



**PLEASE DO NOT COPY THE BELOW TEXT,
YOU SHOULD WRITE YOUR OWN WORDS 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 a ship newbuilding project
Outcome: Certified ship
Role: Project Manager
Del.& Res.:
IN: Involve in Identification of stakeholders and scope clarification with stakeholders, develop project charter and determine project management approach according to hybrid and approach
PL: Contribute to creation project baselines, planning human resources and conduct a kick-off meeting with all key stakeholders, Preparing project management plan and determine sprint time box and backlog management method
EX: Execute the tasks within planned budget and schedule, managed project resources and manage project communication between stakeholders
MC: Monitor the project performance, Communicate project status to management and managing project changes, contribute to the daily and weekly report and retrospective session
CL: Capture internal and customer feedback and project lessons learned and deliver the product to the customers

Example 2

Objective: prepare and establishment of new event management application
Outcome: a web-based application
Role: Project Manager
Del. & Res.:
IN: Develop project charter, identifying stakeholders and decide to use Scrum Framework for development and manage team
PL: Engage in developing performance measurement baseline and identification of project quality requirements and manage backlog, filter user story and manage requirement by traceability matrix
EX: Execute the tasks within the planned budget and schedule holding all related session like daily session and planning meeting
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 learned document
