Your PMP® Application Checklist

Please keep this information in mind as you complete your application!
Remember to run through the points below to make sure 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 project in total:
  • 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 the final project deliverables.
    Example: Presented end-to-end functionality and received client sign off approval.

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

☑ I have accurately indicated the number of team members who participated in this project and the budget for the project.

☑ If I am selected for the PMI audit process, I am able to obtain proper verification for the project experience listed in my application.