

MORE THAN A TEST.

QUALIFYING TO TAKE THE PMP® EXAM TO BECOME
A CERTIFIED PROJECT MANAGEMENT PROFESSIONAL



CONGRATULATIONS!

You're taking the first steps toward achieving PMP® certification to be recognized as a Project Management Professional. That's huge, and we are here for it.

To become a certified PMP®, all candidates must qualify to take an exam administered by the certifying body: the Project Management Institute (PMI).

This guide is designed to help you demystify the PMP® exam application process and determine your eligibility and readiness. We'll cover education and experience, describe what types of project roles qualify and why, offer lists of industries with project examples, and outline what PMI defines as a 'project.'

Let's do it.



IMPORTANT TO KNOW

The PMP® exam application is specific and exacting. This is to ensure anyone taking the exam is qualified to achieve certification. *Here are two big notes we make sure all our students know:*

Your application to PMI must be detailed and precise to avoid delays and give you the best chance at being accepted for the exam;

and

You should maintain supporting documents (project plans, performance reviews) in case your application is audited by PMI.

Becoming certified is daunting; we remember. Project Revolution is here to help you apply, prepare, and pass the PMI exam- *and* succeed after certification.



The PMP® exam application requires certain education and experience levels. Which best describes your background?

OPTION ONE

A four-year college or university degree
36 months experience leading projects
35 hours of project management education

OPTION TWO

A high school diploma or an associates degree
60 months experience leading projects
35 hours of project management education

*If you answered, 'That's me!' to either of these descriptions, that suggests eligibility.
Most people have more questions in order to answer. Read on!*

A Note About Qualifying Your Role in Past Projects

TAKE. CREDIT. FOR. YOUR. WORK.

Whether you led a team or played a supporting role, your work counts. You don't have to have had the official title of project manager to qualify to take the PMP®. Your application just has to show that, across all your projects, you've touched each of the five process groups:

INITIATING, PLANNING, EXECUTING, MONITORING & CONTROLLING, AND CLOSING.

If you contributed to different parts of a project, like helping kick it off, taking on tasks, or checking progress, **those hours count, and they add up.**

In my project management experience, I was more of a team member than a project manager. So, do the hours count?

PMI's key requirement is that you must have "led or directed project tasks." However, the extent of leadership or direction required can sometimes seem unclear.

The good news: **You don't have to have held the official title of 'project manager.'**

Your application must include initiatives that meet PMI's definition of a project: *"A temporary endeavor undertaken to create a unique product, service, or result."* Routine operational tasks do not count; each project listed on your application must create a unique output. Examples include:

PRODUCT

Developing a component, enhancing an existing item, or creating an end-product.

SERVICE

Establishing a capability to perform a service (like launching a logistics system, or streamlining a production workflow.

IMPROVEMENT

Enhancing existing products or processes (like implementing Six Sigma initiative to reduce defects.

RESULT

Delivering specific outcomes or documents (like research projects producing actionable findings, feasibility studies, or benefit analyses.

Can you dial down on what types of initiatives those description could include?

To meet PMI's requirements, your role must demonstrate leadership and responsibility across the project process groups: Initiating, planning, executing, monitoring/controlling, and closing.

You don't need to manage every aspect of a project independently, but *to qualify as a PMP candidate you must:*

PERFORM DUTIES UNDER GENERAL SUPERVISION

Demonstrate your responsibility for tasks or decisions in multiple project areas.

Example: Leading a team to create a project schedule or manage risks under guidance from a senior project sponsor.

LEAD AND DIRECT CROSS-FUNCTIONAL TEAMS

Show that you coordinated efforts across multiple departments or specialties to achieve project goals.

Example: Collaborating with engineering marketing, and operations team to deliver a product launch.

APPLY METHODOLOGY TO WELL-DEFINED REQUIREMENTS

Use project management tools and techniques to manage constraints such as time, budget and scope effectively.

Example: Applying risk management strategies to mitigate delays during construction projects.

What do activities like 'leading and directing' really look like in practice?

To qualify, you don't have to manage every single aspect of a project. Instead, PMI looks for specific contributions across different phases of the project. These tasks show your ability to take ownership, make decisions, and guide teams toward achieving project goals. The next page defines all five project phases, with a breakdown of what leading and directing might look like at each stage:

INITIATING, PLANNING, EXECUTING, MONITORING/CONTROLLING, AND CLOSING.

MORE THAN A TEST | Do My Past Project Roles Count?

To meet PMI's requirements, your project role(s) must demonstrate leadership and responsibility across these project process groups:

INITIATING

Were you part of a project kickoff, or even a phase of work? Did you help define what needed to be done?

Examples: Being part of kickoffs, helping identify stakeholders, clarifying goals or objectives, and figuring out what success would look like.

PLANNING

Did you help figure out how the work would get done?

Examples: Working with others to outline schedules, breaking down tasks into manageable pieces, gathering input, brainstorming risks, or creating a simple plan to move forward.

EXECUTING

Did you play a part in making the work happen, or supporting the team?

Examples: Completing tasks and deliverables, collaborating with others, checking in with the team to ensure work stayed on track, communicating updates, or ensuring what was delivered met expectations.

MONITORING/ CONTROLLING

Were you involved in tracking progress, or helping solve problems?

Examples: Tracking tasks to see what's done, addressing issues when they came up, helping manage changes, or making sure the project stayed aligned with the original plan.

CLOSING

Did you help finalize a project or even just a project phase?

Examples: Reviewing lessons learned, conducting retrospectives, finalizing reports, closing procurements, and handing off deliverables.

A NOTE ABOUT CLOSING. You don't need to have closed an entire project to take credit here. Closing out a phase, wrapping up specific deliverables, or supporting the transition to the next phase all count.

What counts as a 'project' for my PMP® exam application?

If you worked on something temporary that delivered a unique result, it could count. Projects can happen everywhere, and PMP certification isn't limited to one field. No matter the industry, if you've worked on initiatives that required leadership, collaboration, or resource management, you've got relevant experience. *Industries and roles where PMP can be applied include:*

Healthcare | Implementing patient care or hospital systems.

Technology | Overseeing software and hardware upgrades or deployments.

Construction | Managing large-scale builds, renovations, or infrastructure projects.

Education | Leading academic initiatives, curriculum changes, or training programs.

Nonprofit | Running multi-year fundraising campaigns or community initiatives.

Entrepreneurship | Launching startups, developing products, or scaling business operations.

Marketing | Spearheading marketing campaigns and running them as projects.

What are project examples that can qualify someone to take the PMP® exam?

'Projects' involve managing resources, working under constraints, or collaborating to achieve specific outcomes. A project must be temporary, produce measurable outcomes, and involve resource coordination.

Examples of projects include:

Developing and launching software applications | **Designing and implementing training programs**
Organizing academic or industry conferences | Producing films or managing TV series production
Managing construction of ships, buildings, or infrastructure | **Leading healthcare system implementations**
Migrating legacy IT systems to modern platforms | Launching new products or services
Leading community development projects (water systems, education initiatives)
Coordinating mergers or acquisitions integrations | **Redesigning and optimizing manufacturing processes**
Implementing quality management systems | Managing large-scale data migrations
Planning corporate rebranding initiatives | **Overseeing supply chain optimizations**
Leading disaster relief logistics programs | Developing and deploying AI-driven solutions
Introducing renewable energy projects | **Coordinating nonprofit fundraising campaigns**
Leading digital transformation initiatives | Overseeing government regulatory compliance rollouts

WE HOPE THAT WAS HELPFUL.



The next step is the easiest.

When you become a student with Project Revolution, we guide you through the entire PMP exam application process. You get unlimited access to us for assistance and advice.

At the same time, you're earning your 35 hours in project management education from the gang at Project Revolution. Those hours are required to pass the PMP®, and we'd love it if you earned yours with us.

Come for our 99% success rate; stay for the real-world instruction. **You can do this.**

Learn more and Enroll Now at: **ProjectRevolutionLLC.com**