

PMP® Certification Examination Preparation Course

Congratulations on taking the first step towards studying for the Project Management Professional (PMP®) credential. We are excited to be able to work with you and provide you with our world class PMP® certification examination preparation course. We have written this document to let you know about the course and how to apply to sit the exam.

If you need more information or have any questions just email me at sean@crystal.consulting.

Steps to Take

These are the steps to take to sit the PMP® certification examination. Please ensure you follow them exactly in this order.

1. Become a member of PMI, and download the *PMBOK® Guide* and also Process Groups: A Practice Guide for free - <https://www.pmi.org/membership>
2. Begin your eligibility application - <https://www.pmi.org/certifications/project-management-pmp/how-to-apply>
3. Complete the study course, and the additional study you will require.
4. Get your certificate of 35 hours training from us to add to your eligibility application
5. Complete and submit your eligibility application
6. Be prepared for your application to be audited. PMI randomly selects application to be audited and if you are selected you will need to provide additional proof of the information submitted in your application.
7. Book to sit your exam and pay the exam fee directly to PMI. Make sure you become a member first!!! This way you get a discount off the exam greater than the membership fee.
8. Sit the PMP® certification exam
9. Celebrate!!
10. Start working on your PDU's so you can renew your PMP® certification in 3 years

Eligibility

Before applying to sit the PMP® certification exam you must ensure that you are eligible. The PMP® requires that you have minimum experience and training requirements. You must ensure that you meet one of the following sets of criteria:

Four-Year College / University Degree

- *36 months of experience leading projects within the past eight years*
- *35 hours of project management education/training or CAPM® certification*

-or-

High School or Secondary School Diploma

- *60 months of experience leading projects within the past eight years*
- *35 hours of project management education/training or CAPM® certification*

Our course provides the required 35 hours of training element. For further information about eligibility see page 11 of the PMP® Examination Content Outline (ECO) which you can download from this website:

<https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/pmp-examination-content-outline.pdf>

If you do not meet the eligibility criteria, then you may wish to look at sitting the Certified Associate in Project Management (CAPM®) credential. Our PMP® certification course will prepare you to sit that if this is the case.

We are available at any time to go over your eligibility application and assist you with it so please just reach out to us if you need assistance.

The Course

Crystal Consulting is an Authorized Training Partner (ATP) with the Project Management Institute (PMI). This means that all the course content is the best possible and we hold ourselves to high standards. Our course materials are a combination of our own training materials, materials from PMI, and also from world leading authors.

You will get the best results from the training by actively participating in the course. It's a great time to get clarity, get questions answered, and share your experience with your course colleagues. Simply attending the training sessions alone is not sufficient to pass the exam. You will need to do session pre-reading, and also set aside study time after the sessions. Passing the exam on your first attempt will take commitment from you. We will do our best to support you.

Your primary tutor will be Sean Whitaker, PMP (sean@crystal.consulting). Sean has been teaching people how to pass the PMP® certification examination since 2005. He has also written 4 books on how to pass the PMP® certification examination. Sean is an accredited trainer with PMI and is authorised to deliver PMP®, CAPM®, and PMI-CP® (Construction Professional) certification exam preparation courses.

There are a total of 35 hours training planned. This ensures we cover all the necessary material and also provide the required 35 hours of training required for your eligibility.

At the completion of the course you will receive a Certificate of Completion and also the registered course number that you can add to your eligibility application.

We understand that you may not be able to make every session. We will endeavour to have recordings of the sessions available if possible (virtual sessions will definitely be recorded). Please keep in mind that you must attend at least most of the sessions in person so we can confirm you meet the training requirements from PMI (which only allows a minimal amount of recorded training).

The course will cover the following content which follows the structure of the PMP® Examination Content Outline (ECO):

Business Environment	1A Foundation 1B Strategic Alignment 1C Project Benefits and Value 1D Organizational Culture and Change Management 1E Project Governance 1F Project Compliance
Start the Project	2A Identify and Engage Stakeholders 2B Team Formation 2C Build Shared Understanding 2D Decide Project Approach/Methodology
Plan the Project	3A Planning Projects 3B Scope 3C Schedule 3D Resources 3E Budget 3F Risks 3G Quality 3H Integrate Plans
Lead the Project Team	4A Craft Your Leadership Style 4B Create a Collaborative Project Team Environment 4C Empower the Team 4D Support Team Member Performance 4E Communicate and Collaborate with Stakeholders 4F Train Team Members and Stakeholders 4G Manage Conflict
Support Project Team Performance	5A Implement Ongoing Improvements 5B Support Performance 5C Evaluate Project Progress 5D Manage Issues and Impediments 5E Manage Changes
Close the Project/Phase	6A Project/Phase Closure 6B Benefits Realization 6C Knowledge Transfer

Course Materials

We have assembled a suite of world class training materials based on the official PMI developed materials which we have augmented with our own proven materials. These are the materials that each student will receive or have access to:

Provided by Crystal

- PMI Online Student Materials – Student Workbook & Logical Choice Logins (you will be emailed individual logins for this, please activate it as soon as you get it. Please let us know if you do not receive an email from PMI with this information in it). We recommend that you print these materials out and have them available for each session.
- Crystal Supplementary Course Materials
- Course Slides
- PMP® Certification Study Book by Sean Whitaker
- Practice Tests and Questions featuring PMI official cloned PMP® certification examination questions
- Case Study

We have set up a webpage for students of our courses and on this page you will find course materials and also extra resources for your study. In addition to these materials supplied by Crystal Consulting, we recommend that each student have access to the following digital books from PMI:

- The *PMBOK® Guide 7th Edition (free with membership)*
- *Process Groups: A Practice Guide (free with membership)*

Study Commitment

Passing the exam on your first attempt will require more than simply attending the training sessions. We will act as your guides and tutors but it is up to you to put in the time and effort to study the materials and get yourself ready to pass the exam.

In addition to attending the course sessions we recommend setting aside an additional 2-4 hours per week to go over the material presented, take practice exams, and prepare for the next session. You will know how much more time you need to commit.

In the lead up to sitting the exam you will want to ensure that you are able to devote the necessary time to be 100% prepared to sit.

Ways to Sit the PMP® Certification Exam

You can choose to sit the examination in two ways. You will receive instructions on how to choose your method from PMI when your eligibility application is accepted.

Approved Pearson Testing Centre

You can choose to sit the exam at an approved Pearson testing centre. These are organisations that have met strict security requirements to be able to offer PMI testing.

Online Proctored Testing

This is a convenient method where you are able to take the exam on a home or work based computer. The test is administered on a secure platform using proven exam delivery technology, the online exam is exactly the same as the version administered at a test center: the same quality, the same questions, and there's even a live proctor. They will record the entire session and they will be looking for any signs of cheating.

With 24/7 testing options to accommodate your schedule, you can take the exam day or night. All you need when you are ready to take the exam is:

- a computer with a webcam
- a reliable internet connection
- a quiet space where you can spend a few uninterrupted hours

You will need to ensure that if you are using this option that your computer will allow you access to the testing site. There are often issues with firewall access and computer processing power that you should resolve before the examination time as if you are unable to connect you may receive a fail grade for that examination.

Here are the technical requirements for this method of testing:

<https://home.pearsonvue.com/op/OnVUE-technical-requirements>

NOTE: For both ways to sit the exam you will receive an email from PMI with your exam taking instructions including the confirmed day, time and location. This email will also clearly spell out the material you must bring with you to the testing site. It will describe the types of acceptable identification you must bring and also any other required documentation. Please read this email carefully and make sure you take all the necessary material or you may not be allowed to sit the exam.

Exam Results

After completing your exam, you will receive a notification that your results will be released within 5 working days. During this review period, the recording of your exam session will be forensically reviewed. If any misconduct is detected, your scores will be cancelled, and you will be promptly notified via email. If you receive a security failure, you'll need to retake the exam at a Pearson testing center, and you will bear the cost of the retake fee.

During the review they will be looking for:

- If you leave your seat for any reason without permission.
- If there is anyone else in the room.
- If you are talking or mumbling to yourself, or to another person
- Where your eyes are looking. If you look away from the screen for too long this could be viewed as a sign of cheating.
- If there are any signs that you are referring to prepared materials

Please follow the instructions of the exam proctor very carefully, they will take time explain to you the rules. Ask them any questions if you do not understand anything as we would hate to see you make a simple and accidental error that lead to your exam results being withheld.

If you have any questions at all just email Sean at sean@crystal.consulting