

End of course Guide

1. Certificate:

In order to receive your certificate please complete the End-of-Course Survey (if not already completed) using this link (<http://vets2pm.com/class-survey>) . You will need to be logged into your student portal to complete it.

COURSE COMPLETION SURVEY

Please complete the survey to receive your course completion certificate.

Course End Date *

Course Location

Instructor's Name *

Choose One

Class Start Date

The Instructor was effective: (1=Disagree, 5=Neutral, 10=Strongly Agree)

The Content was: (1=Poor, 5=Neutral, 10=Excellent)

The Technology was: (1=Poor, 5=Neutral, 10=Excellent)

The intended learning objectives of the course were met. (1=Disagree, 5=Neutral, 10=Strongly Agree)

The instructional methodologies facilitated achievement of the course goal. (1=Disagree, 5=Neutral, 10=Strongly Agree)

The Instructor gave timely and specific feedback to students on the mastery of their learning outcomes. (1=Disagree, 5=Neutral, 10=Strongly Agree)


What was your overall satisfaction with the course? (1=Unsatisfied, 5=Neutral, 10=Very Satisfied)

What could we have done to increase your overall satisfaction of the course?

2. Vets2PM Application Translator

Begin by watching the video on Sheet 1. Your job is to fill out the worksheet (Sheet 2). Sheet 3 is a

Narrative Generator for building easy project narratives!



WE HELP MILITARY VETERANS ACHIEVE MEANINGFUL, LUCRATIVE POST-SERVICE CAREERS

INSTRUCTIONS:

Welcome! This self-help translation tool, brought to you by Vets2PM, will help you complete your PMP application with PMI.

Please watch the video below and follow the five step process.

* Watch the Video: <https://zoom.us/join/record/play/7DvvsRhek-yFosab6dCYelDRZu0YKQW6NSiCagfID6x4O2gnUT8fWekK7LgRII?startTime=1574778622000>


Step 1. Think of 1 mission or exercise you planned, resourced, led, documented; your role is always the Project Manager.

Step 2. Use tab 3, the "Project Experience Generator" or Tabs 4, 5, & 6 to find relevant projects, then copy and paste them into tab 2 "Worksheet;"


Step 3. Input the Month & Year (e.g. 07/2019) to run automatic time generation for you (overwrite with your own, if you wish);


Step 4. Tailor the statements to your projects, as needed. Ensure character totals are less than 550 characters per project (includes punctuation/labels (e.g. (PL) (EX) (MC))

Step 5. Save your PMP Application Translator to your desktop, then once your dashboard (tab 2) is green, visit <https://www.pmi.org/certifications>, and hit apply now!



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Worksheet

Today's Date	04/2020	Don't Use >8 Yrs in Past	04/2019							
Project #	Project Title	Start Date (MM/YYYY)	End Date (MM/YYYY)	# of Months	Project Role	Project Industry	Job Title	Organization Name	Organization Address	Phone
				0	Project Manager					

Process Group	# of Hours	Description: PMI requires it must ≤ 550 characters and each PG statement labeled IN, PL, EX, MC, or CL.	Characters
PURPOSE		Insert reason for project here (Purpose Statement)	50
Initiating (IN)	0	Insert 1 Initiating Task from Project Statements here	53
Planning (PL)	0	Insert 1 Planning Task from Project Statements here	51
Executing (EX)	0	Insert 1 Executing Task from Project Statements here	52
Controlling (MC)	0	Insert 1 Monitoring and Controlling Task from Project Statements here	69
Closing (CL)	0	Insert 1 Closing Task from Project Statements here	50
TOTAL			325

Project #	Project Title	Start Date (MM/YYYY)	End Date (MM/YYYY)	# of Months	Project Role	Project Industry	Job Title	Organization Name	Organization Address	Phone
				0	Project Manager					

Process Group	# of Hours	Description: PMI requires it must ≤ 550 characters and each PG statement labeled IN, PL, EX, MC, or CL.	Characters
PURPOSE		Insert reason for project here (Purpose Statement)	50
Initiating (IN)	0	Insert 1 Initiating Task from Project Statements here	54


Dashboard

Executive Summary			
GROUP	TARGET	HOURS	ACTUAL
Initiating	13%	0	#DIV/0!
Planning	24%	0	#DIV/0!
Executing	31%	0	#DIV/0!
Controlling	25%	0	#DIV/0!
Closing	7%	0	#DIV/0!
Total Hours:		0	
Total Months:		0	

With => 4-Year Hours Met: Not Yet, Need More
 With => 4-Year Months Met: Not Yet, Need More
 W/out 4 Year Hours Met: Not Yet, Need More
 W/out 4 Year Months Met: Not Yet, Need More

Note: To be eligible to sit for your PMP exam, you must submit your application to test on www.pmi.org with the following minimum experience "Leading or directing project activities."

- With a 4 Year Degree or Higher
 - 4,500 hours of experience
 - Plus 36 Months within the last 8 years
- High School or 2-Year Degree
 - 7500 Hours of Experience
 - Plus 60 Months Within Last 8 Years



WE HELP MILITARY VETERANS ACHIEVE MEANINGFUL, LUCRATIVE POST-SERVICE CAREERS

Project Narrative Generator

Welcome to the Project Narrative Generator

- Answer a simple question by clicking selection
- This will filter results to the right
- Copy and Paste project description into your worksheet
- Edit to your specifics and less than 550 characters

Note: You can clear filters by hitting red x or multi-select by clicking check box

Answer Your Project Experience Question.

- Have you been a part of or Led an assessment or an inspection?
- Did you help, research, upgrade, or lead a procurement, contract, or purchase of equipment?
- Did you lead or assist in a facility, room, or unit redesign?
- Have you authored, coordinated, or edited a new publication?
- Have you been a part of a new unit standup?
- Have you conducted a study to see if there is a better way or validated the current way?
- Have you deployed or helped assets deploy?
- Have you developed new standard operating procedures or new way of getting things done?
- Have you ever helped facilitate a change?
- Have you ever Led a safety day?
- Have you ever Led or organized a ceremony or banquet?
- Have you facilitated, led, or started a meeting?
- Have you help reorganize, right-size, or ensure your organization is effective or efficient?
- Have you inspected or audited a function, program, process or unit?

Project Narratives by Category, Project, and Narrative. Copy and Paste to your Worksheet on Tab 2

- Ceremony**
 - Project #1** Identified & analyzed stakeholders to conduct an Air Force Birthday event for 400 attendees to celebrate Air Force heritage (IN). Developed the change management plan by defining how changes would be addressed & controlled (PL). Led & developed the team to execute tasks to achieve deliverables (EX). Used variance analysis & WPR to report project performance to engage stakeholders (MC). Used OPA to archive all project documents for use in future projects, planning & audits (CL).
 - Project #2** Obtained sponsor's approval of the charter to conduct the base's Native American Heritage Observation Month (IN). Created the WBS (PL). Used motivation theories & coaching techniques to maximize team performance (EX). Used risk audits to continuously update the risk register & evaluate the effectiveness of response strategies (MC). Used OPA to obtain financial, legal & administrative closure & ensure liability transfer (CL).
 - Project #3** Assessed project expectations & goals to conduct the Wing's annual awards banquet (IN). Developed the quality management plan & defined the product's quality standards to control quality costs (PL). Used the change management plan to integrate all approved changes to meet project requirements (EX). Used inspections & audits to verify deliverables met established quality standards (MC). Obtained final sponsor acceptance of the deliverables to confirm the scope was achieved (CL).
- Change Management**
 - Project #4** Identified & analyzed stakeholders to align expectations & gain project support (IN). Developed the change management plan by defining how changes would be addressed & controlled to track & manage change (PL). Used the risk management plan & approved responses to minimize the impact of the risks & take advantage of opportunities on the project (EX). Followed the change management plan to manage changes to the project scope, schedule, & costs to ensure that project goals remained

You Can Filter By Project Category

- Ceremony
- Change Management
- Decommissioned Asset
- Deploy Assets or People
- Equipment Upgrade
- Exercise
- Facilitated Meeting
- Fundraiser
- Inspection or Assessment
- New Manpower Program
- New Procedures or Process
- New Program Office
- New Program or Capability
- New Publication
- New Strategy

3. PMI Application Submission:

Step 1: Go to "www.pmi.org"

Step 2: Click on "Certifications" on the top ribbon

Step 3: Select your "certification type"

myPMI | **Certifications** | Membership | Learning | Events | Business & Government | PMBOK® Guide & Standards | Store

Certifications >

- Certification Process
- 2018 Exam Changes
- Maintain Certification
- Certification Registry
- Certification FAQs

Certification Types

- Project Management Professional (PMP)®
- Portfolio Management Professional (PMPP)®
- PMI Agile Certified Practitioner (PMI-ACP)®
- PMI Professional in Business Analysis (PMI-PBA)®
- Project Management Professional (PMP)®
- Certified Associate in Project Management (CAPM)®
- PMI Risk Management Professional (PMI-RMP)®
- PMI Scheduling Professional (PMI-SP)®

Apply Now
Report PDUs on CCRS

Who Should Apply?

An experienced project manager who meets the following requirements:

- 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.

For more information, see [Application Tips](#). Complete application requirements and role definition can be found in the [PMP Handbook](#).

Gain and Maintain Your PMP

- The PMP application will require you to organize your work experience. See [what you need to apply](#).
- The certification exam has 200 multiple-choice questions, and you have four hours to complete it.
- To maintain your PMP, you must earn 60 professional development units (PDUs) every three years.

Price

Member: US\$405.00
Non-member: US\$555.00

Prerequisites

- Secondary degree (high school diploma, associate's degree or the global equivalent)
 - 7,500 hours leading and directing projects
 - 35 hours of project management education
- OR
- Four-year degree
 - 4,500 hours leading and directing projects
 - 35 hours of project management education

Step 4: Select "APPLY NOW"

APPLY NOW

Log In

Username [Forgot Username?](#)

Password [Forgot Password?](#)

Step 5: Register/Log In as applicable

LOG IN

[Don't have an account?](#)
[Register now](#)

Step 6: submit your project summaries and information from the Vets2PM Application Translator, then look for an email back saying, "Congratulations your XXXX application has been accepted"

Congratulations!
Your PMP® application has been accepted.

4. Test Scheduling:

Step 1: Go to <https://home.pearsonvue.com/test-taker.aspx> and begin to type PMI into the testing program and select your credential or go directly to <https://home.pearsonvue.com/pmi>

Home > For test takers

Start here: select your program

Enter the name or acronym of your testing program:

PMI

A to Z list of all programs

From your testing program's page, you can:

- Schedule, reschedule, cancel an exam
- Locate a test center
- View available exams
- Find customer service contact information

Test taker tips

Pearson VUE :: Test taker tips

Watch later Share

Some simple ideas to help you perform your best on test day!

Need help?

FAQs

Read the **Frequently Asked Questions** first. If you still need help, connect with a **customer service representative** in your region. We are ready to assist.

Computer-based test demo

Familiarize yourself with the look, feel and

- Military communities**
On-base exams for active and retired military, dependents and contractors.
- Exam prep materials**
Learning materials you need to effectively prepare.
- Test accommodations**

Project Management Institute (PMI)

PMI is the leading not-for-profit professional membership association for the project management profession. PMI's professional resources and research deliver value for millions of professionals working in nearly every country in the world to enhance their careers, improve organizational success and further mature the profession. [Learn more about PMI.](#)

Certification from PMI

In an increasingly projectized world, PMI professional certification ensures that you're ready to meet the demands of projects and employers across the globe. With a PMI certification behind your name, you can work in virtually any industry, anywhere in the world, and with any project management methodology.

Wherever you are in your career, PMI has a certification for you.

[Learn more](#) about PMI's industry leading certifications and see which one is right for you.

Schedule Your Exam

You will need your unique PMI eligibility ID to schedule. You can access this information on PMI's website. [Log in](#)

All PMI Exams Available with Pearson VUE

As of 1 April 2019, all PMI certification exams are available for scheduling at Pearson VUE testing locations.

- CAPM®: Testing already available at Pearson VUE locations
- PMI-ACP®: Testing available as of 1 April 2019
- All other PMI certifications: Testing available as of 1 July 2019

Online Proctored Exam for CAPM and PMI-ACP.

Now you can conveniently and easily take an exam in the comfort of your home or office while being monitored by an offsite proctor. [Learn more](#) about online proctoring.

日本語

PMI
Project Management Institute

To schedule, reschedule or cancel an exam:

Login

- Find a test center
- Find a test center on a military base
- U.S. military community funding eligibility options
- Need help? Contact customer service
- Test accommodations

Related links

- > PMI website
- > Learn more about taking an online proctored exam
- > What to expect in a Pearson VUE test center
- > PMI certification FAQs

Step 2: Log-In using your profile and testing voucher code you received when you paid (or we paid if your test was funded) for your exam through PMI.

Step 3: Xvoucher, if we paid for your exam you will receive three emails; introduction, set-up, voucher conversion for use and scheduling