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.