PMP Exam Prep - Project Descriptions

* The focus of the description is on PM processes/tasks led and methodologies applied, not industry-specific information, operations, or the product of the project. Project management is generic (“facilitate planning sessions”) where the product of the project is industry or company specific.
* Follow the format of one sentence describing the Project Objective to demonstrate that this is really a project and not operations, one or two paragraphs describing your project experience, and finally one sentence describing the Project Outcome. If the project is still ongoing, the outcome could be that the project is on schedule or that the customer is satisfied and/or has signed off on deliverables produced.
* For experience, use the items listed to provide ideas on what to describe. Focus on a few different areas to produce a well-rounded description.
* In the online application, you cannot enter additional projects once 36 unique months is reached. Focus on longer projects so you have fewer projects to describe.
* Use word count on each project to keep the descriptions between 100-500 words. 150-175 words is a good length. There is no need to provide more than necessary.
* The phrases under Project Experience below are from the Exam Content Outline. Use those for ideas on what to describe. For elaboration of each item, refer to the Exam Content Outline.

# Project # X - Project Title (*xxx words*)

**Project Objective**: A one-sentence project description. What was the project trying to accomplish?

**Project Experience:**

Plan and manage budget and resources. Plan and manage schedule. Plan and manage quality of deliverables/product. Plan and manage scope. Assess and manage risks. Manage project artifacts. Plan and manage procurement. Negotiate project agreements. Determine appropriate project methodology and practices. Plan and manage project or phase transitions and closure. Plan and manage project compliance. Evaluate and deliver project benefits and value. Address external business environment changes for impact on scope (regulations, technology, etc.). Define team ground rules.

Manage communications. Engage stakeholders. Manage project changes. Manage project issues. Execute project with the urgency required to deliver business value. Manage conflict. Lead a team. Support team performance. Empower team members and stakeholders. Ensure team and stakeholders are adequately trained. Build a team. Remove impediments for the team. Collaborate with stakeholders. Build shared understanding. Engage and support virtual teams. Mentor relevant stakeholders. Promote team performance by applying emotional intelligence.

Use iterative or incremental practices to improve. Establish project governance. Ensure knowledge transfer for project continuity. Support organizational change. Close project or phase.

**Project Outcome**: One sentence on project output. What did the project actually accomplish?

**Example 1: Pilot Program for Upgrading \_\_\_\_\_ Clients to New Platform** (*20****6*** *words*)

**Project Objective:** Create and execute a pilot migration program to upgrade selected clients from a legacy system onto an enhanced platform.

**Project Experience:** Conducted brainstorming sessions with learning solutions, client retention leaders, and project team members on over all goals and scope of project. Created detailed work packages that will be required for each upgraded client. Met with retention stakeholders to identify clients that are eligible for the pilot program. Identified additional stakeholders outside of organization to ensure contractual agreements can be met within the project timelines and costs allotted. Wrote user stories on requirements and worked with agile team to ensure all system updates are documents, prioritized, and fully vetted for completeness. Helped to develop testing scripts needed for testing environment. Identified risks and created risk responses. Helped develop training requirements and materials for project team members impacted and service teams post upgrade.

Supported upgrade team members who are conducting the training and technical upgrade. Implemented the appropriate risk response when migrations failed. Met with clients to gather lessons learned and satisfaction with the technical changes experience, the training provided during the process, and the support during and after the upgrade.

**Project Outcome:** All pilot clients successfully upgraded; stakeholders and project sponsor approved the project.

**Example 2: IT Customer Service Career Roadmap** (216 words)

**Project Objective:** Create a career roadmap for entry level IT support officers to develop a broad set of IT skills that will serve as a launching point for higher level IT jobs across enterprise IT.

**Project Experience:** Developed a business case and benefits management plan for developing a customized career roadmap for entry level IT support officers assigned to an organization. Once approved, developed a charter and identified stakeholders. The business case included analysis from a 3rd party vendor, which required drafting a SOW and procuring a small team of industry experts. Met with leaders within Talent organization to align scope of the project to overall goals of their organization. Developed user stories to create workflows and approvals for a complex job assignment process and to show progress toward desired learning goals of each employee. Established project plan with schedule and obtained stakeholder approval and funding to support the project. Identified and mentored project manager responsible for implementing the plan. Mitigated political risks by ensuring the governing Talent organization was kept apprised and involved in the project. This was accomplished by creating a detailed communication plan and ensuring Talent identified team members to participate in the project.

**Project Outcome:** An approved career roadmap and the first 12 candidates have entered into a pilot of the process.

**Example 3: Financial Management Practices** (145 words)

**Project Objective:**  Propose a plan to reform an organization’s financial management practices and creates transparency and auditability.

**Project Experience:** Directed a team of SMEs made up of CPAs and business process experts to gain insights into financial transactions of a working capital fund business within a government organization. Worked with the CFO and WCF governance organization to approve a project plan to address corrective actions, system requirements, and a compliance checklist. Mitigated schedule risks caused by using existing resources by introducing tighter monitoring controls to ensure milestones were achieved. Progress on the plan was reported at monthly CFO meetings. Changes to procedures were verified by conducting mock audits on random transactions.

**Project outcome:**  Customer approved the project outcome with a signed memorandum of agreement covering rules and regulations on how financial transactions, supporting documents and the safekeeping of those documents would be generated and protected.

# Project # 1 - Project Title (*xxx words*)

**Project Objective**: A one-sentence project description. What was the project trying to accomplish?

**Project Experience:** *(following are statements from the Exam Content Outline to provide ideas on what to describe)*

Plan and manage budget and resources. Plan and manage schedule. Plan and manage quality of deliverables/product. Plan and manage scope. Assess and manage risks. Manage project artifacts. Plan and manage procurement. Negotiate project agreements. Determine appropriate project methodology and practices. Plan and manage project or phase transitions and closure. Plan and manage project compliance. Evaluate and deliver project benefits and value. Address external business environment changes for impact on scope (regulations, technology, etc.). Define team ground rules.

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Use iterative or incremental practices to improve. Establish project governance. Ensure knowledge transfer for project continuity. Support organizational change. Close project or phase. Gathered lessons learned / retrospectives.

**Project Outcome**: One sentence on project output. What did the project actually accomplish?

# Project # 2 - Project Title (*xxx words*)

**Project Objective**: A one-sentence project description. What was the project trying to accomplish?

**Project Experience:** *(following are statements from the Exam Content Outline to provide ideas on what to describe)*

Plan and manage budget and resources. Plan and manage schedule. Plan and manage quality of deliverables/product. Plan and manage scope. Assess and manage risks. Manage project artifacts. Plan and manage procurement. Negotiate project agreements. Determine appropriate project methodology and practices. Plan and manage project or phase transitions and closure. Plan and manage project compliance. Evaluate and deliver project benefits and value. Address external business environment changes for impact on scope (regulations, technology, etc.). Define team ground rules.

Manage communications. Engage stakeholders. Manage project changes. Manage project issues. Execute project with the urgency required to deliver business value. Manage conflict. Lead a team. Support team performance. Empower team members and stakeholders. Ensure team and stakeholders are adequately trained. Build a team. Remove impediments for the team. Collaborate with stakeholders. Build shared understanding. Engage and support virtual teams. Mentor relevant stakeholders. Promote team performance by applying emotional intelligence.

Use iterative or incremental practices to improve. Establish project governance. Ensure knowledge transfer for project continuity. Support organizational change. Close project or phase. Gathered lessons learned / retrospectives.

**Project Outcome**: One sentence on project output. What did the project actually accomplish?

# Project # X - Project Title (*xxx words*) *(copy and number additional projects as needed)*

**Project Objective**: A one-sentence project description. What was the project trying to accomplish?

**Project Experience:** *(following are statements from the Exam Content Outline to provide ideas on what to describe)*

Plan and manage budget and resources. Plan and manage schedule. Plan and manage quality of deliverables/product. Plan and manage scope. Assess and manage risks. Manage project artifacts. Plan and manage procurement. Negotiate project agreements. Determine appropriate project methodology and practices. Plan and manage project or phase transitions and closure. Plan and manage project compliance. Evaluate and deliver project benefits and value. Address external business environment changes for impact on scope (regulations, technology, etc.). Define team ground rules.

Manage communications. Engage stakeholders. Manage project changes. Manage project issues. Execute project with the urgency required to deliver business value. Manage conflict. Lead a team. Support team performance. Empower team members and stakeholders. Ensure team and stakeholders are adequately trained. Build a team. Remove impediments for the team. Collaborate with stakeholders. Build shared understanding. Engage and support virtual teams. Mentor relevant stakeholders. Promote team performance by applying emotional intelligence.

Use iterative or incremental practices to improve. Establish project governance. Ensure knowledge transfer for project continuity. Support organizational change. Close project or phase. Gathered lessons learned / retrospectives.

**Project Outcome**: One sentence on project output. What did the project actually accomplish?