

How to Use Military Experience to Meet the Requirements for the PMP Exam...in 4 Easy Steps!

Step 1 – Understand the experience requirements for the PMP Exam & realize your Military Experience can be used to meet those requirements

- Read the PMP Handbook, specifically page 6 & 8 to understand the requirements:

<http://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/project-management-professional-handbook.pdf>

Category	Education	PM Training	Hours Leading and Directing Project Tasks	Months of PM Experience (Non-Overlapping)
1	Bachelor's Degree	35 Contact Hours	4,500 hours	36 months within last 8 years
2	High School Graduate	35 Contact Hours	7,500 hours	60 months within last 8 years

- Read the PMI Veteran Brochure:

<http://www.pmi.org/-/media/pmi/documents/public/pdf/business-solutions/military-experience.pdf>

Step 2 - Identify projects you have lead or directed within the last 8 years & how many months of experience you can document

Definition of a Project – Any temporary endeavor to produce a unique product, service or result (Goal or Outcome)...SO, a Project is a Mission and a Mission is a Project!

- To identify your projects, first think about any unique goal or outcome you set out to achieve, then identify when you started and when you finished the work to attain the goal or outcome. If you can do that, then you have discovered a project!
- Use the start and finish dates for each project to determine how many months you can document. Overlapping projects are ok, but you cannot count a month twice

Examples of Military Projects (Missions) and associated unique goals/outcomes

Project or Mission	Unique Goal/Outcome
Deployment preparation	Unit is ready to deploy
New weapon system acquisition	New system is put into operational use
Establishing a Forward Operating Base (FOB)	FOB is ready to be occupied
Unit tech refresh	Unit elements have new, working tech assets
Major unit inspection	Unit is prepared for and stands inspection

Equipment upgrades	Upgraded equipment put back into operational use
Unit Decommissioning	Unit is no longer in operation
Service Birthday Ball	Birthday Ball is conducted

Hint - It's important to remember that projects have a definite beginning and end once the goal is achieved, whereas operations are ongoing and must continue indefinitely to sustain the organization

*****Repeat Steps 3 & 4 for Each Project*****

Step 3 – Determine how many hours of experience you can document

Performance Domains: Initiating, Planning, Executing, Monitoring & Controlling, Closing

- Use the PMP Exam Content Outline (PMPECO) to see the Task Statements per Performance Domain

<http://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/project-management-professional-exam-outline.pdf>

- Select the Task Statements from the PMPECO that **MOST CLOSELY ALIGN** with what you actually did in each Performance Domain on each project. You should identify as many Task Statements per Performance Domain that apply
- Determine the hours you spent performing those Task Statements per Performance Domain per project.
- Add up all the hours to arrive at your total experience hours

Hint - PMI understands you don't keep a timesheet for each project. Just make realistic projections for how much time you spent performing each task

Hint – You do not need to document hours in each Performance Domain for each project. For example, if you are currently working on a project, you would not document any Closing hours. However, your cumulative hours should show that you have performed work in all 5 Performance Domains at some point in the last 8 years.

Step 4 – Write project narratives that support the experience hours you are claiming in each Performance Domain for each project

- Start with a brief, one-sentence project objective statement
- Select 1 key Task Statement per Performance Domain to write about and identify the deliverable item for each. You only have 550 characters on the PMP application for your project narratives, so stick to 1 Task Statement per Performance Domain per project.
- Personalize the Task Statement to include details of the work you did
- End with a brief, one-sentence project outcome statement

Hint – Do not use the same Task Statements for each project narrative. Copying & pasting will not show uniqueness, and will be viewed by PMI as repetitive and thus operational rather than project work