

Have you had PMP training and presently you are filling up the PMP exam registration form? Filling the PMP exam form is not difficult. The main criteria to fill in the form is that you have used terminologies in the project descriptions that you will enter, which you have learned in the your PMP training.

Have a look at sample project descriptions below, and you too should write similar project descriptions in your PMP exam form.

Procedure Filling PMP Exam Application

General

PMI requires that qualified PMP candidates:

- Accomplish their responsibilities under general direction and are accountable for all project aspects

- Guide and instruct cross-functional teams to manage projects within the constraints of quality, resources, schedule, and budget

- Display adequate knowledge and skills to apply a methodology to projects that have defined project requirements and deliverables. Project descriptions should be written to determine whether or not the documented projects are actually projects.

Furthermore, project descriptions should comprise of following:

- Brief project objective

- Deliverables of project, by process groups

- Concise project outcome
- Keywords (terminologies taught from PMBOK)

Real Project Descriptions (maximum 550 words)

Sample Project Description No. 1

I was involved in creation of project charter. Obtained project requirements from stakeholders. Project management plan was created which included project scope statement, WBS, plans of schedule, cost, quality, HR. I assisted to create project deliverables during project execution, monitored project management plan, including cost and schedule, ensured proper execution. Stakeholders were informed of approved changes. Project was reviewed, closed successfully, lessons learned documented, archived documents, and project was accepted by sponsor.

Sample Project Description No. 2

Produced project scope statement, created WBS, defined activities, estimated their duration. Determined quality standards, produced quality plan, estimated cost and created project budget, identified risks, including their qualitative & quantitative analysis. Prepared risk responses. Project management plan was prepared, Directed and managed project work during project execution. Project was monitored, including cost, time, risks. Conducted project review, and project was successfully closed by acceptance. Lesson learned were documented.

Sample Project Description No. 3

Developed project charter, collected project requirements from stakeholders, and project scope was defined. Produced project management plans, including project schedule, cost plan, HR plan, and procurement management plan. Identified quality standards, and quality management plan. Team was acquired and directed project work. Conducted procurement, and produced deliverables. Project was monitored and controlled, including control of schedule, cost, quality.

Project was reviewed, accepted by user. Documents were archived. Created lessons learned.

Sample Project Description No. 4

Identified major stakeholders and assisted in creating project charter, which included summary budget, high level project description etc. Defined project scope by producing project scope statement, created WBS, scope baseline, defined activities, and developed schedule. Assisted in developing budget. Produced project management plan, according to which executed project and produced deliverables. Monitored work, evaluated and corrected variances of cost, time etc. Project was successfully closed by acceptance. Reviewed project and created lessons learned. Archived documents.