# PMI Project Management Ready™

Project Management Institute® (PMI) is the world's leading association for those who consider project, program or portfolio management their profession. Through global advocacy, collaboration, education and research, we work to prepare more than three million professionals around the world for The Project Economy: the coming economy in which work, and individuals, are organized around projects.

The PMI Project Management Ready™ certification is a way for students to immerse themselves in the project management industry and connect with this passionate community of professionals.

The PMI Project Management Ready certification will introduce and familiarize high school and post-secondary students to the concepts and field of project management, and the tools to apply this knowledge to a wide range of career paths. It fills the need for an industry-recognized certification that allows career and technical education institutions to add value to their programs across career clusters.

## Recognize Core Terminology

**1.1 Recognize core terminology**

| | |
|---|---|
| 1.1.1 | Define a project, product, program, portfolio, etc. |
| 1.1.2 | Define project management |
| 1.1.3 | Define a business case |
| 1.1.4 | Define project scope |
| 1.1.5 | Define deliverables |
| 1.1.6 | Define a milestone and task |
| 1.1.7 | List components of a project |
| 1.1.8 | List components of a business case |
| 1.1.9 | Define issues, risks, assumptions, and constraints |
| 1.1.10 | Identify features of traditional plan based delivery |
| 1.1.11 | Identify features of agile delivery |
| 1.1.12 | Identify project management ethics (refer to PMI code of ethics) |

## Identify Concepts

**1.2 Identify concepts and terminology of project management planning**

| | |
|---|---|
| 1.2.1 | Identify concepts of a project management plan (e.g., cost, quality, risk, schedule, etc.) |
| 1.2.2 | Define the different types of resources (e.g., human and material) |
| 1.2.3 | Identify common terminology in business concepts related to project management (e.g., change management, culture, strategy, governance, trade-off, performance metrics, prioritization, categorization, work breakdown, reporting, conflict, accuracy vs. precision, leadership, and motivation, etc.) |

## Identify Concepts

1.2.4 Identify the features of different organizational environments (e.g., co-location and virtual teams, decentralized and centralized organization, and organizational structures (functional, matrix, projectized))

1.2.5 Describe organizational structures (e.g., co-location and virtual teams, decentralized and centralized organization, and organizational structures (functional, matrix, projectized))

1.2.6 Identify benefits and concepts associated with risk register.

1.2.7 Identify benefits and concepts associated with the stakeholder register.

## Identify Project Roles

**1.3 Identify project roles and responsibilities**

1.3.1 Define the key stakeholder roles such as project managers, sponsors, team leaders, team members, project clients, etc.

1.3.2 Define the key stakeholder responsibilities such as project managers, sponsors, team leaders, team members, project clients, etc.

1.3.3 Identify leadership and management.

## Identify Tools & Systems

**1.4 Identify tools and systems used for or associated with project management**

1.4.1 Identify the typical tools used for creating a project schedule

1.4.2 Define the characteristics and benefits of various project management tools5.1
Insert illustrations and text boxes

## Problem Solving

**1.5 Identify common problem-solving tools and techniques**

1.5.1 Define common information gathering tools or techniques

1.5.2 Describe the components of an effective meeting

## Plan-Based Methodologies

**2 Traditional Plan-Based Methodologies**

2.1 Recognize when a traditional plan-based approach is appropriate

2.1.1 Identify the primary rationale for traditional plan based projects

2.1.2 Identify the process groups and knowledge areas (e.g., cost, quality, risk, schedule, etc.)

2.1.3 Identify project phases and the correct order of the phases

2.1.4 Define a typical project structure for a traditional plan-based approach

## Project Management

**2.2 Identify attributes of a project management plan schedule**

2.2.1 Identify the steps to create a schedule

2.2.2 Define a work breakdown structure

2.2.3 List the types of dependencies (e.g., sequence, start to start, finish to start, etc.)

2.2.4 Define a critical path

## Plan-Based Projects

**2.3 Identify attributes of executing and controlling traditional plan-based projects**

2.3.1 Describe the project controls in traditional plan-based projects (e.g., earned value, baselines, etc.)

2.3.2 Identify monitor and controlling techniques in a traditional plan-based projects

## Agile Frameworks

**3 Agile Frameworks/Methodologies**

3.1 Recognize when agile project management is appropriate

3.1.1 Identify the primary rationale for agile and traditional plan based projects

3.1.2 Identify the key tenants/principles of agile

3.1.3 Recognize hybridization

3.1.4 Define the use of transparency in Agile projects

3.1.5 Describe the principle of Servant Leadership

3.1.6 Describe the process of engaging customers

3.1.7 Identify common agile methodologies

**Identify Attributes**

**3.2** **Identify attributes of plan iterations of a project**

3.2.1 State the components of agile sequencing

3.2.2 Identify the factors/inputs for determining the framework (e.g., time, scope, etc.)

3.2.3 Identify Agile project progress metrics

3.2.4 State the importance of Agile project tracking

**Agile Roles**

**3.3** **Identify agile roles and responsibilities**

3.3.1 Define the role of the agile project lead

3.3.2 Define the role of the agile project member

3.3.3 Identify good team principles in agile project management

3.3.4 Identify examples of team collaboration in agile project management

**Doc Project**

**3.4** **Identify attributes of document project controls of an agile project**

3.4.1 Describe the project controls in agile projects

3.4.2 Identify monitor and controlling techniques in agile projects

**Agile Plan**

**3.5** **Identify components of an agile plan**

3.5.1 Identify the components of a specific agile plan (e.g., Scrum, XP, Scaled Agile Framework, Kanban, etc.)

**Task Management**

**3.6** **Describe task management steps (e.g., Decomposition, Prioritize, etc.)**

3.6.1 Describe the task decomposition process in an agile project management

3.6.2 Describe the task prioritization process in an agile project management

3.6.3 Identify stakeholders of the final product

**Identify Attributes**

**4** **Business Analysis Frameworks**

4.1 Identify business analysis roles and responsibilities

4.1.1 List critical/core stakeholder roles and responsibilities (e.g., business analysts, business sponsor, process owner, product manager, product owner, etc.)

4.1.2 Define types of roles (internal vs external)

**Stake Holder**

**4.2** **Identify attributes of stakeholder communication**

4.2.1 List elements in a communication plan

4.2.2 Identify communication channels/tools

**Gathering Requirements**

**4.3** **Identify attributes related to gathering requirements**

4.3.1 List types of requirements (e.g., functional, nonfunctional, stakeholder, security, solution, business, migrating, market research, bench marking, etc.)

4.3.2 List ways of gathering requirements

4.3.3 List tools used for capturing requirements (e.g., use case, user stories, process diagrams, etc.)

4.3.4 Define requirements traceability matrix/product backlog

**Road Map**

**4.4** **Identify product roadmap attributes**

4.4.1 Define what a product roadmap is

4.4.2 List product roadmap components

4.4.3 Define a release plan

**Product Delivery**

**4.5** **Identify components of product delivery**

4.5.1 Define components of project/product acceptance (e.g., requirements traceability matrix/product backlog, Transition Plan, etc.)

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