

The Exam

The PMP examination is comprised of 200 competency-based, multiple-choice questions that are taken from a database of several thousand questions. Of the 200 questions, 25 are considered pretest questions. Pretest questions do not affect your score and are used in examinations as an effective and legitimate way to test the validity of future examination questions. The pretest questions are randomly placed throughout the exam.

The allotted time to complete the examination is four hours. The examination is preceded by a 15-minute computer tutorial, which is not part of the allotted four hours.

The exam is constructed based on the PMP Examination Specification. The Exam Specification details the percentage of questions that are contained in each process group. The following reflects the percentage of questions in each of the performance domains:

- Initiation 11 percent
- Planning 23 percent
- Executing 27 percent
- Monitoring and Controlling 21 percent
- Closing 9 percent
- Professional and Social Responsibility 9 percent

How to Prepare for the Exam

1. Download and thoroughly review the following documents from www.pmi.org:
 - PMP Credential Handbook
 - Online application.
 - PMP Code of Professional Conduct
2. Review the eligibility requirements and examination process information in the PMP Credential Handbook.
3. Submit your application and schedule the exam.
4. Create a schedule and study goals.
5. Join a study group if it fits your learning style and schedule. Personal support helps you stick to a study schedule and work through difficult topics.
6. Look at the Sample Questions & Answers document on the PMI website. These questions are intended to provide examples of the style of questions encountered on the exam.
7. Remember that the test is based on your understanding of the PMBOK. Be sure that you understand the inputs, tools and techniques, and outputs for each process.

8. Review the definitions of terms found in the PMBOK Glossary.
9. Review materials that address a project manager's professional and social responsibility, especially regarding the cultural dimension of doing business internationally.
10. Study textbooks dealing with the following content areas as they relate to projects:
 - Communications Management
 - Cost Management
 - Human Resources Management
 - Integration Management
 - Procurement Management
 - Quality Management
 - Risk Management
 - Scope Management
 - Time Management
11. Review practice questions to become familiar with multiple choice testing, and increase your comfort level. Purchase a book of practice questions at your local bookstore, or consider the Basic Knowledge Assessment (BKA) on the PMI website. The BKA consists of 100 multiple-choice questions designed to assist individuals in determining their areas of strength and weakness. The cost is \$35.
12. Talk to a colleague who is a PMP, and ask for tips on studying and taking the test. (Note: it is unethical to ask for or receive information on specific test questions.)