


PMP CAPM Exam Quick Reference: Your Ultimate Guide




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PROCUREMENT MANAGEMENT (PRO)

KEY:

	PL Plan Procurement Management	EX Conduct Procurements	MC Control Procurements	CL Close Procurements
Inputs	Requirements Document Activity Res. Requirements Activity Cost Estimate	Procurement Management Plan Procurement Documents Source Selection Criteria Seller Proposals Make-or-buy Decisions Procurement SOW	PM Plan Procurement Documents Agreements Work Perf Data Work Perf Reports	PM Plan Procurement Documents
Tools	Make-or-buy Analysis Market Research	Bidder Conferences Proposal Evaluation Techs Independent Est. Advertising Procurement Negotiations	Contract Change Control System Inspections & Audits Performance Reporting Claims Administration	Procurement Audits Procurement Negotiators Records Management System
Outputs	Procurement Management Plan Procurement SOW Procurement Docs. Source Selection Criteria Make-or-buy Decisions	Selected Sellers Agreements Resource Calendars	Work Perf Info Procurement Docs. Change Requests	Closed Procurements

NOTES ABOUT PROCUREMENT MANAGEMENT

CONTRACT TYPES	RISK
Fixed Price	
Firm Fixed Price	Seller
Fixed Price w/ Economic Price Adjustment	Seller
Fixed Price Incentive Fee	Shared
Cost Reimbursable	
Cost Plus Fixed Fee	Buyer
Cost Plus Incentive Fee	Shared
Time & Materials	Buyer

Point of Total Assumption: the cost point at which the seller assumes 100% of the risk of additional cost increases
 $PSA = Target Cost + (Ceiling Price - Target Price) \times Buyer's Share$
 $Price = Cost + Fee (or Profit)$
 All contracts and related change requests and communications are formal and written.

STAKEHOLDER MANAGEMENT (STA)

KEY:

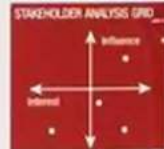
	IN Identify Stakeholders	PL Plan Stakeholder Management	EX Manage Stakeholder Engagement	MC Control Stakeholder Engagement
Inputs	Project Charter Procurement Docs.	Stakeholder Register	Stakeholder Management Plan Change Log	Issue Log
Tools	Stakeholder Analysis	Expert Judgment	Interpersonal Skills Management Skills	Information Management Systems
Outputs	Stakeholder Register	Stakeholder Management Plan	Issue Log Change Requests	Work Perf Info Change Requests

NOTES ABOUT STAKEHOLDER MANAGEMENT

"The creation and maintenance of relationships with the aim to satisfy needs"

Stakeholder:
 (1) Anyone with an interest in the project - positive or negative
 (2) Anyone who creates or causes a need, is affected by the need, or would be affected by the solution

Info Management System:
 facilitates the storage and reporting of information



EXAM TIPS

Before the Exam

1. Practice listing essential formulas (earned value, PERT and standard deviation, comm channels, and PSA) to list on scratch paper during pre-exam tutorial time.
2. Find the testing center the previous day to eliminate anxiety on exam day. Plan to arrive 30 minutes early.
3. Do not stay up late and cram the night before the exam; get a full night's rest.
4. Prepare a snack to bring if you need to eat something for energy during an exam break.
5. Ensure the name on your identification (2 forms, 1 government issued with photo) matches the name on your PMP® application.

During the Exam

Always Follow The Process Framework:
 Use outputs & inputs to help sequence processes correctly; don't be pressured to bypass a process.

Don't Take The Easy Way Out:
 Choose the answer that does not include shortcuts or skipping process steps. Do the work!

Act Directly And Say What You Mean:
 Be proactive & timely; base decisions on current information, do not pass on the responsibility as PM.

Know The Project Roles And Org Types:
 The PM should always make the decision (do not delegate decision-making).

Don't get stuck:
 If a question will take several minutes to answer, mark it for review and come back to it later to not run out of exam time.

Formula sheet:
 After viewing the exam tutorial, use remaining time before exam starts to create a formula sheet on the scratch paper.

Budget your time:
 Target an initial pace of 75 questions in 45 minutes; budget 45 minutes for the last 50 questions and the ones skipped.

Manage your review:
 (1) Did you read the question correctly? (2) Does the answer match the question's logic? (3) Check your math.

Manage anxiety:
 If you begin to feel anxious, stop, take a deep breath, hold it for 6 seconds, and release it slowly. Or, take a quick break!

Read all four answers and choose the BEST one:
 They may all be good answers, one is the BEST answer even if it is not the PERFECT answer.

Read the end of the question first:
 It may be a simple question, or it may provide better comprehension as the full question is read.

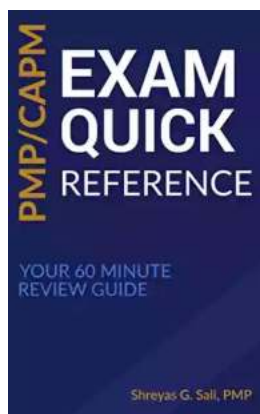
Use your instincts to eliminate wrong answers:
 Increase the probability of a correct guess by removing the choices.

Investigate first:
 When facing a decision, FIRST find out, evaluate, compare, research, determine, understand, or investigate before deciding.

Are you preparing for the PMP (Project Management Professional) or CAPM (Certified Associate in Project Management) exam? Look no further, because we have the ultimate quick reference guide to help you ace your certification test!

What is the PMP and CAPM Exam?

The PMP and CAPM exams are globally recognized certifications in project management. The Project Management Institute (PMI) offers these certifications to professionals looking to enhance their project management skills and advance their careers.



PMP / CAPM Exam Quick Reference : Your 60 Minute Review Guide by Rick Steves(Kindle Edition)

★★★★★ 5 out of 5

Language	: English
File size	: 3095 KB
Text-to-Speech	: Enabled
Screen Reader	: Supported
Enhanced typesetting	: Enabled
Word Wise	: Enabled
Print length	: 50 pages
Lending	: Enabled



The PMP certification is suitable for experienced project managers, while the CAPM certification is ideal for individuals with less project management experience.

Why Do You Need a Quick Reference Guide?

Preparing for the PMP or CAPM exam can be overwhelming, with numerous concepts, formulas, and processes to remember. Having a quick reference guide will save you time and help you consolidate important information within reach.

With our comprehensive quick reference guide, you will have a handy resource to revise and refresh your memory just before the exam. It will assist you in recalling

key concepts, knowledge areas, and formulas, ensuring better exam performance.

Key Features of Our PMP CAPM Quick Reference Guide

Our PMP CAPM Quick Reference Guide is designed to be your best companion throughout your exam preparation. Here are some key features:

1. Comprehensive Content Coverage

Our guide covers all ten knowledge areas of project management as defined by the PMI. From project integration management to project stakeholder management, we have you covered. Each knowledge area is explained in detail, making it easy for you to understand and memorize important concepts.

2. Formulas and Calculations

The PMP and CAPM exams often include questions related to formulas and calculations. Our guide provides a detailed overview of important formulas, such as earned value management (EVM), critical path method (CPM), and cost performance index (CPI). You will have all the necessary formulas at your fingertips, saving you precious time during the exam.

3. Quick Tips and Tricks

To maximize your exam performance, our guide includes various tips and tricks to help you answer different types of questions effectively. These tips are based on our team's in-depth analysis of previous exams and can prove to be invaluable during the actual test.

4. Mind Maps and Visual Aids

Visual aids, such as mind maps and diagrams, can significantly enhance your understanding of complex project management concepts. Our guide incorporates

visually appealing graphics to help you visualize and remember important information more easily.

The Benefits of Using a Quick Reference Guide

Using a quick reference guide offers several advantages during your exam preparation:

1. Time Saving

Instead of flipping through thick study materials, you can quickly find the information you need in our well-organized guide. This saves you time and allows you to focus on reviewing and practicing concepts.

2. Convenient and Portable

Our quick reference guide is available digitally, so you can access it on your computer, tablet, or smartphone. This makes it highly convenient and portable, allowing you to study anytime and anywhere without carrying heavy books.

3. Efficient Exam Preparation

By condensing important information into a concise format, our guide enables you to review key concepts more efficiently. You can quickly revise the essential topics and reinforce your understanding, leading to better exam performance.

4. Boosted Confidence

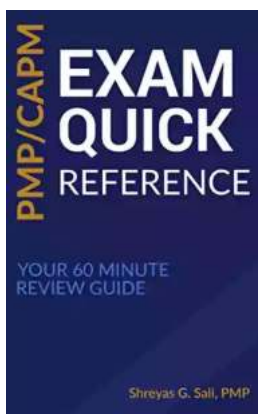
Having a comprehensive quick reference guide at your disposal gives you the confidence to approach the exam with ease. You will feel more prepared and equipped to tackle any question that comes your way.

When it comes to preparing for the PMP or CAPM exam, having a reliable and user-friendly quick reference guide is essential. Our PMP CAPM Quick Reference

Guide provides you with comprehensive coverage, formulas and calculations, quick tips and tricks, as well as mind maps and visual aids, ensuring an optimal exam preparation experience.

Make the most out of your exam preparation and increase your chances of passing the PMP or CAPM exam by harnessing the power of our quick reference guide. Get your copy now and be one step closer to earning your well-deserved professional certification!

Keywords: PMP CAPM, exam, quick reference, guide, certification, project management, formulas, preparation



PMP / CAPM Exam Quick Reference : Your 60 Minute Review Guide by Rick Steves(Kindle Edition)

★★★★★ 5 out of 5

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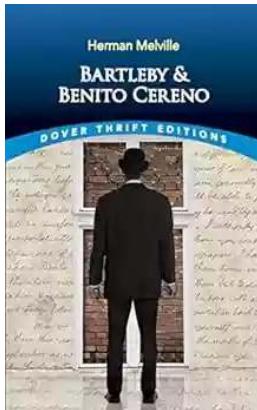


"PMP exam is not just a test of knowledge or terminologies. It is designed to test how you have built a muscle memory to apply your understanding in various project management scenarios." - Shreyas G. Sali

Thus one needs to focus on 4 P's to clear PMP exam:

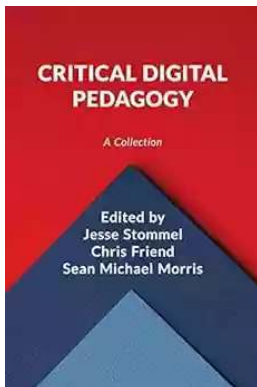
•Plan •Prepare •Practice •Persistence

'Quick Reference Guide' will allow you to strengthen your PMP/CAPM preparation and practice areas before appearing for an exam. Content covered in this book will allow you to review entire PMP curriculum in 45-60 minutes. It will help you to practice key concepts every day.



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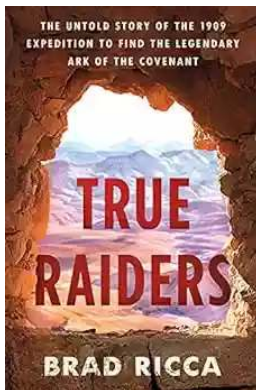
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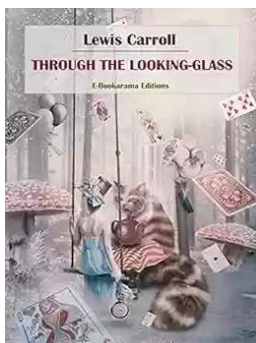
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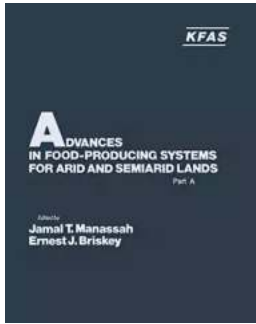
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