once you press the Finish button. **ALL THE BEST FOR YOU.**

## Step 12

### What next after certified PMP®?

There is every reason to celebrate your victory. So first celebrate with your family, friends, office mates. Also please remember that the PMP® certification is not for life, but it is for only 3 year period. You must accumulate 60 PDUs (Professional Development Units) for every 3 years to keep your certification active. There are many ways to obtain these PDUs. By attending your PMI local chapter meetings, by volunteering, attending seminars, giving lectures etc. Please refer <http://www.pmi.org/Certification/Maintain-Your-Credential.aspx> to know more about maintaining your PMP® credentials.

And that's it. We have come to the end of 12 steps for becoming a PMP® certified. Please note that the above steps are only based on our experts experience and you may tend to differ in your views. In any case, we sincerely hope that you get benefited by our 12 steps and get yourself the PMP® certification tag.

**All the best for your PMP® exam.**