

Your PMP® Application Checklist

Please keep this information in mind as you complete your application and run through this checklist before you submit your application to ensure you have everything covered.

- My project entries represent professional project work experience only. I haven't included experience such as the following examples, which are not acceptable:
 - My own personal wedding
 - Academic research for a degree-granting program
 - Creation of a newsletter
 - Home improvement project

- All of the projects I've included are listed individually. I have not listed multiple projects as one entry.

- I've included the true title of the project or basic descriptor of the project purpose, not my role on the project, in the title field.
 - *Example: CRM Implementation Project*

- Each of my project descriptions are high level summaries of the tasks I led or directed and I've included the following info:
 - A brief, one or two sentence project objective describing the purpose or goal of the project.
 - *Example: The objective of the project was to implement a CRM system to replace multiple legacy systems.*
 - A summary of deliverables within my responsibility for the process areas where I claimed hours.
 - *Example: IN - Defined the high-level project scope. Identified project assumptions and constraints*

- My project entries do not include routine, operational, or administrative tasks and responsibilities.

- The hours of experience included within each domain/process area are reasonable based on the timeframe I've indicated for the project.

- Although I may not have experience hours in each domain/process area for every project entry, I do have experience listed for each domain/process area across all of the projects I am submitting as part of my application.