

The book was found

8 Pages Quick Reference Guide - Project Management Professional (PMP) Certification Exam Prep

DMP QUICK REFERENCE GUIDE

Project Management Professional (PMP) Certification Exam Prep

2nd Edition
By Sohail Akhtar, PMP, CCNA, ISMS

Based on PMI's
PMBOK Guide- Fifth
Edition

PMI, PMBOK, and PMP are
registered marks of the Project
Management Institute, Inc.

PROJECT MANAGEMENT FRAMEWORK

- Operational Work:** Continuing activities that produce many identical or nearly identical products.
- Project:** A temporary initiative that produces a unique product, service, or result.
- Project Triangle:** Market demand, customer inputs, requirements, technological advances, legal requirements, ecological inputs, and resource needs.
- Methodology:** A set of steps to manage a project or an organization's implementation of project processes.
- Project Management:** Using knowledge, skills, tools, and resources to satisfy project requirements.
- Program:** A group of related projects managed in a coordinated way.
- Portfolio:** A group of projects or programs and other works to achieve a specific strategic goal.
- Organizational project management (OPM):** A strategic management framework that keeps the entire organization on course strategically.
- OPM's PM:** An organizational project manager's model.

PROJECT ROLES

- Project Manager:** Responsible for managing project.
- Project Sponsors:** Provide financial resources.
- Program Manager:** Responsible for managing programs.
- Portfolio Manager:** Responsible for high-level governance of a group of projects or programs and other work.
- Project Expediter:** Act as a staff assistant and communication coordinator. Cannot make or enforce decisions.
- Project Coordinator:** Take some actions to make decisions and reports to higher level.
- Customer/users:** Individuals or org that will receive the project's product, service, or result.
- Performing Org:** The enterprise whose employees are involved in doing the project work.
- Project Mgmt Team:** Members directly involved in PM activities.
- Senior Mgmt:** Executives in the org senior to the performing orgs, involve organizational issues.
- Project Team Members:** Org performing project work.
- Influencers:** People who can influence a project positively or negatively.
- Stakeholders:** The person who is concerned, may stand in conflict, and will be affected by a project.

PROJECT MANAGEMENT OFFICE (PMO)

- Supports:** Functions as a repository and plays a consultative role, has a low level of control.
- Controlling:** Provides guidelines, policies, and templates and requires compliance, has moderate level of control.
- Directive:** Directly involved in managing projects, has a high level of control.
- ORGANIZATIONAL TYPES**
- Functional:** An org grouped by area of specialization within different functional areas.
- Projectbased:** An org structured by projects.
- Matrix:** A hybrid organization, sharing, balanced, weak.
- Complex Structure:** A combination of functional, project, and matrix structures.
- Project-Based Organization (PBO):** Create a strong framework around projects to achieve strategic goals.
- Organizational Hierarchy:** Operational, middle management, and strategic.

PROJECT LIFE CYCLE

- Project Life Cycle:** A representation of the generally sequential and sometimes overlapping project phases that a project goes through.
- Product Life Cycle:** A representation of the generally sequential and sometimes overlapping product phases that a product goes through.

Project phases are what you need to do to manage the work.

Key project phases: A series of deliverables or phase completion phases (stages of project activities) required by each phase to achieve phase objectives.

Progressive Elaboration: An iterative approach of defining and developing product to meet project needs.

OTHER KEY TERMS:

- Historical Information:** Info from previous projects.
- Lesson Learned:** Documented lessons, what went right and wrong, what could be improved in a project.
- Realities:** An original plan plus all approved change requests, schedule, cost.
- PM Skills:** Very creative, communicating, negotiating, problem-solving, influencing, and delegating.
- Triple Constraints:** Scope, time, and cost.

PROJECT MANAGEMENT PROCESSES

- A process is a set of interrelated activities and activities.
- Process groups are not project phases.
- Process groups are not linear, they interact and overlap with each other.

	Process Groups						Total
	IN	PL	EX	MA	CC		
Integration	1	1	2	2	1	1	8
Scope	1	1	1	1	1	1	6
Time	1	1	1	1	1	1	6
Cost	1	1	1	1	1	1	6
Quality	1	1	1	1	1	1	6
Human Resources	1	1	1	1	1	1	6
Communications	1	1	1	1	1	1	6
Risk	1	1	1	1	1	1	6
Procurement	1	1	1	1	1	1	6
Stakeholder	1	1	1	1	1	1	6
Total	2	2	8	8	2	4	47

Knowledge Areas (18)	# of Processes
Integration	8
Scope	6
Time	7
Cost	6
Quality	6
Human Resource	6
Communications	6
Risk	6
Procurement	6
Stakeholder	6

Process Groups (6)	# of Processes
Initiating (IN)	2
Planning (PL)	26
Executing (EX)	8
Monitoring & Controlling (MA & C)	11
Closing (CC)	2

- Common Inputs, Tools & Techniques, Outputs:**
- Inputs:** Historical information, information, organizational process assets (OPA), project charter, work performance data, work performance info, work performance reports.
- Tools & Techniques:** Project judgment, project inputs, info system (PMIS), meetings, facilitation techniques, analytical techniques.
- Outputs:** Change requests, corrective actions, preventive actions, defect repairs, updates (project charter, plan, project documents, work performance info, work performance reports).



Synopsis

The quick reference guide for the PMP Exam is an 8 pages summary for "Project Management Professional (PMP) Certification Exam Prep", authored by Soheli Akhter, PMP,CCNA,ISMS. Based on the newest edition of the PMBOK, the 5th edition, this last chance review guide will help any student studying for the PMP exam gain more knowledge and self-assurance before their exam. Developed by a well-known PMP exam prep trainer and graduate-level project management professor, this tool is now available to all students wishing to increase their chances for success on the PMP exam. This handy, easy to carry guide includes hundreds of topics, processes, glossary items, general project management terms, test taking tips, and graphics to help jog the memory of students preparing for the big exam. Exhibiting all 47 processes along with the key inputs, tools, and outputs, this guide also illustrates techniques, tables, and graphs to emphasize the essential information at a glance. Included are over 250 individual PMP prep glossary items, grouped within the knowledge area where they are most frequently used. Important formulas and values are methodically structured for prompt look-up, bringing pertinent information together in one resource. This reference guide is printed on heavy duty UV coated stock. Note that all this useful PMP Exam Prep information is on one 8.5 x 11" roll -fold (4 panels) brochure (opens to 34" x 11"). It is aligned with PMBOK® Guide, Fifth Edition and the PMP® Exam Content Outline dated June 2015 and should be used for exams after January 11, 2016. For details please visit www.pmaofna.com

Book Information

Series: PMP Quick Reference Guide

Pamphlet: 8 pages

Publisher: Uprinting; 1st edition (2015)

Language: English

ISBN-10: 1633156737

ISBN-13: 978-1633156739

Product Dimensions: 11 x 8.5 x 0.2 inches

Shipping Weight: 0.3 ounces

Average Customer Review: 4.8 out of 5 stars See all reviews (44 customer reviews)

Best Sellers Rank: #112,830 in Books (See Top 100 in Books) #28 in Books > Business & Money > Management & Leadership > Project Management > PMP Exam #827 in Books > Education & Teaching > Higher & Continuing Education > Test Preparation > Professional #1980 in Books > Business & Money > Skills

Customer Reviews

My students are raving about this product and I am about to make it required reading for all PMP Students. Students wonder what should they study, how can they manage the massive amount of data to be quickly prepared for their PMP Exam. Well this tool may be intense but it beats taking 4 months to read all the material and worry if you are doing it right. We have workshops reviewing this materials and connecting the details to several project management text book sources. If you are looking for an accurate source review this guide will do it. It is not a replacement for a qualified proven coach nor a replacement for the text books. Remember you must meet all the requirements from PMI on work experience and training hours to apply to sit for the PMP Exam. This reference guide will not allow you to cut corners nor requirements but will help you to be most ready for mastering the vast collection of knowledge and mapping it to information your head can hold onto. Congrats Sohail on meeting the training and studying needs of project managers worldwide. Elaine Jackson, PMP the Holistic Project Manager www.holisticpmc.com

In my opinion, this reference guide is absolutely critical to have....and was my North Star in navigating through the PMP material. It helped me start off my studies, by introducing me to concepts and at-a-glance, and better understand what to expect....It especially helped me once I completed studies, as it helped me solidify the most important concepts which would most definitely be expected on the exam. This reference guide is excellent because of the visualization it uses. It is also most complete as it extends into 4 sheets both sides. For the price, this study guide is a "must buy" for anyone studying the PMP... It really helped me sort out the material in a structured, and abbreviated fashion. The author also has a book, which is the best in the market, based on what I have tested

Excellent reference for the perspective PMP candidate. This puts all of the critical information in one place for the student. As an Instructor, I would recommend to every student to buy a copy to help them be successful in the test. This document should be supplied with the book by the same author by the training organizations.

Reference Guide is great. Reason for 4 stars is pricing and it's not Laminated. My arrived with slight tear on folding edges and I may have to get it laminated for it to last. Otherwise great reference guide.

I recently passed the PMP exam! I attended one of Soheli Akhter's preparatory courses in November 2014 and we used this Quick Reference Guide (QRG) along with his textbook, Project Management Professional (PMP) Certification Exam Prep. Both the textbook and the QRG were my primary guides while studying for the PMP exam. This 8 page summary contains everything you need to know for the exam. I consulted this guide continuously throughout my studying regime to ensure I was on track and to reinforce all the main concepts. Without a doubt, this guide was an essential part of my studying process. I would highly recommend this QRG to anyone who is preparing to pass the PMP exam.

This was very well organized and comprehensive. Self study is still mandatory, but due to the volume of material for this test, you practically need a condensed version to use as a flip card to cram it into your brain. His book is good as well. I passed on the first time with only 3 minutes to spare, so do not underestimate the need to be prepared. Dollar for dollar, this is probably the best investment in my career when I consider payback ratio. If you don't get this guide, you should definitely get somebody's guide. However this guide was good. I think each guide is organized in a way that compliments the book, so I would recommend getting his book as well.

Everything is done for you on this quick reference guide for each chapter in the PMBOK. Excellent exam tool to help study for the exam and to retain memory before the exam. I particularly liked the charts, tables and pictures of each chapter. It organizes my thoughts to where things are in the vast topic of PMP... and a picture is worth 1000 words. Highly recommend this awesome tool by Soheli. A must buy!!

This 8-sided handy quick reference guide is a great resource for anyone sitting for the PMP exam or someone who wants to have this lying around in their desk as a quick starting point for their reference while initiating or working on their project. It is well summarized as if the entire PMP resources in this 8 pages! It is an excellent review tool and I highly recommend this chart to both project managers as well as business analysts!. This is a great aid along the way - no matter if you're a fresher or an experienced business analyst/project manager! I frequently refer this review tool and use this for training purpose as well!

[Download to continue reading...](#)

8 Pages Quick Reference Guide - Project Management Professional (PMP) Certification Exam Prep
PMP: The Beginners Guide To Pass Your Project Management Professional Exam (PMP, Project

Management, Agile, Scrum, Prince2) Project Management: 26 Game-Changing Project Management Tools (Project Management, PMP, Project Management Body of Knowledge) PMP EXAM Simplified-5th Edition- (PMP Exam Prep 2013 and CAPM Exam Prep 2013 Series) Aligned to PMBOK Guide 5th Edition Project Management Professional (PMP) Certification Exam prep PMP Exam Prep: PMP Exam Prep Ultimate Edition: Questions, Answers, Explanations Agile Project Management: Box Set - Agile Project Management QuickStart Guide & Agile Project Management Mastery (Agile Project Management, Agile Software Development, Agile Development, Scrum) Project Management Using Microsoft Project 2013: A Training and Reference Guide for Project Managers Using Standard, Professional, Server, Web Application and Project Online How to get every Earned Value question right on the PMP® Exam: 50+ PMP® Exam Prep Sample Questions and Solutions on Earned Value Management (EVM) (PMP Exam Prep Simplified) (Volume 1) Agile Project Management: An Inclusive Walkthrough of Agile Project Management (Agile Project Management, Agile Software Development, Scrum, Project Management) PMP Project Management Professional Exam Certification Kit PMP Exam Prep Questions: 715 Questions Written by professional PMP Trainer Based On PMBoK5.0 CAPM® Exam Simplified: Aligned to PMBOK Guide 5th Edition (CAPM Exam Prep 2013 and PMP Exam Prep 2013 Series) (Volume 1) PMP Exam Prep, Seventh Edition: Rita's Course in a Book for Passing the PMP Exam PMP Exam Prep, Sixth Edition: Rita's Course in a Book for Passing the PMP Exam PMP Exam Prep, Eighth Edition - Updated: Rita's Course in a Book for Passing the PMP Exam by Rita Mulcahy (June 12, 2013) Paperback Eighth PMP Exam Prep, Eighth Edition - Updated: Rita's Course in a Book for Passing the PMP Exam Project Management: Secrets Successful Project Managers Know And What You Can Learn From Them: A Beginner's Guide To Project Management With Tips On Learning ... Project Management Body of Knowledge) PMP: Project Management Professional Exam Study Guide: Updated for the 2015 Exam PMP Project Management Professional Exam Deluxe Study Guide: Updated for the 2015 Exam

[Dmca](#)