

PRAIZION MEDIA 7 days to PMP AND CAPM Study Guide



7 days to your exam, take the following quizzes in the LMS to see where you are. If you aren't getting in the high 80s – 100s you need to observe what you got wrong and study it again and again until you understand the CONCEPTS. Don't just cram the answers but get the concepts:

- i. Risk Management Check up
- ii. PMP and CAPM Stress test
- iii. PMP Easy Peasy Test
- iv. PMP and CAPM 200 question test
- v. PMP MOCK Exam (take it again just to close all gaps)
- vi. All the bootcamp quizzes (if you were in our 35 hour courses)

If you do not get in the high 80s I strongly suggest that you buckle up tight and study until proficient. You honestly may need to reschedule your exam if you are unable to pass any of these tests. When you get done with all the above quizzes and you feel comfortable with the ITTOs (you know where they are used and you can explain them in your own words, do the following:

1. I strongly advise you to watch this video: http://www.youtube.com/watch?v=nG_j6rSMuno
2. Get some **good sleep** the night before. The day before the exam avoid studying beyond 6PM and free up your mind. Several students watch a movie and have a laugh to unwind and it pays off big time. The last thing you want is a headache from over studying the night before.
3. Prepare your exam plan if you don't have one.
An exam plan could be:
 - o I will write down a brain dump
 - o I will take a break after every 50 questions or how many breaks you will take and when. A break is good. I took 3 in my last PMI exam at every 50 questions (thanks to Bin Shih one of our Phoenix class students who shared the trick). It worked wonders and cooled my steaming head down! Do what works for you.
 - o What you will do when you see long verbose questions that could waste your time
 - o What you will do when you come across time sucking formula questions etc.
4. In the exam don't panic regardless the questions you see.
5. Don't waste time on questions you clearly don't know.
6. Be sure to find the "gimmies". There are several give-aways on the exam but you will not find all of them if you dwell on those annoying curve-ball poorly worded questions ☺
7. Have a positive mindset at ALL times through the exam. You can do it!
8. **GO WITH YOUR GUT!** I cannot over stress this one! Don't change answers except you absolutely have proof and reason to believe your initial answer was wrong. I marked 20+ questions but only changed 3 at the end of the day.
9. For Earned Value, Tom Beckendorf one of our students from our Phoenix class put this cheat sheet together: http://i81.photobucket.com/albums/j213/mamengineer/PMP/pmp_math-1.jpg
10. My suggested list of formulas and math-concepts to know:
SPI, CPI, CV, SV, TCPI, EAC (all versions of it in the PMBOK), VAC, ETC, how to derive earned value from limited information ie – *Your BAC is \$50, you have completed 10% of the work. What is EV? Or *BAC = \$40, EAC = \$50, AC = \$20. What is EV?
PERT, Communication channels, NPV, IRR (know what the numbers mean), BCR, Payback period, AOA (ADM), AON (PDM), critical path, critical chain and its associated buffers (project buffer, feeding buffer), hammock activity, all tools of quality management (ishikawa/fishbone/cause and effect), scatter diagram, pareto chart, histogram, 80-20 rule/paretos law, UCL, LCL, out of control, rule of 7, mean, what is 6 sigma, data gathering

and representation techniques, ANY chart mentioned in the PMBOK Guide, organizational theory (McGregor, Herzberg, Expectancy theory, ETC), definition of the point of total assumption.

Recent Lessons Learned from Javier De Carlos, a recent PMP from our Dallas Class:

1. None of the answers was "the perfect answer". (You have to choose the best option from the possible answers.)
2. You must read the question and the answers and then think what they are asking for.
3. You must manage your time to "have time to think". (I divided the exam by 50 questions each hour with a little rest after each 50 questions, and spending time in reviewing just the questions in the group I was working on.) 1 minute per question is a good rule to follow and 10 minutes per hour to review the questions not answered and to rest for a couple of minutes.
4. Questions were a little shorter than some on the MOCK Exam. But the difficulty level was pretty much the same.
5. Praizion Media materials are a good set and enough. (I also reviewed some things on wikipedia that I didn't have experience on, but the Praizion material is even more than enough. The main tool is the PMBOK!)
6. Focus on all the related processes with the questions you fail while you are studying.
7. The questions have various relationships. There is a lot of interaction between the 42 processes.
8. Risk and Procurement are very important chapters.
9. The workbook is a good complement to the PMBOK. Use it chapter by chapter.
10. Not many questions about mathematical operations with formulas. But Earned Value Management, Forecasting and TCPI are very important and asked in different ways.
11. SPI, CPI, SV, CV; What does it mean to be: >1 , >0 , <1 , <0 ? EV/AC or EV/PV? Important.
12. No PTA formula questions, but you have to know what process is involved with it.
13. All related with Float is important.
14. No diagramming calculations but you have to know how to work with both ADM and AON (including types of dependencies).
15. The online video modules from Praizion Media that we used the week of the training are very good materials to review the days before the exam.

We can do it!

