

APPLICATION EXAMPLE – PMP 2021

MEMBERSHIP

Go to www.PMI.org and become a PMI member. The fee is \$139 for the first year, and it is worth it because you will only pay the member price for the exam, and you will be able to download PMBoK and the PMI Agile Practice Guide for free. PMI reserves the right to change the fees, so it is possible that the pricing changes during the year. Once you are a PMI member you then can start the application online (certifications section on the website)

PROJECT MANAGEMENT EDUCATION

WWW.CERT247.COM

Gain 35 hours of formal project management contact training. The CERT247 Program provides this. If you have taken a project management course in the past, you can use it for the 35 hours. Otherwise, you can take a PMP course for the 35 hours and submit the application after the training.

PROJECT MANAGEMENT EXPERIENCE

If you have a university or college degree you need 36 non overlapping months over the past 8 years. Without a university or college degree you need 60 non-overlapping months

EXPERIENCE WORDING EXAMPLE

You will need a 200-500-word description of each project. The descriptions must include project objective and outcome, deliverables (project deliverables), & your role as project manager. Agile projects count too. If you find it useful, you can still group your experience by process groups (i.e., initiation, planning, etc. however, it is not a requirement to do so).

Job Title: Senior Coordinator

Project: Call Centre implementation

The objective of the project was to implement a new customer call centre software. The expected outcome was to increase productivity of agents by 20% and increase call capacity. I led a team of 6 internal team members and 2 contractors. I was responsible to lead the team from start to finish. The deliverables included the software selection, design and configuration, pilots and several versions, end user training, and transition into support. The project used the company's own project management methodology which was a combination of Prince2 and PMBoK processes. The initiation and planning stage included assessing the business case, updating the benefit statements, and developing the project plan with the budget, scope, and schedule baselines. I managed and engaged internal and external stakeholders during the project. Most of the challenges we faced in execution were related to lack of fully dedicated resources as well as frequently changing requirements. Additional challenges were encountered because the contractor resources were offshore and there were some language barriers. After 4 months, the first version of the new software was implemented in the Australian branches. Based on the feedback, additional roll outs will be planned. The project closed after we trained the support team and trained the users. While I was no involved post-project, the organization continued to track benefits realization.