

PMP Application

How should I fill out application? EXAMPLE: IT - Cloud Infrastructure Migration Project

Project Title	Cloud Infrastructure Migration Project
Organization	Macrosoft
Organization Primary Focus	IT Infrastructure services
Project Date - Time Spent on Project to Date	January 2022 – October 2023
Methodology: Traditional(waterfall), Agile or Hybrid	Traditional
Your Role(including key responsibilities):	Project Manager or Project Lead I led the project from start to finish and led team to deliver project objective. Monitored progress, created status reports and managed stakeholders.
Your Job title:	Project Coordinator
Project Objective	Migrating IT software from physical HW to Cloud
Project Budget(in USD)	\$2 million
Size of Project team	12 people
Project Description: 1. Provide a high-level description that summarizes your experience and includes the project objective, role, responsibilities, and outcome. A typical response is 200 to 500 words. 2. Use the breakdown of Initiating/Planning/Executing/Monitoring & Controlling/Closing	Initiating: Performed project assessment, identified deliverables and milestones. Planning: Collected requirements and defined detailed WBS. Execution: Obtained and managed project resources. Mon. & Con.: Tracked and monitored project progress and kept stakeholder informed. Closing: Obtained customer acceptance. Documented lessons learned.



PMP Application

How should I fill out application? EXAMPLE: Business Analyst

Project Title	Client Transformation Project
Organization	XYZ Bank
Organization Primary Focus	Banking
Project Date - Time Spent on Project to Date	January 2023 – March 2024
Methodology: Traditional(waterfall), Agile or Hybrid	Hybrid
Your Role(including key responsibilities):	BA – Requirements Track Lead I was responsible to define project requirements. Laisse with stakeholder, business and internal company leaders.
Your Job title:	Business Analyst
Project Objective	Client data transformation
Project Budget(in USD)	\$500,000
Size of Project team	8 people
Project Description: 1. Provide a high-level description that summarizes your experience and includes the project objective, role, responsibilities, and outcome. A typical response is 200 to 500 words. 2. Use the breakdown of Initiating/Planning/Executing/Monitoring & Controlling/Closing	Initiating: Initiated meeting stakeholder and sponsor. Helped to define high level scope. Planning: Contributed to project scope baseline. Translated requirements into scope and documented project success criteria. Execution: Managed tasks delegated by Project manager. Held weekly meetings for status updates. Mon. & Con.: Ensured quality checklist and verified deliverables. Closing: Closed project final documents and supported transition to support.

