



## **Things to Consider When Applying**

Before you apply please review your experience to ensure that it aligns with the guidelines presented below.

### **Project Manager Role: (source - PMP Handbook)**

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget and resources
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables.

### **Description of Project Experience:**

Project descriptions should be documented clearly enough for PMI to determine whether or not the projects documented truly are projects. Please note, each project must be submitted as its own individual entry and must be for a professional association/organization. Furthermore, project descriptions should consist of the following:

- A brief, one-sentence project objective
- Project deliverables summarized by process areas (Initiating, Planning, Executing, Monitoring and Controlling, and Closing - abbreviations are acceptable IN, PL, EX, MC & CL)
- A brief, one-sentence project outcome

Project descriptions should be a high level summary of the tasks you led and directed on the project (e.g. Initiating: develop project charter, WBS etc.; Planning: Scope definition etc.; and so on). Project management experience is required in each of the process areas when all projects are totaled, but not on each project. Project descriptions must be provided for all projects submitted on application.

PMI defines a project as a temporary endeavor undertaken to create a unique product service or result. Every project creates a unique product, service or result such as:

- A product that can be either a component or another item, an enhancement of an item, or an end item in itself
- A service or a capability to perform a service (e.g., a business function that supports production or distribution)
- An improvement in the existing product or service lines (e.g., A Six Sigma product undertaken to reduce defects)
- A result, such as an outcome or document (e.g., research project that develops knowledge that can be used to determine whether a trend exists or a new process will benefit society)

Additional information regarding the application requirements and role definitions can be found in the PMP Handbook and Exam Content Outline online at [www.PMI.org](http://www.PMI.org).

If you have any questions, please do not hesitate to contact us at [Application.Audit@PMI.org](mailto:Application.Audit@PMI.org).