

Project Management Institute (PMI)

The world's leading project management organisation, Project Management Institute (PMI) shares knowledge with nearly 500,000 members and credential holders in 180+ countries. Since its founding 40 years ago, PMI has affected more than one million practitioners, businesses, governments, students and training organisations. Today, PMI's products and services range from world-class standards for project, program and portfolio management to five professional credentials, including the gold standard Project Management Professional (PMP). PMI's exclusive Global Corporate Council and European Corporate Networking Group engage large multinationals and government organizations in endorsing the value of project management. The only project management association with an established academic research program, PMI has invested more than US\$14 million in support of dozens of research projects since 1997.

The PMP, held by more than 340,000 project managers worldwide, is the only project management credential that is globally transferable. PMI provides members with access to the knowledge, skills, educational support and the networking opportunities needed to drive business results through project management, programme management and portfolio management. The Institute is highly regarded for its extensive research capabilities and its programme to accredit colleges and universities and Registered Education Providers to teach PMI-approved project management courses.

There are five credentials currently available for project management professionals with varying levels of experience and education. Each credential stands alone and, therefore, other PMI credentials are not prerequisites.

CAPM – Certified Associate in Project Management

Designed specifically for project team members, the Certified Associate in Project Management (CAPM) credential is aimed at improving overall project success by helping to ensure project management knowledge. The CAPM credential recognizes a demonstrated understanding of the fundamental knowledge, processes and terminology as defined in the A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fourth Edition that are needed for effective project management performance.

Role on Project Team

A CAPM contributes to a project as a subject matter expert; may also serve as a sponsor, facilitator, liaison or coordinator.

Responsibility

Responsible for individual project tasks in their area of expertise (e.g., finance, marketing, legal, customer care, market research, fulfilment, processing). Not industry specific – but relevant across many functional areas and industries.

Tasks

A CAPM assumes full or partial responsibility for project tasks related to their area of expertise.

Who should apply for this credential?

Project team members who:

Provide subject matter expertise (e.g., marketing, finance, customer care, processing, fulfilment)

Serve as project sponsors, facilitators, liaisons, or coordinators.

Eligibility Requirements

Those with a high school diploma, Associate's degree or global equivalent.

Those with 1,500 hours of work on a project team or 23 contact hours of formal project management education.

Examination Preparation

Applicants must pass a three-hour, 150-question, knowledge-based examination that uses the PMBOK® Guide as its only source. The CAPM examination is administered globally with translation aids in twelve languages.

The questions are developed by individuals from around the globe

who hold the CAPM credential and are monitored to ensure that the examination continues to be a reliable and valid assessment of project management terms and practices.

Examination preparation resources include:

Review the PMBOK® Guide—Fourth Edition

Visit www.pmi.org and download and study the CAPM credential handbook – paying particular attention to the CAPM examination blueprint.

Project Movie: A Practical Application of the PMBOK® Guide—Fourth Edition offered by PMI through www.pmi.org that makes learning the PMBOK® Guide less daunting and more effective.

Attend Registered Education Provider courses developed specially for the CAPM examination.

Continuing Certification Requirements

Those who have been granted the CAPM credential must demonstrate an ongoing professional commitment to the field of project management by re-testing in the fifth year to maintain their credential.

PMI-RMP – PMI Risk Management Professional (PMI-RMP)

The PMI Risk Management Professional (PMI-RMP) credential recognizes demonstrated knowledge and expertise in the specialized area of assessing and identifying project risks while mitigating threats and capitalizing on opportunities.

Role on Project Team

Dedicated role in the specialized area of project risk management.

Responsibility

Responsible for identifying project risks and preparing mitigation plans.

Tasks

Involved in identifying, assessing and mitigating project risks while capitalizing on opportunities within the project.

Who should apply for this credential?

Project team members with expertise in project risk management

Eligibility Requirements

Those with a bachelor's degree or global equivalent and 30 contact hours of formal education and within the past five years a minimum of 3,000 hours of unique, non-overlapping work experience in project risk management.

Those with a high school diploma or global equivalent and 40 contact hours of formal education and within the past five years a minimum of 4,500 hours of unique, non-overlapping work experience in project risk management.

Examination Preparation

Applicants must pass a three and a half hour, 170-question examination, based on knowledge, skills and experience.

The questions are developed by individuals from around the globe who hold PMI credentials and titles in project risk management and are monitored to ensure that the examination continues to be a reliable and valid assessment of project management terms and practices.

Examination preparation resources include:

Review the PMI-RMP credential handbook

Review the PMI-RMP Examination Specification

Review the PMBOK Guide – Fourth Edition

Enrol in formal study courses

Continuing Certification Requirements

Those who have been granted the PMI-RMP credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements Programme every three years to maintain their credential.

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PMI-SP – PMI Scheduling Professional

The PMI Scheduling Professional (PMI-SP)® credential recognizes demonstrated knowledge and expertise in the specialized area of developing and maintaining the project schedule.

Role on Project Team

Dedicated role in the specialized area of project scheduling.

Responsibility

Responsible for creating and maintaining the project schedule.

Tasks

Involved in creating and maintaining the project schedule, including reporting status and updates.

Who should apply for this credential?

Project team members with expertise in project scheduling management.

Eligibility Requirements

Those with a bachelor's degree or global equivalent and 30 contact hours of formal education and within the past five years a minimum of 3,500 hours of unique, non-overlapping work experience in project scheduling.

Those with a high school diploma or global equivalent and 40 contact hours of formal education and within the past five years a minimum of 5,000 hours of unique, non-overlapping work experience in project scheduling.

Examination Preparation

Applicants must pass a three and a half hour, 170-question examination, based on knowledge, skills and experience.



Mark Langley
Chief operating officer, PMI

The questions are developed by individuals from around the globe who hold PMI credentials and titles in project risk management and are monitored to ensure that the examination continues to be a reliable and valid assessment of project management terms and practices.

Examination preparation resources include:

- Review the PMI-SP credential handbook
- Review the PMI-SP Examination Specification
- Review the PMBOK Guide – Fourth Edition
- Review the Practice Standard for Scheduling
- Enrol in formal study courses

Continuing Certification Requirements

Those who have been granted the PMI-SP credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements Programme every three years to maintain their credential.

PMP – Project Management Professional

Individuals who hold the Project Management Professional (PMP) credential demonstrate a proficient level of project management leadership skills. The PMP® credential recognizes a demonstrated understanding of knowledge and skill to lead and direct project teams to deliver results within the constraints of schedule, budget and resources.

Role on project team

Ensures that all the aspects of the project plan are executed and that progress and variances are properly addressed and communicated.

Responsibility

Responsible for all aspects of individual projects for the life of the project.

Tasks

Leads and directs the project.

Who should apply for this credential?

Those who are responsible for all aspects of a project for the life of a project.

Eligibility requirements

Those with a bachelor's degree or global equivalent and 35 contact hours of formal education and within the last eight years

a minimum of three years' unique non-overlapping professional experience during which at least 4,500 hours are spent leading and directing project tasks.

Those with a high school diploma or global equivalent and 35 contact hours of formal education and within the last eight years a minimum of five years' unique non-overlapping professional experience during which at least 7,500 hours are spent leading and directing project tasks.

Examination Preparation

The four-hour PMP examination is composed of 200 multiple-choice questions that measure your ability to apply knowledge, skills and techniques used in project management.

The examination is developed by groups of individuals from around the globe who hold the PMP credential and is routinely reviewed and revised to ensure the best and consistently objective assessment.

The PMP examination is administered globally with translation aids in twelve languages.

To prepare for the examination

Visit www.PMI.org to access and review the PMP credential handbook, the PMP Examination Specification and the PMP Sample Questions document (not for commercial use).

Study the PMBOK® Guide –Fourth Edition and other texts that discuss the management of communications, cost, human resources, integration, procurement, quality, risk, scope and time, as well as a project manager's social and professional responsibilities.

Enrol in formal study courses and/or Attend Registered Education Provider courses developed specially for the PMP examination.

Continuing Certification Requirements

Those who have been granted the PMP credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements Programme every three years to maintain their credential.

PgMP – Program Management Professional

The Program Management Professional (PgMP) credential recognizes both project and programme management knowledge, experience and performance. The PgMP credential recognizes advanced experience, skill, and performance in achieving an organizational objective through defining and overseeing projects and resources.

The application process includes specific guidelines that objectively measure experience, education and professional knowledge. The rigorous application process includes three assessments and requires peers to rate applicants' on-the-job performance.

Role on Project Team

Oversees programs, defines projects and assigns project managers.

Responsibility

Responsible for modifying programmes and making decisions that advance strategic and business objectives to ensure the ultimate success and acceptance of the programme.

Tasks

Defines and initiates projects and assigns project managers to manage the cost, schedule and performance of component projects.

Who should apply for this credential?

Experienced professionals who have both project and programme management experience to:

Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget and scope.

Manage programmes that contain complex activities that span functions, organizations, geographic regions and cultures.

Build credibility, establish rapport and maintain communication with stakeholders at multiple levels, including those external to the organization.

Possess advanced skills in finance, cross-cultural awareness, leadership, communication, influence, negotiation and conflict resolution.

Eligibility Requirements

Those with a bachelor's degree or global equivalent and within the last 15 years a minimum of four years/6,000 hours of project management experience and four years/6,000 hours of programme management experience.

Those with a high school diploma or global equivalent and within the last 15 years a minimum of four years/6,000 hours of project management experience and seven years/10,500 hours of programme management experience.

Examination Preparation

The examination is made up of 170 multiple-choice questions and participants are given four hours to complete the examination.

The multiple-choice examination – developed by programme managers from around the world – includes mostly scenario-based questions that test your understanding of the knowledge, skills and techniques used in programme management.

The examination is administered via computer-based testing globally. In areas of the world where computer-based testing does not exist, paper-based testing will be made available.

Examination preparation tips:

Visit www.PMI.org to access and review the PgMP credential handbook and the PgMP Examination Specification Samples and Answers document (not for commercial use).

Study the PMBOK® Guide –Fourth Edition and the Standard for Program Management

Enrol in formal study courses and/or attend Registered Education Provider courses developed specially for the PgMP examination.

Continuing Certification Requirements

Those who have been granted the PgMP credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements Programme every three years to maintain their credential.

To apply for a PMI credential visit: www.pmi.org

