Certification Guide

Information and course guide to the CAPM and PMP credentials

Making project management indispensable for business results. ®

PMI worldwide

The Project Management Institute is the world's leading not-for-profit global professional organisation for project management knowledge, information and professionalism.

The Melbourne Chapter of PMI is leveraging this global position while actively working to enhance the profession of Project Management within Victoria.

Globally

Established in 1969, Pennsylvania USA
275,000+ members in 162 countries
288,000+ Certified Project Managers (PMP)
251 chapters, 30 SIGs, 2 Colleges

Melbourne

1400+ members
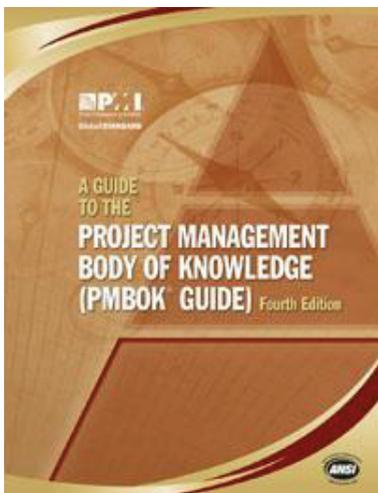670+ Project Management Professionals (PMPs)

Standards

PMI use the PMBoK (Project Management Body of Knowledge) guide. This provides a basic structure for understanding project management and the environment in which projects operate.

Once a member, you will receive an electronic copy on CD. Print copies are available through the Melbourne Chapter.

Publications are available in multiple languages including English, French, Korean, Spanish, Portuguese and Japanese.

4th edition available now!

Publications

PMI publishes regular magazines such as: PM Network, the Project Management Journal, PM Today, PMI Community Post, PMI e-links and Leadership in Project Management.

These publications present the advanced techniques, research, theories and applications. Experts detail the methods they use to successfully manage projects.

PMI's book program -- the largest project management-focused publishing program in existence -- has over forty titles currently in print and publishes an average of twelve new titles annually.

Career Framework

Via a survey, PMI has identified such factors as:
> core project management skills of the project manager, program manager and portfolio manager
> key interpersonal and leadership skills
> a typology that may be used to categorise projects
> required levels of proficiency for each of the skills for the Project Manager I, II and III, Program Manager, and Portfolio Manager roles

This information is on-line and can enable organisations to modify PMI baseline skills and job descriptions to meet their requirements.

Support

Primary efforts are focused on the areas of:
> Project Management Research
> Project Management Standards
> Project Management Certification
> Project Management Professional Development Programs
> Project Management Publications

Melbourne Chapter

The PMI Melbourne Chapter is an active contributor in promoting the project management professional in Victoria.

Members have access to:
  > Regular networking events, seminars and workshops
  > Discounts on all Chapter training courses, seminars, CAPM & PMP Exam prep
  > Regular newsletters and publications
  > Members only content at www.pmi.org
  > National project awards – PMOTY
  > APC / Australia

To join
   PMI Global   US$119 annually
   One off joining fee   US$10
   PMI Melbourne Chapter   US$50 annually

You may also decide to join various SIGs (Specific Interest Groups) within your professional speciality.

Chapter Courses

The Chapter regularly offers a range of courses provide you the tools to prepare you for the PMP and CAPM examinations.

The Chapter also offers a range of short courses to develop specific skills and/or gain Professional Development Units (PDUs) in:
  - > Successful Stakeholder Management
  - > HR Skills for the PM
  - > OPM3
  - > Scheduling
  - > Communications
  - > Writing project charters
  - > Project Performance Measurement
  - > Project Risk Management
  - > PMBoK updates
  - > Business Analysis for Project Managers
  - > Project Management for Business Analysts

Find more information and book courses at:
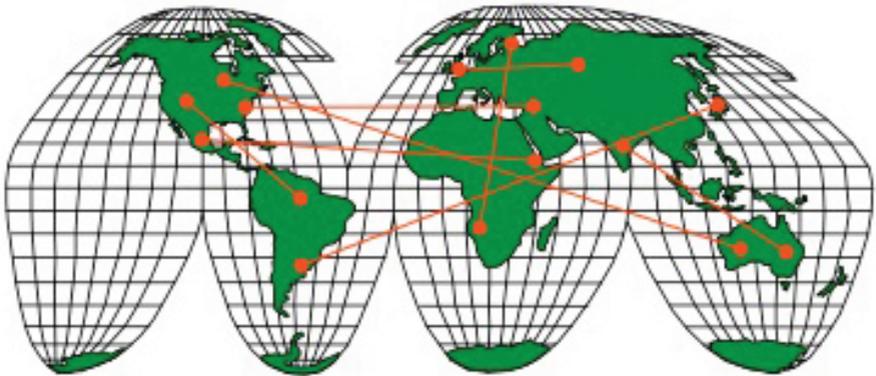**http://www.melbourne.pmi.org.au**

Why become a PMP?

To have your PMI credentials demonstrates a commitment to the Project Management profession. In fact, many organisations are now seeking project practitioners with industry-based qualifications.

The PMP credential is recognised all over the world and can strengthen your opportunities in job placement, advancement, promotion and professional recognition.

Become a PMP

To become a PMP, you must satisfy certain eligibility requirements before you are able to sit the exam.

You should:
  > Work in project management
  > Have a high school diploma
  > If you have a Bachelor Degree, have a minimum of three years / 4500 hours in work experience leading and directing projects
  > If you do not have a Bachelor Degree, have a minimum of five years / 7500 hours in work experience leading and directing projects
  > Have a minimum 35 hours project management training (see Melbourne Chapter courses).

Successful applicants can generate a profile and apply on-line at www.pmi.org. The application does not need to be completed in one sitting.

You will receive an email from PMI confirming detail about booking your exam sitting (or you are being audited).

The PMP Exam

The multiple choice exam runs for four hours maximum and consists of 200 multiple choice questions. You will require 61% correct answers or more correct to pass.

Basis for questions:

Initiating	11%
Planning	23%
Executing	27%
Controlling	21%
Closing	9%
Professional responsibility	9%

Computer based exams are available in Sydney and Melbourne centres (operated by Thomson-Prometric). Date and time bookings are made on-line via the Prometric web site.

You will get your exam results a few minutes after you submit your exam!

The PMP Investment

PMP Application and Exam Fees:
  > US$555 – non members
  > US$405 – members

You pay this only after your application is approved. A relatively high percentage of people fail their PMP exam at the 1st attempt. Trainees that have obtained there 35 hour training requirement through the Melbourne Chapter trainees have a very low failure record to date!

Once you have obtained your credential,
Your PMP status must be renewed every three years by obtaining 60 points (PDUs) via:
  > Attending the monthly Chapter events
  > Formal education
  > Self directed activities
  > Training courses
  > Service to professional or community organisations

CAPM

The Certified Associate in Project Management (CAPM) exam is aimed at people moving into the project management profession.

> There are approaching 6,000 CAPMs
> The CAPM exam is focused exclusively on the PMBoK Guide
> It consists of 150 questions
> Runs for 3 hours
> The pass mark is 65%
> Application processes and other information generally as per PMP

To apply, a candidate needs either
> 1500 hours of project experience, or
> 23 hours of PM training

The CAPM qualification lasts for 5 years then you may either re-sit the CAPM examination, or move up to the Project Management Professional (PMP).

The CAPM Investment

CAPM Application and Exam Fees:
> US$300 - non member rate
> US$225 - member rate

The Melbourne Chapter has three different course methods to study for the CAPM examination. They are:

> **Intensive:**
Full time, Monday to Thursday

> **Fast track:**
Four weekly full day sessions (Friday)

> **Saturday Series:**
Four weekly full day sessions (Saturday)

Computer based exams are available in Sydney and Melbourne centres (operated by Thomson-Prometric). Date and time bookings are made on-line via the Prometric web site.

You will get your exam results a few minutes after you submit your exam!

Chapter Contacts

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