

15 March 2025

12 Week PMP Study Plan

This is a comprehensive 12-week PMP study plan tailored for your students with little to no prior project management experience, using the RMC materials you provide. The plan prioritizes a solid understanding of fundamental concepts, progressive knowledge building, and ample practice.

Important Considerations Before Starting:

- **Time Commitment:** Emphasize the need for dedicated study time. Estimate approximately 10-15 hours per week, especially in the later weeks. Consistency is key!
- **Study Environment:** Advise students to find a quiet, distraction-free study space.
- **Mindset:** Encourage a positive and persistent attitude. The PMP exam is challenging, but achievable with diligent effort.
- **Active Learning:** Discourage passive reading. Encourage note-taking, summarizing, explaining concepts aloud, and teaching others.
- **Breaks:** Regular short breaks during study sessions are essential to prevent burn-out.
- **Support System:** Encourage students to connect with each other, form study groups, and ask questions. Let them know you are available for support.
- **Agile Emphasis:** Emphasize the increasing importance of Agile on the exam.

RMC PMP Exam Study Plan (12 Weeks)

Week 1: Foundations & Introduction

- **RMC: Introduction & Framework**
 - **Read: Introduction to the PMBOK Guide and Project Management Concepts (Rita - Preface, Chapter 1). Focus on the 'Why', 'What' and 'How' of Project Management**
 - **Read: RMC's Introduction Section (if available)**
 - **Read: Appendix A of the Rita Mulcahy book (Overview of Processes). Get familiar with the process group and knowledge area matrix.**
 - **Review: Key Terms - Create a glossary of terms (e.g., Project, Program, Portfolio, PMO, Stakeholder, Sponsor).**
 - **Agile Fundamentals: Introduction to Agile (if applicable) - basic principles, values, and Agile lifecycle.**
 - **RMC Hot Topics Flash Cards: Section: Introduction.**
- **Activities:**
 - **Write 10 key terms and describe what they mean in your own words.**
 - **Begin a study journal (physical or digital) to track progress and note down concepts that need further clarification.**

Week 2: Project Environment & Project Role

- **RMC: Project Environment and the Project Manager**
 - **Read: Rita - Chapter 2 (The Project Management Framework)**
 - **Read: Rita - Chapter 3 (The Project Manager)**
 - **Review: Understand the difference between project, program, and portfolio management.**

- **Review: The Role of the Project Manager - Competencies, Authority, and Responsibilities**
- **Agile Fundamentals: Roles in Agile (Scrum Master, Product Owner, Team)**
- **RMC Hot Topics Flash Cards: Section: Project Environment**
- **Activities:**
 - **Review and Rewrite the PMI Code of Ethics**
 - **Think of examples from your experience (or hypothetical examples) where ethical behavior is crucial in project management.**
 - **Complete end-of-chapter review questions in Rita.**

Week 3: Project Initiation

- **RMC: Project Initiation**
 - **Read: Rita - Chapter 4 (Project Integration Management - Develop Project Charter)**
 - **Read: Rita - Chapter 5 (Project Stakeholder Management - Identify Stakeholders)**
 - **Review: Key Outputs – Project Charter, Stakeholder Register**
 - **Review: The Importance of Stakeholder Identification and Management.**
 - **RMC Hot Topics Flash Cards: Section: Initiation**
- **Activities:**
 - **Practice creating a basic Project Charter for a simple project (real or hypothetical).**

- Think about the stakeholders you have worked with and how you would engage them.
- Complete end-of-chapter review questions in Rita.

Week 4: Project Planning - Integration, Scope, and Schedule

- **RMC: Planning - Core Planning Elements**
 - Read: Rita - Chapter 4 (Develop Project Management Plan)
 - Read: Rita - Chapter 6 (Scope Management)
 - Read: Rita - Chapter 7 (Schedule Management)
 - Review: The Project Management Plan Components.
 - Review: WBS, Decomposition, Activity Sequencing.
 - RMC Hot Topics Flash Cards: Section: Planning (Integration, Scope, Schedule)
- **Activities:**
 - Practice creating a WBS for a familiar project.
 - Learn to create a simple network diagram.
 - Complete end-of-chapter review questions in Rita.

Week 5: Project Planning - Cost, Quality, and Resources

- **RMC: Planning - Supporting Planning Elements**
 - Read: Rita - Chapter 8 (Cost Management)
 - Read: Rita - Chapter 9 (Quality Management)
 - Read: Rita - Chapter 10 (Resource Management)

- **Review: EVM Basics.**
- **Review: Quality Standards and Tools.**
- **Review: Resource Management Strategies.**
- **RMC Hot Topics Flash Cards: Section: Planning (Cost, Quality, Resources)**
- **Activities:**
 - **Practice creating a simple budget.**
 - **Learn about different quality control tools.**
 - **Complete end-of-chapter review questions in Rita.**

Week 6: Project Planning - Communications, Risk, Procurement, and Stakeholder

- **RMC: Planning - Communication, Risk, Procurement, Stakeholder**
 - **Read: Rita - Chapter 11 (Communications Management)**
 - **Read: Rita - Chapter 12 (Risk Management)**
 - **Read: Rita - Chapter 13 (Procurement Management)**
 - **Read: Rita - Chapter 5 (Stakeholder Management - Plan Stakeholder Engagement)**
 - **Review: Communications Planning strategies.**
 - **Review: Risk Management Processes (Identify, Analyze, Plan Responses).**
 - **Review: Contract Types.**
 - **Review: Stakeholder Engagement Strategies.**

- **RMC Hot Topics Flash Cards: Section: Planning (Communications, Risk, Procurement, Stakeholder)**
- **Activities:**
 - **Practice creating a risk register.**
 - **Explore different contract types.**
 - **Complete end-of-chapter review questions in Rita.**

Week 7: Project Execution

- **RMC: Project Execution**
 - **Read: Rita - Chapter 4 (Direct and Manage Project Work)**
 - **Read: Rita - Chapter 9 (Manage Quality)**
 - **Read: Rita - Chapter 10 (Manage Team)**
 - **Read: Rita - Chapter 11 (Manage Communications)**
 - **Read: Rita - Chapter 5 (Manage Stakeholder Engagement)**
 - **Review: Key Execution Processes**
 - **Review: Team Development**
 - **RMC Hot Topics Flash Cards: Section: Execution**
- **Activities:**
 - **Focus on conflict resolution and leadership styles.**
 - **Complete end-of-chapter review questions in Rita.**
 - **Review and Rewrite conflict management principles.**

Week 8: Project Monitoring & Controlling

- **RMC: Monitoring & Controlling**
 - **Read: Rita - Chapter 4 (Monitor and Control Project Work)**
 - **Read: Rita - Chapter 6 (Control Scope)**
 - **Read: Rita - Chapter 7 (Control Schedule)**
 - **Read: Rita - Chapter 8 (Control Costs)**
 - **Read: Rita - Chapter 9 (Control Quality)**
 - **Read: Rita - Chapter 11 (Monitor Communications)**
 - **Read: Rita - Chapter 12 (Monitor Risks)**
 - **Read: Rita - Chapter 13 (Control Procurements)**
 - **Read: Rita - Chapter 5 (Monitor Stakeholder Engagement)**
 - **Review: Change Management Process.**
 - **Review: Earned Value Management (EVM) Formulas and Analysis.**
 - **RMC Hot Topics Flash Cards: Section: Monitoring and Controlling**
- **Activities:**
 - **Practice EVM calculations.**
 - **Study change request process.**
 - **Complete end-of-chapter review questions in Rita.**

Week 9: Project Closure & Review

- **RMC: Project Closure & Comprehensive Review**
 - **Read: Rita - Chapter 4 (Close Project or Phase)**

- **Review: Lessons Learned**
- **Complete the Rita End of Chapter Question for the closure section.**
- **Focus on areas of weakness identified in previous weeks.**
- **RMC Hot Topics Flash Cards: All Sections - Review all flashcards.**
- **Activities:**
 - **Practice creating a lessons learned document.**
 - **Focus on your weak areas.**

Week 10: FASTrack Simulator - Focused Practice

- **RMC FASTrack Simulator:**
 - **Take a full-length practice exam (200 questions). Simulate exam conditions (time limits, no distractions).**
 - **Analyze the results. Identify Knowledge Areas and Process Groups where you are weakest.**
 - **Focus on re-reading chapters and doing additional practice questions in those areas.**
 - **Focus on questions missed and why.**
- **Activities:**
 - **Schedule time in the day for the review process**

Week 11: FASTrack Simulator - Targeted Practice & Agile Focus

- **RMC FASTrack Simulator:**
 - **Focus on an additional 200 question quizzes, focusing on those areas that you have weakness in.**

- Take one quiz that is a focused exam of 200 questions just on Agile.
- Analyze the results.
- Refine your understanding of critical concepts.
- **Activities:**
 - Schedule time in the day for the review process

Week 12: Final Review & Exam Strategy

- **Final Review:**
 - Review all notes, key terms, and formulas.
 - Review the PMI Code of Ethics.
 - Final run through the Rita Fastrack Simulator.
 - Focus on areas you are still weak in.
- **Exam Strategy:**
 - Plan your test location route
 - Relax and prepare yourself to do the best you can.
 - Focus on answering every question.
- **Activities:**
 - Preparing for the exam

Important Tips for Success:

- **Understanding vs. Memorization:** Focus on understanding the underlying principles of project management rather than rote memorization. The exam tests application of knowledge, not just recall.

- **Process Groups & Knowledge Areas:** Understand how the Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, Closing) interact with the Knowledge Areas (Integration, Scope, Schedule, Cost, Quality, Resources, Communications, Risk, Procurement, Stakeholder).
- **PMI Perspective:** Always answer questions from the PMI/PMBOK Guide perspective, even if it differs from your real-world experience.
- **Critical Path Method (CPM):** Make sure you understand the basics of Critical Path and how it impacts the schedule.
- **Earned Value Management (EVM):** Know the formulas and how to interpret the results.
- **Situational Questions:** Practice analyzing situational questions and identifying the *best* answer, even if multiple answers seem plausible. Look for keywords that indicate the most appropriate response.
- **Agile Principles:** Become very familiar with Agile principles, values, and methodologies. Expect a significant portion of the exam to cover Agile concepts.
- **Practice Under Pressure:** Use the FASTrack simulator under timed conditions to simulate the real exam experience.
- **Stay Positive:** Maintain a positive attitude and believe in your ability to succeed.
- **Focus on areas that you are struggling with** Don't waste time studying areas that you already have a good understanding of.
- **Don't study the day before the test**

During the Bootcamp:

- **Provide Real-World Examples:** Relate the concepts to practical examples to make them more relatable for students with limited experience.
- **Group Discussions & Exercises:** Incorporate interactive activities and group discussions to enhance understanding and retention.
- **Answer Questions Thoroughly:** Be prepared to answer student questions and provide clarification on challenging topics.
- **Emphasize the "Why":** Explain the rationale behind each process and tool to help students grasp the bigger picture.

By following this study plan and actively engaging with the RMC materials, students with limited project management experience will be well-prepared to tackle the PMP exam and achieve their certification goals. Good luck!