

PLEASE DO NOT COPY OF BELOW TEXT,

YOU SHOULD WRITE YOUR OWN WORD IN EXAMPLE FORMAT

PMI requires that qualified PMP candidates:

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget and resources.
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables.

Further, project descriptions should consist of the following:

- A brief, one-sentence project objective
- Project deliverables summarized by process areas (Initiating, Planning, Executing, Monitoring and Controlling, and Closing – abbreviations are acceptable IN, PL, EX, MC & CL)
- A brief, one-sentence project outcome

Project descriptions should be a high level summary of the tasks you led and directed on the project (e.g. Initiating: develop project charter etc.; Planning: Scope definition etc.; and so on). Project management experience is required in each of the process areas when all projects are totaled, but not on each project. Project descriptions must be provided for all projects submitted on application. Please revise the project descriptions.

**Explanation format:**

Objective: .....

Outcome: .....

Role: .....

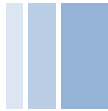
IN: .....

PL: .....

EX: .....

MC: .....

CL: .....



### **Example 1**

Objective: Classification of ship new building project

Outcome: Certified ship

Role: Project Manager

Del & Res:

IN: Involve in Identification of stakeholders and scope clarification with stakeholders

PL: Contribute to creation project baselines, planning human resources and conduct a kick-off meeting with all key stakeholders

EX: Execute the tasks within planned budget and schedule, managed project resources

MC: Monitor the project performance, Communicate project status to management and managing project changes

CL: Capture internal and customer feedback and project lessons learnt

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### **Example 2**

Objective: prepare and establishment of new event management application

Outcome: web based application

Role: Project Manager

Del. & Res.:

IN: Develop project charter, identifying stakeholders

PL: Engage in developing performance measurement baseline and identification of project quality requirements

EX: Execute the tasks within planned budget and schedule

MC: Measure project performance, manage changes to project scope, Communicate project status to management

CL: Obtain final acceptance of deliverables, Archive project documents, prepare lessons learnt document

**Example 3**

Objective: Procurement and constructing a residential building in Tehran

Outcome: a residential building

My role in this project as a project manager was:

IN: Develop the project charter and get it approved by the sponsor

PL: Help the team to define the project quality standards and project baselines

EX: Review the bids and selecting project sellers

MC: Managing the project changes and Monitoring project performance by defined KPI's

CL: Getting product acceptance and contributing to prepare the final book and documents of the project

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**Example 4**

Objective: Planning, and construction of a mega mall in Tehran

Outcome: ardat mall stores

as a project manager I was involved and lead:

IN: preparation of project charter and identification of project stakeholders

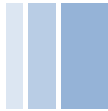
PL: Scope definition and finalizing Project performance measurement baselines

EX: Facilitation of the collection of project lessons learned

MC: Attend the weekly performance review meetings and making necessary change requests

CL: Measurement of stakeholders satisfaction and update to project benefits management plan

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**Example 5**

Objective: The plant will produce 750,000 TPA

Outcome: LTE-Splitting Unit Project in Bandar Assalouyeh, Iran- EPC Package.

Role: Procurement Manager.

IN: High-level Scope clarification with stakeholders.

PL: Contribute prepare seller selection criteria and procurement documents

EX: Place Purchase Order, Expedite for Successfully delivery, Manage Project Procurement budget.

MC: Control KPI of purchasing, Control delivery delays.

CL: Collect 1

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**Example 6**

Outcome: Gas Treating Plant-II is located in the southwest part of Iran.

Objective: procure and construction of Gas Sweetening Units.

My Role: Procurement Manager.

IN: Identifying stakeholders.

PL: Arrange Pre. Inspection Meeting and kick-off meeting.

EX: Place Purchase Order, Inspecting ordered materials, Manage Project Procurement petty cash.

MC: Controlling value of duplicate materials include damaged and missed materials (at site location) which need to re-purchase.

CL: participate to prepare the final book.

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