

Summary of Tasks in PMI's Examination Specifications *

Leading and Directing Project Tasks

In addition to implementing a new PMP Certification test there was one other major change PMI made to the certification requirements. "Candidates with a Bachelor's degree are required to have 4,500 hours and 36 months of unique non-overlapping project management experience leading and directing project tasks". The key words here are **leading and directing project tasks**. Hour spend providing deliverables for projects do **not** count as part of the 4,500 hours. A complete list of tasks is published in the PMP *Examination Specifications*, but that 33 page booklet cost \$39.95 (31.95 for members), so here is a summary.

A summary of Task PMP Candidate must have preformed.

Initiating the Project Task Summary

- Conduct project selection methods – cost benefit analysis, selection criteria.
- Define the scope of the project based on the business need
- Document high-level risks, assumptions, and constraints
- Perform key stakeholder analysis
- Develop the project charter
- Obtain project charter approval

Planning the project

- Record detailed customer requirements, constraints, and assumptions
- Identify key project team members
- Create the work breakdown structure
- Develop the change management plan
- Identify project risks
- Obtain project plan approval
- Conduct a kick-off meeting

Executing the project

- Execute the Tasks as defined in the project plan
- Ensure a common understanding by setting expectations
- Implement the procurement of project resources
- Manage resource allocation proactively
- Implement the quality management plan
- Implement approval changes
- Implement the approved actions and workarounds required to mitigate project risk events
- Improve team performance

Monitoring and Controlling the Project

- Measure project performance
- Manage changes to the project scope

Ensure that project deliverable conform to quality standards
Monitor the status of all identified risks

Closing the Project

Formalize final acceptance for the project
Obtain financial, legal, and administrative closure
Release all project resources
Communicate lessons learned
Distribute the final project report
Archive project records, historical information, and documents
Measure customer satisfaction

Professional and Social Responsibility

Ensure personal integrity and professionalism
Contribute to the project management knowledge base
Enhance personal professional competence
Promote interaction among team members and other stakeholders

* Project Management Professional (PMP®) Examination Specifications published by PMI 2005.