

## **PMP® Exam Prep: Mastering the Process Groups Model - Student Worksheet**

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**Course:** PMP Exam Prep Bootcamp

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**Student Name:** \_\_\_\_\_

### **Objective:**

This worksheet will help you solidify your understanding of the five Project Management Process Groups as a framework for managing projects. While the PMBOK® Guide – Seventh Edition is principle-based, the logical flow and activities within these Process Groups are fundamental to PMP exam success and are heavily emphasized in resources like Rita Mulcahy's PMP® Exam Prep. This exercise focuses on recognizing the purpose, key activities, and typical outputs associated with each Process Group.

### **Instructions:**

1. Review the brief descriptions of each Process Group provided below.
  2. Complete the exercises by applying your knowledge of these groups.
  3. Think about the *flow* of project work and how these groups interact.
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## **Part 1: The Five Project Management Process Groups - A Quick Review**

### **1. Initiating Process Group:**

- **Purpose:** To define and authorize the project or a project phase. Aligns the project with the organization's strategic objectives.
- **Key Question:** "Should we do this project?" "What problem does this project solve?"
- **Think:** High-level, project charter, identifying key stakeholders.

### **2. Planning Process Group:**

- **Purpose:** To define the scope of the project, refine objectives, and develop the course of action required to attain those objectives.
- **Key Question:** "HOW will we do this project?"
- **Think:** Detailed plans (scope, schedule, cost, quality, resources, communications, risk, procurement, stakeholder engagement), baselines. This is iterative and occurs throughout the project as needed.

### **3. Executing Process Group:**

- **Purpose:** To complete the work defined in the project management plan to satisfy project specifications.
- **Key Question:** "Are we DOING the work as planned?"
- **Think:** Leading the team, performing activities, creating deliverables, stakeholder engagement, implementing risk responses.

#### 4. **Monitoring & Controlling Process Group:**

- **Purpose:** To track, review, and regulate the progress and performance of the project; identify any areas in which changes to the plan are required; and initiate the corresponding changes.
- **Key Question:** "Is the project ON TRACK compared to the plan?" "Are changes needed?"
- **Think:** Measuring performance (EVM!), managing changes (Integrated Change Control), verifying scope, controlling risks, reporting. *This group spans the entire project lifecycle, alongside Executing.*

#### 5. **Closing Process Group:**

- **Purpose:** To formally finalize all activities for a project or phase.
- **Key Question:** "Is the project (or phase) DONE?" "What did we learn?"
- **Think:** Obtaining final acceptance, contract closure, archiving documents, lessons learned, releasing resources.

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## Part 2: Exercises

### Exercise 1: Matching Key Outputs & Activities to Process Groups

Match the following project outputs or activities (Column A) with the primary Process Group in which they occur (Column B). Some Process Groups may be used more than once.

Column A: Output / Activity	Column B: Process Group (Initiating, Planning, Executing, Monitoring & Controlling, Closing)
1. Project Charter developed	_____
2. Deliverables are created	_____

3. Risk Management Plan defined	_____
4. Lessons Learned Register finalized	_____
5. Stakeholder Register created	_____
6. Change Requests are processed	_____
7. Team members are managed and led	_____
8. Scope Baseline is established	_____
9. Final acceptance of deliverables obtained	_____
10. Work Performance Reports distributed	_____
11. Business Case is reviewed	_____
12. Validate Scope	_____

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### Exercise 2: What Process Group Am I In?

For each scenario below, identify the Process Group that best describes the project manager's primary focus or the activities being performed.

1. You are assessing whether the project is still aligned with the company's strategic goals and if the original justification is still valid. You are also ensuring key stakeholders are identified.

**Process Group:** \_\_\_\_\_

2. Your team is currently building the components of the product according to the detailed design specifications. You are ensuring they have the resources they need.

**Process Group:** \_\_\_\_\_

3. You are comparing the actual work completed and costs incurred against the schedule and cost baselines to identify variances.

**Process Group:** \_\_\_\_\_

4. A stakeholder has requested a significant change to a feature. You are guiding them through the formal process to submit this request for evaluation.

**Process Group:** \_\_\_\_\_

5. You are holding a meeting to develop a detailed work breakdown structure (WBS) and define all the activities required to complete the project.

**Process Group:** \_\_\_\_\_

6. You are obtaining signatures from the client to confirm that all project deliverables meet the agreed-upon requirements and the project work is complete.

**Process Group:** \_\_\_\_\_

7. You are facilitating a risk identification workshop with the team and key stakeholders.

**Process Group:** \_\_\_\_\_

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### Exercise 3: Understanding the Flow & Iteration

Answer the following questions regarding the interaction and nature of Process Groups.

1. True or False: The Planning Process Group is completed entirely before the Executing Process Group begins.

Explain your answer:

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2. Which Process Group typically has the highest level of activity and resource consumption during the project lifecycle?

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3. The Monitoring & Controlling Process Group interacts with ALL other Process Groups. Provide one example of how it interacts with:

○ Initiating: \_\_\_\_\_

- Planning: \_\_\_\_\_
  - Executing: \_\_\_\_\_
  - Closing: \_\_\_\_\_
4. If a project is terminated early, which Process Group is still essential to perform (though perhaps in an abbreviated way)?
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#### Exercise 4: Fill in the Blanks

Complete the following statements using terms related to the Process Groups.

1. The output that formally authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities is the \_\_\_\_\_, which is created during the \_\_\_\_\_ Process Group.
  2. The comprehensive \_\_\_\_\_ is the primary output of the \_\_\_\_\_ Process Group and guides how the project will be executed, monitored, controlled, and closed.
  3. When a project manager is directing and managing project work, acquiring resources, and managing team engagement, they are primarily operating within the \_\_\_\_\_ Process Group.
  4. Integrated Change Control is a key activity within the \_\_\_\_\_ Process Group.
  5. The \_\_\_\_\_ Process Group involves finalizing all activities, archiving project documents, and releasing project resources.
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#### Part 3: Reflection

1. How does understanding the Process Groups help you analyze PMP exam situational questions, even if the question doesn't explicitly name a Process Group?
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2. PMBOK® 7 focuses on 12 Project Management Principles and 8 Performance Domains. How do you see the *functions* performed within the traditional Process Groups mapping or relating to these newer constructs? (e.g., The Planning Process Group heavily supports the "Planning" Performance Domain and principles like "Optimize Project Approaches").

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### **End of Worksheet**

This framework is a powerful tool for organizing your project management knowledge!

This worksheet should help students:

- Recall the purpose of each Process Group.
- Associate key outputs and activities with the correct Process Group.
- Understand the context of actions within the project lifecycle.
- Appreciate the iterative nature and interdependencies of the Process Groups.
- Connect this framework to the PMP exam context and newer PMBOK 7 constructs.