Your PMP® Application Checklist

Please keep this information in mind as you complete your application! Remember to run through the points below to make sure you have everything covered.

☑ **My project entries represent professional project work experience only. I haven't included experience such as the following examples, which are not acceptable:**

- My own personal wedding
- Academic research for a degree-granting program
- Creation of a newsletter
- Home improvement project

☑ **All of the projects I've included are listed individually. I have not listed multiple projects as one entry.**

☑ **I've included the true title of the project or basic descriptor of the project purpose, not my role on the project, in the title field.**

- *Example: CRM Implementation Project*

☑ **Each of my project descriptions are high level summaries of the project in total:**

- A brief, one or two sentence project objective describing the purpose or goalof the project.
  Example: The objective of the project was to implement a CRM system to replace multiple legacy systems.
- A summary of the final project deliverables.
  Example: Presented end-to-end functionality and received client sign off approval.

☑ **My project entries do not include routine, operational, or administrative tasks and responsibilities.**

☑ **I have accurately indicated the number of team members who participated in this project and the budget for the project.**

☑ **If I am selected for the PMI audit process, I am able to obtain proper verification for the project experience listed in my application.**