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8 Pages Quick Reference Guide - Project Management Professional (PMP) Certification Exam Prep

**PMP QUICK
REFERENCE
GUIDE**



**Project Management
Professional (PMP)
Certification Exam Prep**
(2nd Edition)
By Sohail Akhter, PMP, CCNA, SMS

Based on PMI's
PMBOK Guide- Fifth
Edition

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PROJECT MANAGEMENT DEFINITIONS

Operational Work: Continuous activities that produce very identical or nearly identical products.

Project: A temporary endeavor that produces a unique product, service, or result.

Project Triangle: Market demands, customer requires, org requirements, technological advances, legal requirements, ecological impact, and social needs etc.

Methodology: A set of steps to manage a project or an org's specific implementation of project processes.

Project Management: Using knowledge, skills, tools, and resources to satisfy project requirements.

Program: A group of related projects managed in a coordinated way.

Portfolio: A group of projects or programs and other works to achieve a specific strategic goal.

Organizational project management (OPM): A strategic management framework that keeps the entire org focused on overall strategy.

OPM: PMI's organizational project management model.



Process of a Project Manager by Org Type

PROJECT ROLES

Project Manager: Responsible for managing project.

Project Sponsor: Provides financial resources.

Program Mgr: Responsible for managing programs.

Portfolio Mgr: Responsible for high-level governance of a group of projects or programs and other work.

Functional Mgr: Owns resources and has functional responsibility for those resources.

Project Expediter: Acts as a staff assistant and communication coordinator. Cannot make or enforce decisions.

Project Coordinator: Has some power to make decisions and reports to higher mgmt.

Customer/User: Individuals or org that will receive the project's product, service, or result.

Performing Org: The enterprise whose employees are involved in doing the project work.

Project Mgmt Team: Members directly involved in PM activities.

Stakeholder Mgmt: Access to the org's assets to plan, prioritize projects, resolve organizational issues.

Project Team Members: Group performing project work.

Influencers: People who can influence a project positively or negatively.

Stakeholders: The person who is interested, may exert influence, and will be affected by a project.

PROJECT MANAGEMENT OFFICE (PMO):

Supportive: Serves as a repository and plans a consultative role, has a low level of control.

Controlling: Provides guidelines, policies, and templates and ensures compliance, has a moderate level of control.

Directive: Directly involved in managing projects, has a high level of control.

ORGANIZATIONAL TYPES

Functional: An org grouped by areas of specialization within different functional areas.

Project-based: An org structured by projects.

Matrix: A hybrid organization. Strong, balanced, weak.

Composite Structure: A combination of functional, projectized, and matrix structure.

Project-Based Organization (PBO): Creates a strong framework around projects to achieve strategic goals.

Organizational Hierarchy: Operational, middle management, and strategic.

PROJECT LIFE CYCLE

Project Life Cycle: A representation of the generally sequential and sometimes overlapping project phases that a project goes through.



Types of Project Life Cycle

Process groups: What you need to do to manage the work.

Risk points: Risk gates. A series of deliberations at phase completion.

Phases: Groups of project activities represented by work plans to evaluate phase deliverables.

Progressive Elaboration: An iterative approach of defining and developing project by incremental steps.

OTHER KEY TERMS:

Historical Information: Info from previous projects.

Lessons Learned: Documented variance, what went right and wrong, what could be improved in a project.

Baseline: An original plan plus all approved changes (scope, schedule, cost).

PM Skills: Being proactive, communicating, negotiating, problem-solving, influencing, and adapting.

Triple Constraint: Scope, time and cost.

PROJECT MANAGEMENT PROCESSES

- A process is a set of interrelated actions and activities.
- Process groups are not project phases.
- Process groups are not linear, they interact and overlap with each other.

	Process Groups					Total
	IN	PL	EX	MA	CL	
Integration	1	1	1	2	1	6
Scope	4	4				8
Time	5					5
Cost	5					5
Quality	1	1	1			3
Human Resource	1	1				2
Communication	1	1	1			3
Risk	1	1				2
Procurement	1	1	1	1	1	5
Stakeholder	1	1	1	1	1	5
Total	2	20	8	13	2	45

Knowledge Areas (10)	# of Processes
Integration	6
Scope	8
Time	5
Cost	5
Quality	3
Human Resource	2
Communication	3
Risk	2
Procurement	5
Stakeholder	5

Process Groups (6)	# of Processes
Initiating (IN)	2
Planning (PL)	20
Executing (EX)	8
Monitoring & Controlling (MA & C)	11
Closing (CL)	2



Elements of a Process

Inputs: Customer requests, needs & requirements, Outputs: Regular strategic communication (RSC), organizational process assets (OPA), project charter, plan, work performance data, work performance info, work performance reports.

Tools & Techniques: Expert judgment, project expert info system (PEIS), meetings, facilitation techniques, analytical techniques.

Outputs: Change requests (corrective actions, preventive actions, defect repairs), updates (project charter, plan, project documents), work performance info, work performance reports.



Synopsis

The quick reference guide for the PMP Exam is an 8 pages summary for "Project Management Professional (PMP) Certification Exam Prep", authored by Soheli Akhter, PMP,CCNA,ISMS. Based on the newest edition of the PMBOK, the 5th edition, this last chance review guide will help any student studying for the PMP exam gain more knowledge and self-assurance before their exam. Developed by a well-known PMP exam prep trainer and graduate-level project management professor, this tool is now available to all students wishing to increase their chances for success on the PMP exam. This handy, easy to carry guide includes hundreds of topics, processes, glossary items, general project management terms, test taking tips, and graphics to help jog the memory of students preparing for the big exam. Exhibiting all 47 processes along with the key inputs, tools, and outputs, this guide also illustrates techniques, tables, and graphs to emphasize the essential information at a glance. Included are over 250 individual PMP prep glossary items, grouped within the knowledge area where they are most frequently used. Important formulas and values are methodically structured for prompt look-up, bringing pertinent information together in one resource. This reference guide is printed on heavy duty UV coated stock. Note that all this useful PMP Exam Prep information is on one 8.5 x 11" roll -fold (4 panels) brochure (opens to 34" x 11"). It is aligned with PMBOK® Guide, Fifth Edition and the PMP® Exam Content Outline dated June 2015 and should be used for exams after January 11, 2016. For details please visit www.pmaofna.com

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Customer Reviews

My students are raving about this product and I am about to make it required reading for all PMP Students. Students wonder what should they study, how can they manage the massive amount of data to be quickly prepared for their PMP Exam. Well this tool may be intense but it beats taking 4 months to read all the material and worry if you are doing it right. We have workshops reviewing this materials and connecting the details to several project management text book sources. If you are looking for an accurate source review this guide will do it. It is not a replacement for a qualified proven coach nor a replacement for the text books. Remember you must meet all the requirements from PMI on work experience and training hours to apply to sit for the PMP Exam. This reference guide will not allow you to cut corners nor requirements but will help you to be most ready for mastering the vast collection of knowledge and mapping it to information your head can hold onto. Congrats Sohail on meeting the training and studying needs of project managers worldwide. Elaine Jackson, PMP the Holistic Project Manager www.holisticpmc.com

In my opinion, this reference guide is absolutely critical to have....and was my North Star in navigating through the PMP material. It helped me start off my studies, by introducing me to concepts and at-a-glance, and better understand what to expect....It especially helped me once I completed studies, as it helped me solidify the most important concepts which would most definitely be expected on the exam. This reference guide is excellent because of the visualization it uses. It is also most complete as it extends into 4 sheets both sides. For the price, this study guide is a "must buy" for anyone studying the PMP... It really helped me sort out the material in a structured, and abbreviated fashion. The author also has a book, which is the best in the market, based on what I have tested

Excellent reference for the perspective PMP candidate. This puts all of the critical information in one place for the student. As an Instructor, I would recommend to every student to buy a copy to help them be successful in the test. This document should be supplied with the book by the same author by the training organizations.

Reference Guide is great. Reason for 4 stars is pricing and it's not Laminated. My arrived with slight tear on folding edges and I may have to get it laminated for it to last. Otherwise great reference guide.

I recently passed the PMP exam! I attended one of Soheli Akhter's preparatory courses in November 2014 and we used this Quick Reference Guide (QRG) along with his textbook, Project Management Professional (PMP) Certification Exam Prep. Both the textbook and the QRG were my primary guides while studying for the PMP exam. This 8 page summary contains everything you need to know for the exam. I consulted this guide continuously throughout my studying regime to ensure I was on track and to reinforce all the main concepts. Without a doubt, this guide was an essential part of my studying process. I would highly recommend this QRG to anyone who is preparing to pass the PMP exam.

This was very well organized and comprehensive. Self study is still mandatory, but due to the volume of material for this test, you practically need a condensed version to use as a flip card to cram it into your brain. His book is good as well. I passed on the first time with only 3 minutes to spare, so do not underestimate the need to be prepared. Dollar for dollar, this is probably the best investment in my career when I consider payback ratio. If you don't get this guide, you should definitely get somebody's guide. However this guide was good. I think each guide is organized in a way that compliments the book, so I would recommend getting his book as well.

Everything is done for you on this quick reference guide for each chapter in the PMBOK. Excellent exam tool to help study for the exam and to retain memory before the exam. I particularly liked the charts, tables and pictures of each chapter. It organizes my thoughts to where things are in the vast topic of PMP... and a picture is worth 1000 words. Highly recommend this awesome tool by Soheli. A must buy!!

This 8-sided handy quick reference guide is a great resource for anyone sitting for the PMP exam or someone who wants to have this lying around in their desk as a quick starting point for their reference while initiating or working on their project. It is well summarized as if the entire PMP resources in this 8 pages! It is an excellent review tool and I highly recommend this chart to both project managers as well as business analysts!. This is a great aid along the way - no matter if you're a fresher or an experienced business analyst/project manager! I frequently refer this review tool and use this for training purpose as well!

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