PROCONS ACADEMY
PMP® APPLICATION GUIDE

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Every piece of information presented in this workbook serves purely informational and educational purposes. Pro Consultancy has thoroughly curated the contents to provide the most accurate information possible.

It's important to note that the information contained in this guide book does not guarantee any specific likelihood of success, nor does it assure success in the PMP®. Application process or the PMP® Exam itself. This material is intended solely as a study aid and reference during your preparation for the PMP® Application and exam. Consequently, should you decide to apply any of the ideas, concepts, or guidelines presented here, you assume full responsibility for your actions.

It is worth mentioning that Pro Consultancy International (Pvt) Ltd is an Authorized Training Partner (ATP). Finally, for the most current, accurate, and correct information, it is advisable to consult your official project management textbook or the latest standards from the Project Management Institute, Inc.

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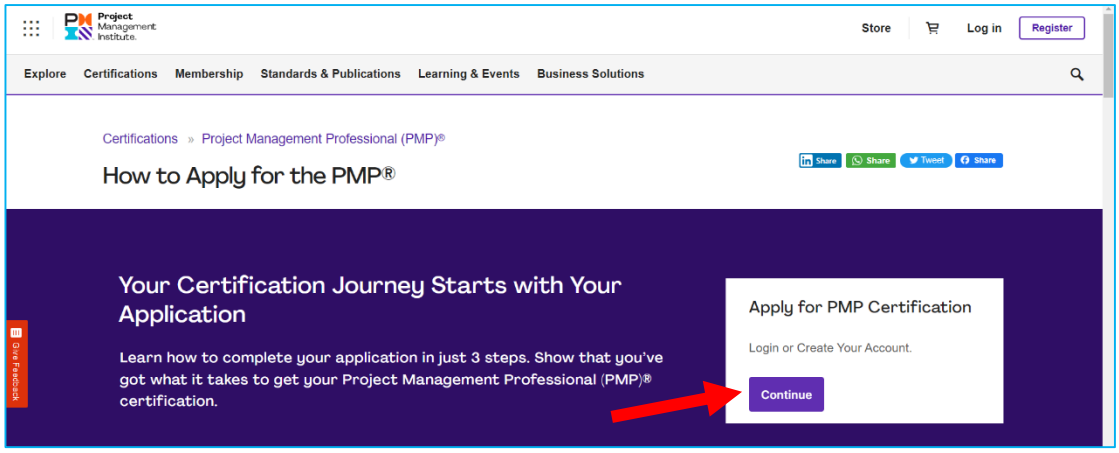
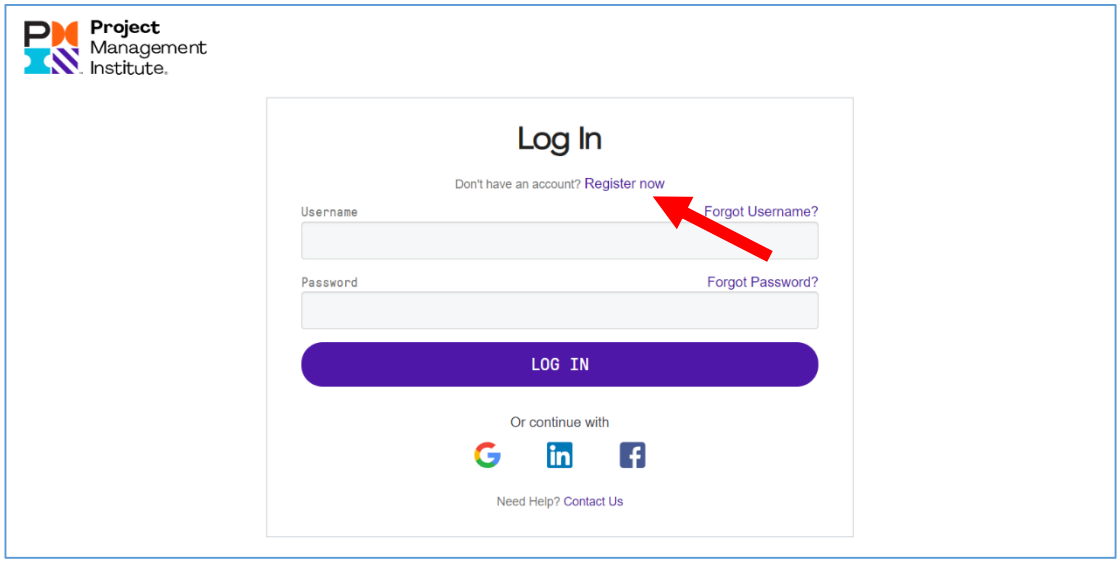
PMP® APPLICATION GUIDE

Step 1: Sign up for a PMI® account if you don't have one





Step 2: Assess whether you fulfill the prerequisites for the PMP® Application. [If you have completed the PMP® training course from Procons Academy (or Pro Consultancy) you should be eligible]

Requirement	If you hold a bachelor's degree or higher,	If you possess solely a high school diploma or an associate's degree...
Project Experience	36 months (3 years)	60 months (5 years)
Training	Either complete 35 hours of project management training or obtain the CAPM® Certification.	Either complete 35 hours of project management training or obtain the CAPM® Certification.

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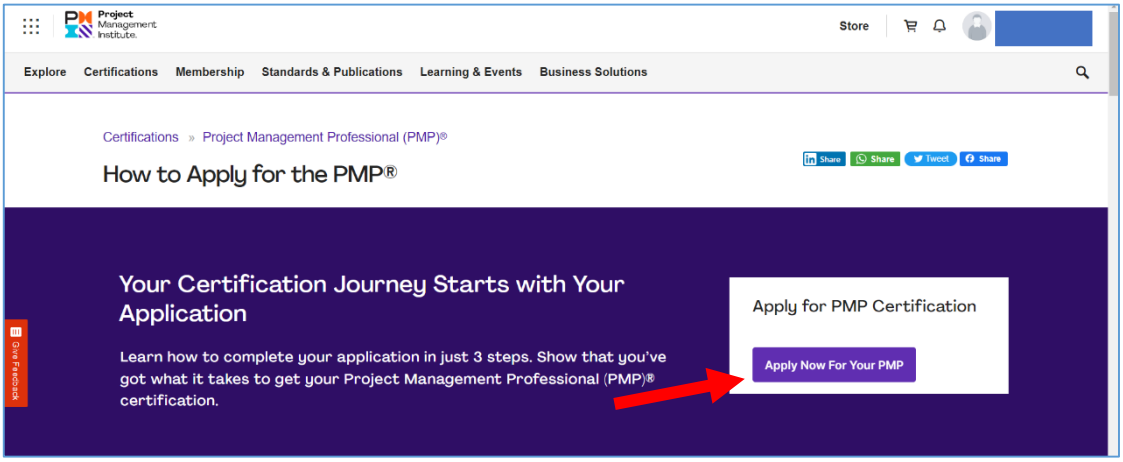
- If you have already achieved your CAPM® Certification, there is no requirement to complete a 35-hour project management education course. (Both these requirements can be covered by participating CAPM® or PMP® Training courses by Pro Consultancy)

- Take note of the examination charges for PMI® members and those who are not PMI® members: The exam fee for PMI® members is $405.00, while the fee for non-members is $555.00.

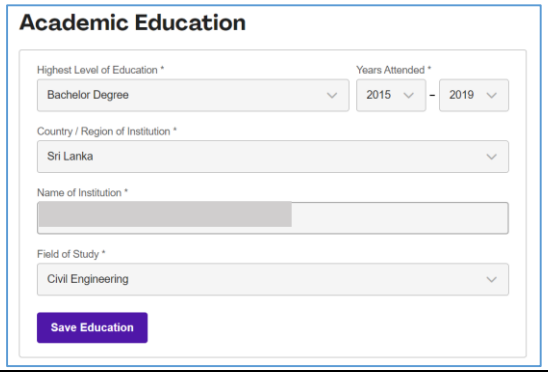
Step 3: Commence the application process.

- To initiate your application, click on the 'Apply now for the PMP Exam' button located at the upper right corner of the PMI® website's login screen.



- Keep in mind, there is a 90-day period, roughly equivalent to three months, within which you must finish your application once you've initiated it

Step 4: Complete the sections related to your educational and professional background.

Step 4a: Fill with your academic details 	Indicate your highest level of Education Attained & **Press Save Education Button** (*Note: Make sure that, the status in the right side is ticked in green.)*

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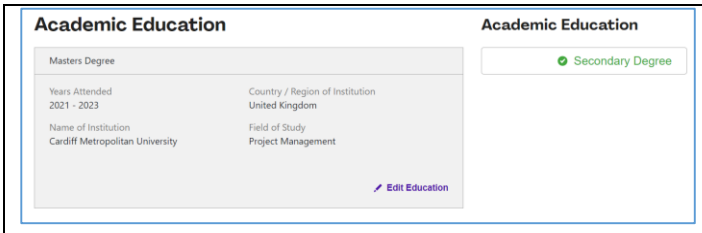
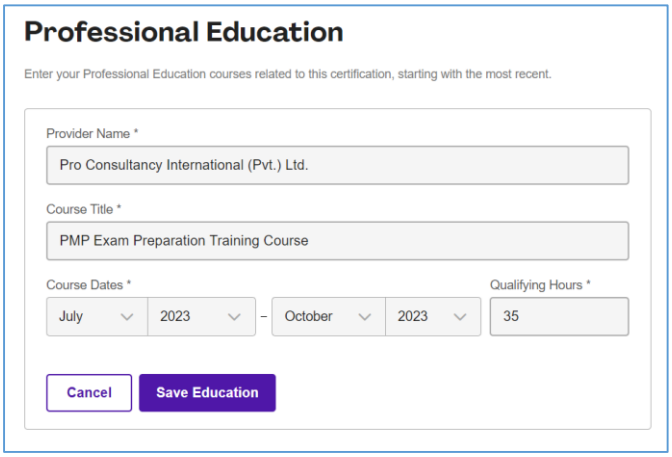
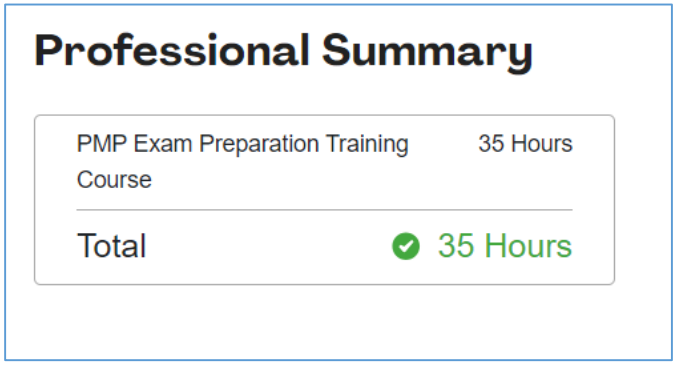


Step 4b: Fill your professional educational details





This is the section where you enter the professional course you have done to claim the 35 minimum contact hours.

Pro Consultancy's very own PMI Authorized training course which are indicated as follows can be used to claim the hours.

- PMP Exam Preparation Training Course

Press Save Education Button

Make sure that, the status in the right side is ticked in green. If not, you may not be eligible to continue.

(*Note: Always provide valid information for your own good*)

Before moving on to step 05, We would recommend you to prepare ***a project particulars table***, to indicate the projects which you have been involved. Also, theirs a section to add your involvement in the project as in project phase wise. To do so it is suggested to open a separate word document and type the project description. We show an example in the next step.

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Example of Project Particular Table:

ID	Project	Organization	Approach	Team Size	Budget	Start Date	End Date
1	Road Construction Project from A to B	Pro Consultancy International	Traditional/ Waterfall	5-10	8.0 million LKR	1/5/2019	1/1/2022
2	Irrigation Project X	Pro Consultancy International	Traditional/ Waterfall	5-10	2.0 million LKR	1/1/2019	6/2/2020
3	Preparation of an Academy Website	Pro Consultancy International	Hybrid	10-20	300,000 LKR	1/1/2023	1/2/2023

Step 5; Inserting your project experience

- Enter your project details to illustrate your 3 years of project management experience (if you possess a Bachelor's degree or higher) or 5 years of project management experience (if your highest educational qualification is an Associate's Degree or a High School Diploma).

- **Keep in mind that your experience in leading and managing projects must not overlap.**

- For every project, you are required to complete the following sections.

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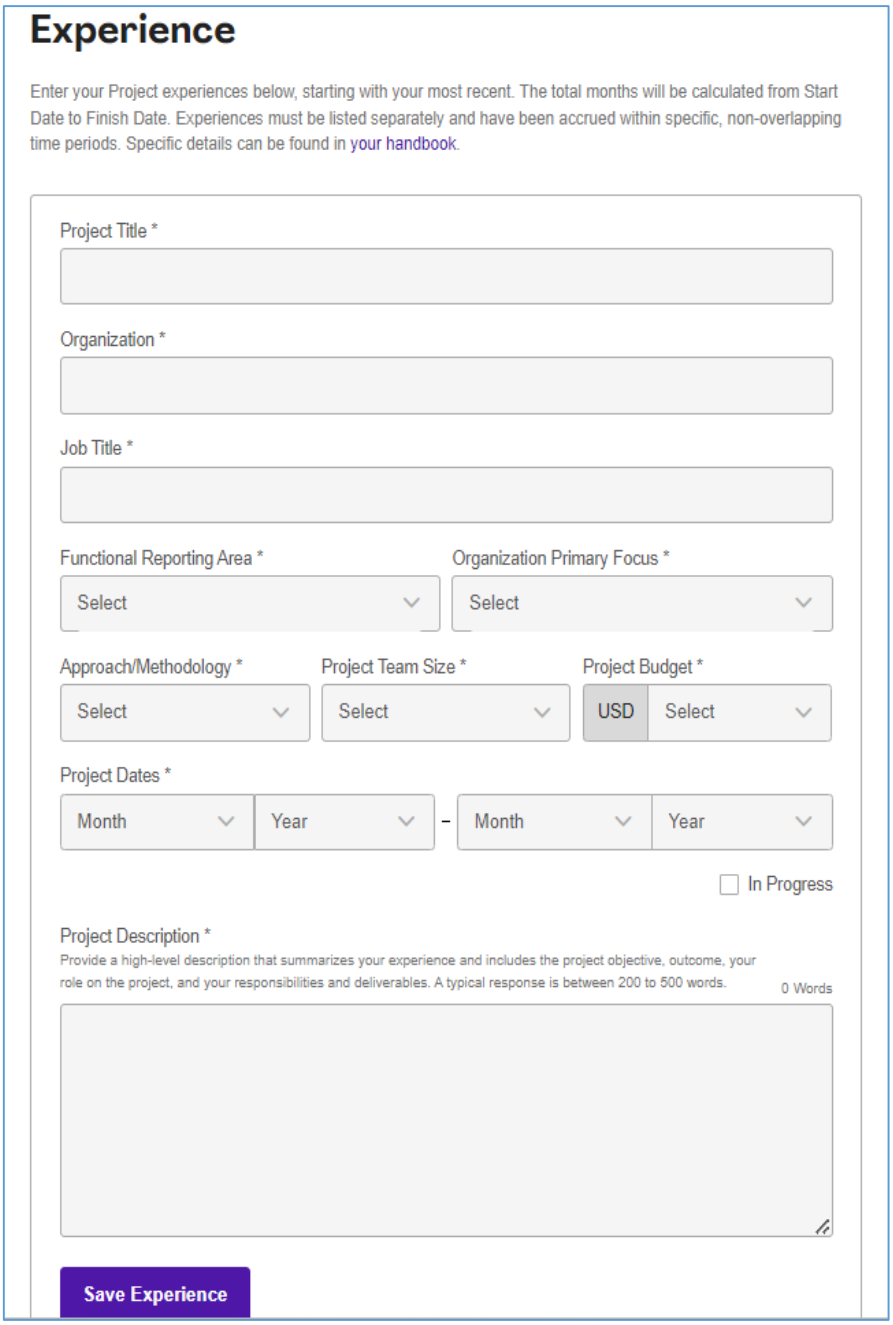

Our Recommendations and Strategies

- When filling in the 'Job Title' field, it is advisable to provide your actual job title. If your title does not reflect 'project manager,' that is completely acceptable. PMI® assesses the actual 'role' you played and does not base its evaluation solely on your job title. Your real job title may be Engineer, Analyst, Project Coordinator, Supply Chain Buyer, or Marketing Associate, for instance – ensure you indicate your true title in this field.

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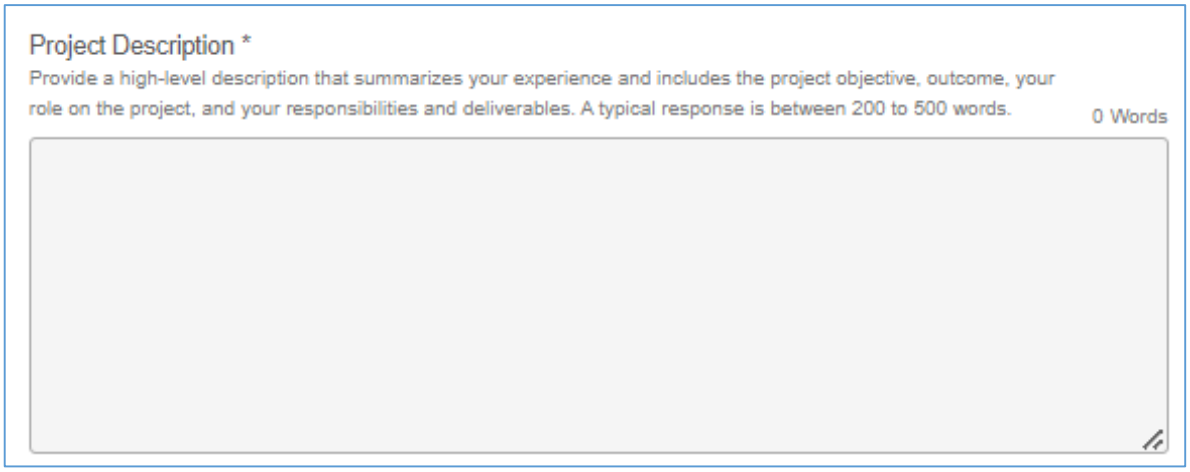
- Maintain honesty and ethical conduct throughout your application, as in the event of an audit, you will be required to secure endorsements from your supervisor or a credible individual who can vouch for your experience.

- In the 'Project Team Size' section, offer your most accurate estimate of the team's size. It's important to mention that there is a 'Classified' option available if your project's details are confidential.

- In the 'Project Budget' field, provide your most accurate estimate of the budget size, such as 'up to 1 billion LKR' or 'between 1 billion LKR and 5 billion LKR.' If your project is confidential, it is advisable to indicate 'classified' in this section.

- In the 'Project Dates' section, enter the commencement and completion dates of the entire project, spanning from the initial start to the final conclusion. If the project is ongoing, mark the box indicating "In-Progress.

Step 6: Filling the project description section



- Treat each project description as a concise essay, where you cover the following points:
  - ✓ Project Objective
  - ✓ Project Outcome
  - ✓ Project Role
  - ✓ Responsibilities
  - ✓ Deliverables

- Please be aware that your response should fall within the range of 200 to 500 words. It's advisable to aim for a word count closer to 500 words to ensure your application

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provides a comprehensive and detailed account of your roles and responsibilities in each project. We suggest this approach to help minimize the chances of an audit by PMI®.

- Let's dissect each element that you should incorporate in every project description.

Component of Project Description	Recommendations & Strategies to Minimize Risk of PMI Audit
Project Objective	In a single sentence, articulate the project's objective and, if feasible, highlight how the project outcomes align with your organization's strategic objectives.
Project Outcome	You must clearly express the ultimate result of your project, whether it involves customer acceptance of the final product, revenue growth, or enhanced productivity and efficiency within your department.
Project Role	Keep this brief and straightforward; there's no need for complexity. Summarize your role on the project in a single sentence.
Responsibilities	In this section, the heart and substance of your Project Description come to light. You should provide a comprehensive account of your responsibilities in guiding the project through various phases, including Initiation, Planning, Execution, Monitoring & Controlling, and Closure.
Deliverables	Add a single sentence that outlines the project's deliverables.

Step 7: Follow Step 6 for your remaining projects until you satisfy the minimum project management experience requirement.

Step 8: Submit your application

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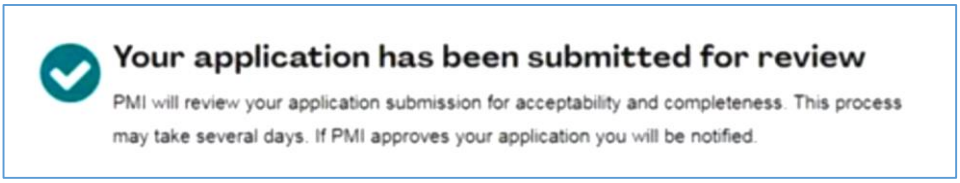
Step 9: Wait for PMI to review and approve your application.



- Expect to receive a response from PMI® within about 5-7 days to learn whether your application has been approved or if it's subject to an audit by PMI®

  - ✓ **IMPORTANT!!** After 5-7 days, log in to PMI's website, and you'll be able to check directly on the portal for the status of your application.

- If you are chosen for an audit, adhere to PMI®'s provided guidelines. You will be required to inform your contacts that they should sign documents verifying your project management experience. Additionally, you may need to furnish proof of your university diploma, along with a Certificate or Transcript demonstrating your completion of the 35 hours of project management education. (For this you can provide a copy of the certificate you received from Pro Consultancy)

Step 10: After PMI® has given the green light to your application, you can proceed to choose a date for either a virtual or in-person PMP® Exam at a test center. (You can google it and search) At this stage, all that remains is your preparation for and completion of the PMP® Exam!

Best wishes as you work on your PMP® Application! Don't get overly anxious, and don't let the process overwhelm you. If I could successfully submit and have my application approved by PMI®, I'm confident that you can achieve it as well!

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