

PROJECT MANAGER'S

PMP EXAM PREP GUIDE

PREMIUM

Section 1

**Becoming a PMP
How and where to start**

Brought to you by pm.Plus



ProjectManagement.Plus

Powered by OnlinePMCourses



Online PM Courses
Build Your Project Career

OnlinePMCourses.com

Contents

BECOMING A PMP HOW AND WHERE TO START	1
CONTENTS	2
INTRODUCTION:	3
WHERE TO START?	4
SET UP YOUR LEARNING ENVIRONMENT!	5
GET YOUR STUDY MATERIALS!	6
TAKE IT LIKE A PRO!	23
DEVELOP YOUR LEARNING STRATEGY!	27
PRACTICE, PRACTICE, PRACTICE – IS THE KEY!	30
FEATURED PMP EXAM LESSONS LEARNED ...	32
... from Bryan Henry, PMP	32
... from Thian Fernandes, PMP	34
WHAT NEXT?	36

Introduction:

Welcome to the **Project Managers PMP Exam Prep Guide**.

This document is the first section of 14 sections. Together, they will act as a **'red line'** to guide you through the sometimes confusing and overwhelming PMP jungle.

So please be sure to read and study all the topics thoroughly.

Navigating your PMP Exam Prep Guide

In your Exam Prep Guide, will see some special symbols.

We have chosen these to highlight particular important information.

Do look out for:

-  Important Advice
-  Caution
-  Checklist/to-do list
-  Handy Hint
-  Book recommendation
-  Web link

Where to start?

Many aspiring PMPs are searching for information and help on the internet. And the vast load of information you will find can easily overwhelm you. You could quickly become lost and not even know where to start with all that.

Our recommendation is to start by **reading some essential information** to lay the basis for your successful PMP certification.

We often wonder how many aspiring PMPs, and even PMP credential holders, have never read the PMP Handbook, for instance.

The information in the following documents is essential for filling your PMP application, so we recommend starting here...



Read PMP® Handbook & Documents

- Read pages 1-25 of the **PMP® Handbook from PMI®**. The PMP® Handbook is also known as the PMP® Credentials Handbook.

 http://www.pmi.org/certification/~media/pdf/certifications/pdc_pmphandbook.ashx

- Read **PMP® Examination Content Outline** which gives you an overview of what you will be tested on during the 4-hour PMP® Exam. After reading this you will know exactly which areas to focus on during your studies, and you also do know the vocabulary to use while filling out your PMP application:

 <https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/project-management-professional-exam-outline.pdf>

- Ensure that you are **eligible**

You can find the eligibility criteria in the PMP® Handbook, which you have just read. Make sure that you meet them!

-  Also please refer to the following guide to kick off your preparations:

The Complete Guide To “How To Get PMP Certification”

 <http://goo.gl/umrz68>

Set up your learning environment!

You need breaks!

Define (at least) one day a week where you definitely will **not do** any learning. Sometimes you need to clear your head, and breaks are healthy. Since most aspiring PMPs do work to prepare alongside their day job, it should mostly be a weekday, because at weekends you will have more time to learn.

- My weekly day off is on _____ (insert weekday)

You need a learning place!

- Designate a “**study Location**” in your home, which you will use for the duration of your PMP® Exam studies
- Ensure that there is sufficient lighting
 - Ensure that there is sufficient fresh air
 - Ensure that you can close all doors to be on your own for uninterrupted studying
 - If there is a phone in that room then move it elsewhere for now
 - Tell your family not to disturb you when you are at this location
- Get a commitment from your family and friends to support your preparation efforts. It will be a long and hard time for all of you because you have to spend more or less all of your spare time on learning. Your family members and your friends need to understand that so that they can support you.

Get your study materials!

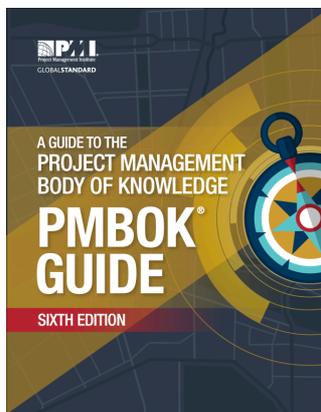
★ **We believe there are some study materials you must have.**

Well, we are all individuals, and so our learning behaviors and preferences are also individual. There is a lot of study materials available out there – either free or paid – and you have to figure out which ones are best for your personal learning preferences.

But there are some materials that **we** think are **mandatory**:

You must have the actual PMBOK® Guide Edition

[PMBOK® Guide 6th Edition](#) is the valid edition for 2018 PMP exam version (exam has changed on 26th of March in 2018 based on the 6th edition of the PMBoK Guide!).



A Guide to the [Project Management Body of Knowledge \(PMBOK® Guide\) – Sixth Edition](#) is the latest version of this leading global resource for project managers. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate into project settings. Other content enhancements include more

emphasis on strategic and business knowledge, including discussion of project management business documents, and information on the PMI Talent Triangle® and the essential skills for success in today's market.

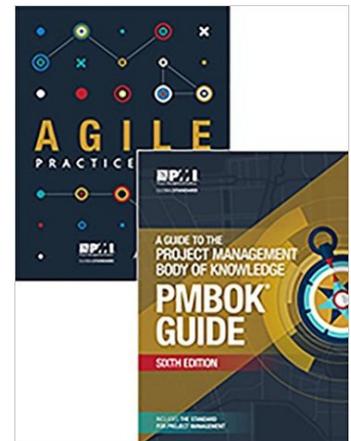


Also new is the [Agile Practice Guide](#). Together, these publications deliver comprehensive information on key project delivery approaches—predictive, agile, and hybrid.

As a PMI Member you can download the new guides from the PMI website; here are the links to the download pages where you have to login and then scroll to the bottom of the pages where you find the download option.

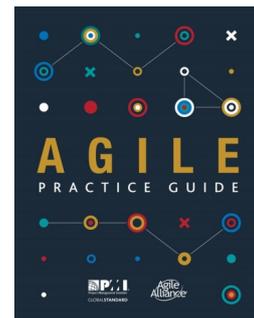
Note: The PMBoK Guide download comes in companion with the Agile Practice Guide!

[Download PMBOK® Guide – Sixth Edition](#)



[Download here!](#)

[Download Agile Practice Guide](#)

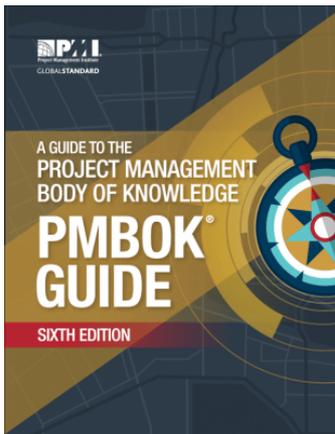


[Download here!](#)

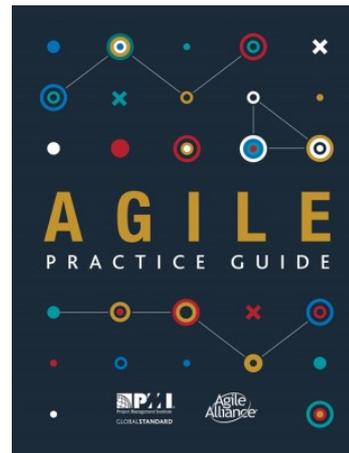
If you are not a PMI Member yet, you need to order the paper version of the books at Amazon for instance:

[Order PMBOK® Guide – Sixth Edition now!](#)

[Order Agile Practice Guide](#)



[Order now!](#)



[Order now!](#)

Knowledge Areas for Project Management

For further information about the [PMBOK® Guide 6th Edition](#) and its content, please refer to the following guide:



[**PMBOK Guide: Knowledge Areas for Project Management Process Groups and Processes - The Complete Guide**](#)



<http://goo.gl/l2Eusc>



Note: As a PMI member you will have access to the virtual (PDF) version of the relevant PMBoK Guide edition without any additional cost!

This is just one (of many) good reasons to become a PMI Member (at least for one year). Another one is the discount you will get as a PMI member on your PMP exam fee!

These two reasons alone justify becoming a PMI member (from a financial perspective).

In section 3 of our course, you will find some more reasons for becoming a PMI member.

You must have at least one good PMP® Exam Prep Book

In addition to the actual [PMBOK® Guide 6th Edition](#), you should have at least one, or maybe even two, exam prep books. We do not recommend using more than two prep books; this could be kind of confusing and counterproductive.

There is a bunch of PMP exam prep books available out there, and most of them are good. Some are great. Which one is best for you depends on your personal learning preferences!

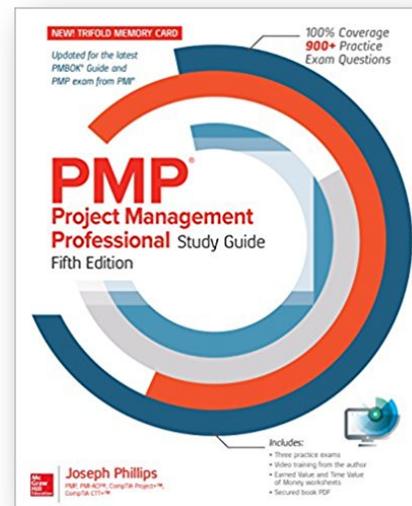
Based on our experience we would like to recommend a **combination of the following two books**. (Updated!):

PMP Project Management Professional Study Guide

By Joseph Phillips, PMP

 <https://goo.gl/pd1Sj7>

This is completely updated for the PMBOK, Sixth Edition



Your PMP examination is based largely on the PMBOK Guide. As mentioned, the PMBOK Guide is not a study guide; this book is. The following explains what this book will do for you:

- ✓ Cover all of the objectives as set by PMI for the PMP examination
- ✓ Focus only on exam objectives
- ✓ Prep you to pass the PMP exam, not just take it
- ✓ Encapsulate exam essentials for each exam objective
- ✓ Offer 950 PMP total practice questions
- ✓ Serve as a handy project management reference guide
- ✓ Not be boring

Every chapter in this book correlates to a chapter in the PMBOK Guide. If you have a copy of the PMBOK Guide, blow the dust off it and flip through its 13 chapters. Now flip through this book, and you'll see that it covers the same 13 chapters in the same order. And there's a magical Chapter 14. Okay, it's not magical, but it explains in detail the Code of Ethics and Professional Conduct, which is a major exam objective. Chapter 14 covers leadership, motivation, and how to balance stakeholder interests. Chapter 14 also introduces the concept of project priorities and dealing with cultural issues.

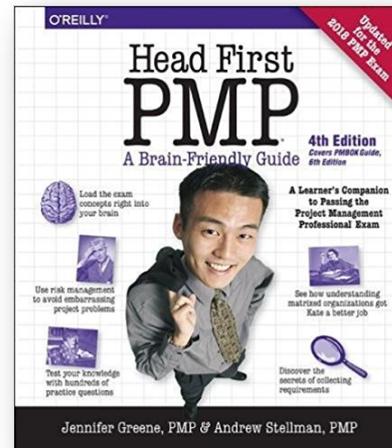
Each chapter is full of exciting, action-packed, and riveting information. Well, that's true if you find the PMP exam exciting, action-packed, and riveting. Anyway, each chapter covers a specific topic relevant to the PMP exam. The first 3 chapters of this book offer a big-picture view of project management, while the remaining 11 chapters are most specific to the PMP exam.

In each chapter, you'll find an "Inside the Exam" sidebar. This is what I consider to be the most important message from the chapter. At the end of the chapter, you'll find a quick summary, key terms, and a two-minute drill that recaps all the major points of the chapter. Then you'll be given a 25-question exam that's specific to that chapter.

Head First PMP

by J. Greene; A. Stellman

 <https://goo.gl/qXH3Ea>



The [Head First PMP: A Learners Companion to Passing the Project Management Professional Exam](#) offers a fresh perspective on preparing for the PMP certification exam.

Not the typical, dry PMP preparation book, this one explains the current principles and certification objectives in The PMBOK® Guide, in a clever, entertaining, and visual way, with a lot of specific examples.

Instead of simply loading yourself with heavy words and formulas to memorize, [Head First PMP](#) works with your brain, by using a very engaging, visually rich format: mental games, stories, questions, answers, and graphics.

The author uses the latest research in neurobiology, cognitive science, and learning theory to simplify the difficult 4-hour PMP exam. The multi-sensory approach makes it very easy for you to retain the information that you need for the exam.

This book will help you:

- **Pass the certification exam with flying colors.** It has a strategy on the underlying concepts that make The *PMBOK® Guide* principles more manageable to understand.
- **Learn everything you need to know for the exam.** It has one hundred percent coverage of the latest principles and certification objectives in The *PMBOK® Guide*.
- **Test yourself thoroughly and effectively.** It has hundreds of practice questions and exam strategies that will gauge your readiness to take the exam.
- **Explore the material through puzzles, games, problems, and exercises that make learning easy and entertaining.** It has all these fun and witty methods designed for you not to get bored!

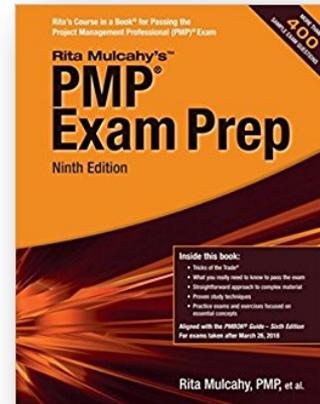
With [Head First PMP: A Learners Companion to Passing the Project Management Professional Exam](#), you can apply the principles not only to the exam but also to your everyday work life.

Of course, there are other exam prep books available ...

PMP Exam Prep Rita's Course 9th Edition

by Rita Mulcahy

 <https://amzn.to/2pJajLF>



[Rita Mulcahy's PMP Exam Prep: Rapid Learning to Pass PMI's PMP Exam - On Your First Try](#) is one of the top books recommended for project managers who want to pass the PMP Exam. Written by one of the most-respected authors in the field, this is perhaps the go-to PMP-preparation guide.

Based on The PMBOK® Guide, it contains a wealth of information on project management and the PMP exam, including questions, exercises, and tips that focus on real-life issues - all designed to help you pass the exam the first time.

The first three chapters introduce the reader to the PMP exam. The succeeding nine chapters are dedicated to each Knowledge Area of project management. The 13th chapter tackles the Professional and Social Responsibility. In short, the book covers everything you need to know to succeed and earn your PMP certification!

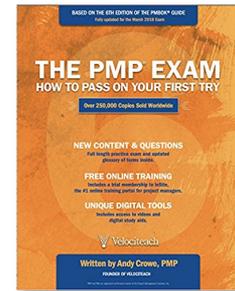
This well-known and respected PMP prep book, sometimes fondly referred to as '[Rita's book](#)' is very easy to read and understand. It is well written with illustrations of project management processes that make it all the more engaging and not boring.

This exceptional book will help you learn quickly and achieve your goal of passing PMP Exam on the first try!

The PMP Exam: How to Pass on Your First Try 6th Edition

By Andy Crowe, PMP, PgMP

 <https://goo.gl/eJAvod>



[The PMP Exam How to Pass on Your First Try](#) has become the most trusted and authoritative study guide for the Project Management Professional (PMP) certification exam.

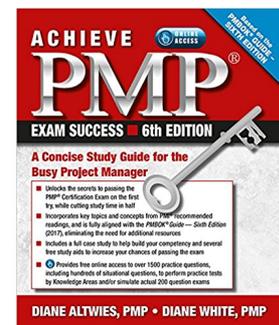
This version is updated for the latest version of the PMBOK® Guide.

This book provides all the information project managers need to prepare for the test thoroughly. Review materials cover all the processes, inputs, tools, and outputs that will be tested, and extra help is offered with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts and help candidates pass the exam on the first attempt.

Achieve PMP Exam Success

By Margaret Chu, Diane Altwies, Janice Preston

 <https://goo.gl/e2hvpz>



A good study guide doesn't just present the material; it puts an equal amount of focus on helping you to understand the material. '[Achieve PMP Exam Success](#)' is one of the best study guides available when preparing for the PMP exam.

The first chapter of the book focuses on information that is most important to those who are studying for the exam - what is the exam like. This chapter will review what to expect from the exam as well as the best strategies to use when studying and preparing for the exam. This is especially helpful for people who have not attended college courses in recent years. Those who may have forgotten how to study or how to take a multiple choice exam will find the proven study techniques that are discussed very helpful.

The remainder of the book is structured like the PMBOK® Guide. There are chapters on project management framework, project management processes as well as a chapter on each of the nine knowledge areas. The final chapter focuses on professional responsibility.

Each chapter in the book contains sample questions as well as case studies that replicate real life situations a PM is faced with. These exercises allow you to transfer the knowledge you have gained to practical examples and ensures a deeper level of understanding.

There is a post-assessment exam at the end of the book and the CD that is included contains more than 1,200 sample questions

PMP: Project Management Professional Exam Deluxe Study Guide

By Kim Heldman, PMP

 <https://goo.gl/kBnNQV>



[PMP: Project Management Professional Exam Study Guide](#) is an excellent book that will guide project managers on their way to the PMP Exam. It provides comprehensive coverage of the exam objectives, essential PMP topics, concepts, and key terms.

Your benefits are:

- Prepare you to take the PMP Exam and the CAPM Exam both offered by PMI. It covers all essential procedures and concepts from PMBOK® Guide, 5th Edition.
- Uses real-world scenarios and How This Applies to Your Current Project sidebars to fully illustrate concepts.
- Includes CD with testing software, practice exams, electronic flashcards, and over two hours of audio review.
- Serves as a valuable go-to book to keep on hand -- even after the exam.

Project managers who took the exam noted how [PMP: Project Management Professional Exam Study Guide](#) is exceptional in teaching useful information that consistently appeared on the test.



Hint: In the [premium version](#) of this program we have added a comparison tool which allows you to figure out easily which prep books might be suiting your learning preferences and behaviors best. Check it out: <https://goo.gl/1iFVXP>

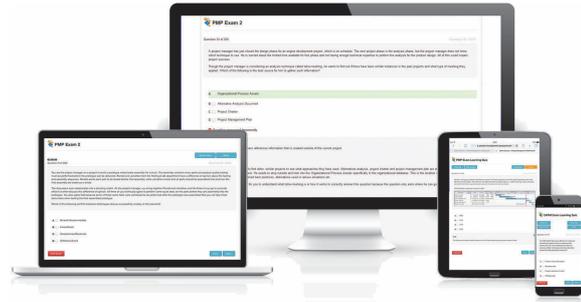
You must have access to a professional PMP® Exam Simulator

- ★ We **strongly recommend** you do as many high quality sample questions/mock exams as you can, because **practice is the key!**

Furthermore you should try to **SIMULATE the exam**. It is not an easy job to do 200 (mostly difficult and long wordy) questions in a time frame of 4 hours.

Those 4 hours could seem long. But equally, you could run out of time if you spend too long to one very difficult or complex question.

So, you should train your time management for the exam.



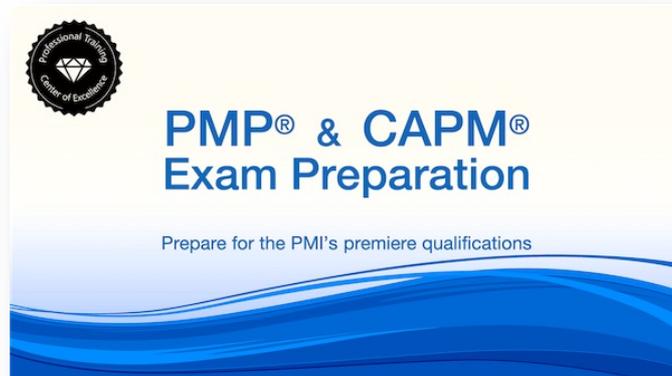
Of course you can try to do this with the tons of free sample question available on the internet. But in our experience, **a professional tool which provides you an exact simulation of exam circumstances is much better** for this.

Yes, it may take an investment. But from our point of view and, more importantly, based on our experience, this is a priceless invest in yourself!

There are some good simulators out there; based on our personal experience we would like to recommend you the following, which are great and 100% worth the money.

PMP and CAPM Exam Preparation

by unbored Training
and the Professional
Training Center of
Excellence (PTCoE)*.



The PMP and CAPM Exam Preparation program gives you:

- Equivalent to a 7-day classroom course
- 20 hours of video / 95 lessons
- Integrated flashcards to help you learn
- Contains **Exam Simulator with 1,050 questions**
- Fully compatible with PMBOK® Guide 6th Edition
- A full section about using the PMBOK Guide in Agile projects
- Certification of completion: when you finish the course
- Accredited by PMI and gives you 48 Contact hours

Best of all...

Try-before-you-buy: the first 30 units are free
You won't even need to sign-up with an email!

- 🔗 Take a look at it here: [PMP and CAPM Exam Preparation program](#)
- 🔗 To get an idea of what you can expect, please view the first 30 lessons and see just how much you love this course!
- 🔗 [No sign-up. No commitment.](#)

* PTCoE is a PMI REP (Registered Education Provider)

The PMP Exam Simulator

by Cornelius Fichtner



The PMP exam simulator by Cornelius Fichtner provides you

- 1,800+ high quality PMP questions
- high flexibility in how to train your questions
- Nine fully loaded and timed exam simulations
- 200 individual questions each

🔗 Take a look at it here: **PM Exam Simulator** <https://goo.gl/RXDXYJ>

🔗 To get an idea of what you can expect, please use the free trial version to try it out for yourself: <http://goo.gl/SorPfD>

Exclusive Offers for our students:

We always trying to get the best valued offers for our community! To obtain the currently best offers please visit: <https://projectmanagement.plus/tag/discount-offer>

The PMAspire PMP Exam Simulator



PMAspire PMP exam simulator provides you:

- up to 3,000 high quality PMP questions
- high flexibility in how to train
- 12+ fully loaded and timed exam simulations
- 200 individual questions each

☛ Package Name: PLATINUM

10% Discount Code: PMPLUS15PASS

- Please go to the following link for registration for the PLATINUM Package!
☛ <https://goo.gl/MFnP4i>
- Other PMAspire Simulator packages (Silver, Gold, GoldPlus; PlatinumPlus ...): for other packages please send us a note

☞ To get an idea of what you can expect, please use the free version with 400 (!) quality questions to try out: <https://goo.gl/qS8yoW>

Additional Study Materials

So, we've taken a look at the minimum materials/tools what you should have to help you study.

And you will, of course, read the PMP Handbook.

But you must also fulfill some additional requirements to be eligible for PMP exam. One of these requirements is **the 35 'Contact hours'**.

You could gain those hours (validated) by classroom training or a boot camp, for example, or also by an online training course.

What you choose – again – depends on your personal learning preferences. You may prefer a live trainer in front of you; or you may prefer self-paced learning via online courses.

Again we have some recommendations for you, for online training courses. You will need to find live classes in your local area.

Additional Information about the 35 Contact Hours

For additional information regarding the needed 35 contact hours you may refer to this guide:

 **The Complete Guide to PMP 35 Contact Hours of Project Management Education**

 <http://goo.gl/dTL5i2>

PMP PrepCast by Cornelius Fichtner

Because we used it by ourselves for PMP preparation, we can strongly recommend the '[PMP PrepCast by Cornelius Fichtner](#)' to you.



This is a fully pre-recorded self-paced online training course (with more than 70 hours of video and audio lessons!), which also provides you the 35 contact hour certificate, which you will need for your PMP Application.

 You may have a look here: <https://goo.gl/JQoErp>

You can get a glimpse of what you could await, by trying out the free version:

 **Free Prep Cast:** <http://goo.gl/xyXTT5>

 **Hint:** Please ask for actual discount options because they do change monthly; just write us a short note in the comment function at the course platform.

**PMP City Course
(interactive and gamified):
by Neal Rowland**



After a year of development, [The Crowd Training's Interactive Online PMP Prep course](#) is ready to make you successful.

This self-paced e-learning course fully prepares you for the PMP certification exam in the most fun and interesting way. No more staring at a person talking at you for hours. No more having people read their PowerPoint slides at you.

Take control! Learn and prepare with better instructional design and graphics. Ditch the old ineffective way of hours of video-based training. The PMP City is your interactive online learning journey to better prepare for the PMP exam!

Go to [The Crowd Training's Interactive Online PMP Prep course](#) and use bonus code:

- thisistheyear2018 -

PMP City course is reduced to \$201.80 (Launch Price! – Only short time!)

Additional Study Materials

Of course, there are other forms of study materials available, like flashcards, podcasts, and others.

- ❑ Do check the following article if you want to use something else in your preparation process:

↪ **The 12 Most Popular PMP Study Materials for your PMP Exam Preparation:** <https://projectmanagement.plus/12-most-popular-pmp-study-materials>

- ❑ Read **‘Lessons Learned’** from others who have taken the PMP® Exam before you.

Looking at the experience of exam takers and their lessons learned and learning strategies could be a great help for your preparations. So we recommend reading as many lessons learned accounts (LLs) from other aspiring PMPs and credential holders, as you can.

A good strategy therefore may be to read at least one LL each day either at the start or end of your study session.

All sections of this program will contain at least one but mostly several LLs from successful exam takers. Also you can find plenty more LLs all on the internet.

We recommend the following sources:

↪ <http://goo.gl/MWUibt>

↪ <https://goo.gl/clKC9u>

Take it like a Pro!

Since one of the eligibility requirements for PMP is thousands of hours in project management experiences, we could assume that you – as an aspiring PMP – are already an experienced project manager, right?

Vision

Well, and as an experienced Pro you may know that it is really important to have a vision for your project (your PMP preparation in this case) and also to state a mission, right?

And this is exactly what you should write down now!

A vision statement outlines what you want to be, your purpose, and the values you want to commit to. It concentrates on the goals you have, and is a source of your inspiration, by describing your ideal end-state.

Examples of how you might start ...

- I will gain the knowledge and experience to become...*
- I will become a certified Project Management Professional (PMP), so that I ...*

Now it is your turn...

Use the template on the next page to articulate your PMP® Exam Vision.

Mission

A mission statement defines the key measures of how you will determine success. Here you will state more specifics about the activities you will take towards realizing the vision.

Examples:

- I will complete my 35 contact hours in project management within the next 12 months while supporting my company's project managers. During this same period I will attend a PMP® Exam preparation course and take the PMP® Exam.*
- I will enroll in an online Project Management Professional PMP® Exam preparation course, listen to online project management podcasts, complete sample PMP® Exams, read the [PMBOK® Guide 6th Edition](#) twice, and complete 35 contact hours.*
- I will take, and pass, the PMP® Exam by*

Now it is your turn...

Use the template on the next page to articulate your PMP® Exam Mission.

Develop YOUR learning strategy!

You should think about a strategy for how you will attack all this stuff!

You need a structure for how you will operate while you also pursue your studies over the next few weeks or months. Of course, you will need to stay flexible. But it would be a great help to have a 'red line' and a daily learning routine to follow. Trust us; we know!

So of course, we will give you a guideline.

But please remember: this is just a suggestion.

You have to adjust it to your situation and needs. It may be you will take a completely different approach; that is fine!

Just have a strategy.

And please let us know your ideas and your feedback, so that we can improve this resource.

Thanks in advance.

Markus

On the next page, we've set out a typical example what your daily learning routine **can** look like.

Effort	Activity
about 10% No longer than 15 minutes!)	<input type="checkbox"/> Start out by taking an empty piece of paper and from memory write down: <ul style="list-style-type: none"> • Page 61 of the <i>PMBOK® Guide</i> • Your Brain Dump sheet that contains all the formulas and other important facts to remember. Improve the content of this sheet over time as you learn more formulas and facts. We will come back on this topic in a later section.
about 15%	<input type="checkbox"/> Read in the <i>PMBOK® Guide</i> based on our 'What you have to read!' in each section: <ul style="list-style-type: none"> • This is generally 1 chapter per day • First time just read it through to get a feeling for the content/process/relationships and so on and while reading: <ul style="list-style-type: none"> ○ Highlight PMI-specific concepts and terminology that you don't know. Look them up in the <i>PMBOK® Guide</i> glossary. ○ Highlight important formulas, statements or sentences.
about 20%	<input type="checkbox"/> Study the corresponding chapter in your PMP® Exam Prep Book <ul style="list-style-type: none"> • And this time we mean studying (not just reading!) • You will get a lot of explanations, samples, and tasks to support what you have read before in your PMBoK® Guide. After having studied it in your Prep book, you should have a pretty good understanding already.
about 15%	<input type="checkbox"/> Study the same Chapter/Part in the <i>PMBOK® Guide</i> again! <ul style="list-style-type: none"> • And this time, we mean studying (not just reading!) • After reading it first and then studying it via your Prep Book and finally study it now in the <i>PMBoK® Guide</i> again, it should now really make sense to you. If not, go back to your prep book and repeat from there.
about 40%	<input type="checkbox"/> Answer related PMP® Exam Sample Questions <ul style="list-style-type: none"> • Answer the corresponding questions at the end of the chapter in your Prep Books. • Find and answer free PMP® Exam questions. Make sure that they are updated to the correct version of the <i>PMBOK® Guide</i>. You may refer to this guide, which contains the ten best and most popular sources for free sample questions <p> PMP Exam Questions - The Complete Guide: http://goo.gl/hGC7bD</p>

- | | |
|--|---|
| | <ul style="list-style-type: none">• Answer corresponding PMP® Exam sample questions in the professional exam simulators you have purchased, and keep track of your score. |
|--|---|

Practice, practice, practice – is the key!

One day a week (at least), you should spend on doing a sample exam related to the stuff you have studied so far.

Towards the end of your preparation journey, this part will become more and more important.

Maybe in the last two to four weeks or so before the exam date, you will do nothing other than practicing. But you should start with it right from the beginning.

We can't underline enough, how important this part is.

And please... do just do a mock exam, accept the result, and move on.

- ★ To gain most benefit out of this part of your preparation, you will have to review and analyze not only the wrong answers, but the right ones as well.

Here's a typical example for your daily exam practice routine:

Effort	Activity
ca. 65%	<input type="checkbox"/> Take the sample exam (in your exam simulator for instance) <ul style="list-style-type: none"> • Answer ALL questions and don't leave a single one unanswered. Leaving a question unanswered means that it will be counted as wrong. If you don't know the answer, eliminate the obviously wrong answers and then make an educated guess.
ca. 35%	<input type="checkbox"/> Review ALL answers (not only the wrong ones). <input type="checkbox"/> Don't be satisfied with "Good, I got number 30 right!" Ask yourself: <ul style="list-style-type: none"> • Why did I get this right? • Was it a lucky guess or did I know the answer? • Don't fool yourself. If you had to guess, then you need to study this particular topic more in-depth. <input type="checkbox"/> If you answered a question incorrectly, then research the correct answer in the PMBOK® Guide, your Prep book and may be other resources. Find out: <ul style="list-style-type: none"> • Why the answer that you had given was wrong? • After reading the materials, would you change your answer?

Get "used to" taking a complete 4-hour exam!

Don't take a 4-hour exam the first time you start taking practice sample tests.

Instead, 'ease' yourself into taking a 4-hour exam by starting out small and growing the duration over time.

For instance:

In the first 1-3 weeks, spend your Exam Taking Days finding and answering the many collections of free exam questions that you can easily find on the internet. Make sure that they are up-to-date with the correct version of the [PMBOK® Guide 6th Edition](#). Some free sample question collections have 10 or even fewer questions.

Keep track of your time and your score:

- You have 1.2 minutes (72 seconds!) for each question.
So a 10-question sample collection should take you no more than 12 minutes to answer.
- Every correct answer counts as 1 point.
There is no penalty for wrong answers.
If you answer 8 out of 10 questions correctly, then you have 8 points.



Hint: In the [premium version](#) of this program we have added a tool which you can use to track all your scores over time; this way you can easily see your development in results over time. Check it out: <https://goo.gl/1iFVXP>

Initially expect to have a low score, because sample exams cover all of the required material. This will include the sections that you have not yet studied. Don't worry about it.



Try to answer the question based on your best knowledge.
Learn from your mistakes.

After about three weeks, you will have progressed enough in your studies to begin taking formal sample exams.

- Start by taking a 1-hour exam,
- Then a 2-hour exam,
- Then a complete 4-hour exam.
- From now on, take one complete sample exam every week.

Featured PMP Exam Lessons Learned ...

... from Bryan Henry, PMP

“ Hi all,

I passed my PMP on the first attempt and just wanted to reinforce what others are saying. The PMP is passable but it will take work.

- 1. It doesn't matter what you do at work!!!**
I feel like this is important and something some people don't want to understand. PMP only tests on how PMI says projects should be managed. If you try to relate the [PMBOK® Guide 6th Edition](#) to how you do things you will only confuse yourself. This is the PMP World, approach studying with a blank mind. Negotiation and trying to argue your point isn't going to work to a computer screen.
- 2. ITTOs are very important and very overrated.**
(Inputs, Tools, Techniques, Outputs)
You will want to sit down and just start memorizing them, don't. Spend your time mapping out and understanding the processes and process flows. When you understand what steps come after others, the ITTOs make sense and become obvious. I wasted a lot of time trying just to memorize. My scores increased 20 points in a week when I shifted from memorization to understanding.
- 3. The [PMBOK](#) is a good starting point but not the only source.**
I took a class and read the [PMBOK](#) through twice, however other sites can expand on things like contract clauses and such. There is a document on the PMI site that lists everything you need to know. Don't be afraid to google questions you miss on practice tests.
- 4. The [PMP Exam Simulator](#) is the best test simulator around.**
Of all the tests I took, the [PMP Exam Simulator](#) was the most similar to the test. Most of my studying past the initial reading was documenting test answers I didn't understand and looking them up. Even if I got the test question right, if I didn't understand the answer option I would make sure to research it so I could understand my gap.
- 5. The first ten questions are the hardest of the test.**
I found in most of my tests and the PMP actual test the first ten questions always threw me for a loop. I would spend too much time on them. I finally realized it was just me getting in the flow of the test. My LL was to read and

answer the questions and make sure that during the review time those were the first ones i returned to.

6. **Look to your mobile phone for apps and the [PM PrepCast](#).**
They help reinforce your knowledge while you are just killing time waiting somewhere.
7. For me, my mind would wander after about 2 hours of book studying and after 3 hours of testing it became difficult to concentrate. Find your fatigue point and work with it not against it.

These are the main points that I talk to others about that I took away from the studying. And to be honest, they aren't new. You will read them in most posts. However if you get to the point where you understand them, you will be ready for the PMP.

I scored between 77 and 82 on the sample tests and received Proficient in all areas on the PMP. “

Bryan Henry, PMP

... from Thian Fernandes, PMP

“

It is almost a year since I registered to write the PMP exam. If it wasn't for the 1 year deadline, I am not sure I would have ever taken the exam! In case you're wondering, I didn't study for a whole year and my journey was a very stop-start one. However, I am happy to say I have passed with 4 Proficient and 1 Moderately Proficient.

Here is what I did to prepare for the exam:

February to July:

1. [PM PrepCast](#). – I listened to these in the car on the way to work and managed to get through most of the knowledge areas but not any of the additional topics. I think it added a different dimension to my learning but I found that this method did not work well for me.
2. [Head First PMP](#) – The layout of this book is nice and easy to follow. I would read a few pages here and there for months but I managed to get through the whole book eventually.
3. [PMBOK® Guide 6th Edition](#) – I tried to read this, but it was very dry and I lacked the concentration to absorb any of the information as I was thinking about work the whole time. I think I managed to get through Scope, Time and Cost Management but was unable to retain any of what I had read.

October

As I was no longer working and I had help at home to look after my now 19-month-old daughter, I could study for 6 hours a day, 5 days a week for 5 weeks. What I did

1. I studied one chapter a day from the [PMBOK® Guide 6th Edition](#) Guide and concluded my study session by assessing the corresponding chapter from the Head First PMP book and the [PM PrepCast](#)., and review incorrect answers
2. After 3 weeks, I was ready to start writing practice exams. I found the [PMP Exam Simulator](#) most similar to the real exam but it was still slightly easier and tiny bit more straightforward
 - a. [PMP Exam Simulator](#) (purchased with the [PM PrepCast](#).) – I got through 5 practice exams and wrote 7 quizzes. The exam scores on first attempt were:
 - i. Exam 1, 85.5%
 - ii. Exam 2, 90.5%
 - iii. Exam 3, 83.5%

- iv. Exam 4, 83.0%
- v. Exam 9 (ITTO), 81.0%
- b. Free exams/questions (I cannot remember all my scores but I was scoring around 81% to 83% consistently):
 - i. Oliver Lehman 75 questions
 - ii. Oliver Lehman 175 questions
- c. Exam Central 100 questions

Lessons learned and Insights into the PMP exam

1. Be realistic about the best study methods for you and if you don't know, experiment until you find one that works. Part time study did not work for me and I found myself far more effective when I could spend a lengthy period studying. Writing notes while reading the text was what worked the best for me in the end.
2. It is unnecessary to memorize all the [ITTOs](#). Almost all the questions that I encountered on the exam were situational. I would recommend rather to understand how each process' output feeds as an input into another process.
(Comment by Markus: you may refer to this guide on how to master all that ITTO stuff: [The Complete Guide to PMP ITTO \(Inputs, Tools, Techniques and Outputs\)](#))
3. Try to put what you learn into practice at work or in your life. I found that I was able to remember the content much better when I related it to real life and actively thought about how I would use a particular tool or technique.
4. Practice, practice, practice. 4 hours is a long time to be reading one situational question after another. Your brain needs to be trained to be able to focus. I completed 200 questions in 3 hours 5 minutes and took a break to eat a sandwich before coming back to review questions I had marked.
5. Know the [formulae](#), it helps to be able to retrieve from memory quickly under pressure.
6. Practice drawing network diagrams and determining the critical path. I found that while I understood the concept well, when it came to putting it to practice, I was a bit shaky.
7. Schedule the exam at a time when your brain functions the best. For me, afternoons were the worst so I sat for the first session at 8:30 am.

I hope this helps others in preparing for their exams and good luck to all the test takers!



Note: We will introduce you one or even more LLs in every upcoming section of our program. In the next section you will receive (section 2) we will tell you more about the importance of using LLs as a preparation tool in your very own PMP exam preparation journey.

What next?

Well, this was **Section 1** of your Project Managers PMP Exam Prep Guide.

Read all the topics thoroughly, take action where we suggest, set up your learning environment, and define your learning strategy. Get all the study materials you want to use, and then *go for it!*

Now go to Section 2 of your course.

- ★ But please take your time! Do not just rush through. Be professional, patient and accurate... and in the end you will be successful.

We hope you have enjoyed this a bit and you can benefit from all the tips and guidance.

May we ask you to do us a favor?

We would highly appreciate it if you could leave a short comment about the program and your experience in the comment section of this course.



Thank you so much, in advance!

There is a lot more to discover at [OnlinePMCourses!](https://www.onlinepmcourses.com)