

These are example project descriptions that have been submitted by people in our courses for their PMP application. You'll notice they each take a different approach, but in general attempt to:

- * Make it clear the person was not just an individual contributor.
- * They facilitated and coordinated work cross-functionally.
- * Use project management terms

When PMI audits an application, they often share recommendations like this:

- Project entries should represent a professional project work experience only.
- The A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Section 1.2, defines a project as a temporary endeavor undertaken to create a unique product, service or result.
- Experience listed should be true projects and not responsibilities that are routine, operational, or administrative in nature.
- Projects should be documented individually
- Provide a high-level description that summarizes your experience and includes your role on the project, your responsibilities, and deliverables.
- Project titles should reflect the true project title, and not the candidate's role or function.
- Responsibilities are documented clearly in the description.
- The applicant must show that they have led and directed the aspects of the project for the life of the project.

Project Manager Role: (source - PMP Handbook)

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables

Description of Project Experience:

Project descriptions should be a high-level summary of the tasks you led and directed on the project and documented clearly.

Each project must be submitted as its own individual entry and must be for a professional association/organization. The project descriptions should include the following:

- Project title
- A brief, one sentence project objective – What was the object, purpose, or goal of the project
- Provide a high-level description that summarizes your experience and includes your role on the project, your responsibilities, and deliverables.
- A brief, one sentence project outcome

With those in mind, below are examples of descriptions that have been approved on previous exam applications:

The objective of the project was to develop a pre-launch training curriculum to prepare sales representatives for the launch of a new product. In my role as project manager, I interacted with numerous cross-functional stakeholders including sales training, medical and regulatory teams, promotional operations teams, and the external agency to name a few. Responsibilities included coordinating the project kick-off meeting with the external agency, sales training and sales and marketing stakeholders to identify and define the training needs and cadence, define additional stakeholders, and time and budget constraints. I was also responsible for managing the medical and regulatory review process and developing timelines with the external agency in order to meet project goals. I facilitated weekly status updates with the agency and sales training team to track performance against goals. Also provided written, weekly status reports to the sales training team that tracked the progress of each initiative and upcoming due dates in addition to preparing monthly status reports to the Integrated Brand team outlining recent accomplishments, upcoming activities and risks, issues, challenges. Coordinated with outside vendor to submit final deliverables to online platform for release to the sales force. Distributed the final project report of all deliverables and approval dates and participated in the closeout to discuss best practices/lessons learned.

The objective of the (project name) project was to provide course materials that met standards of (organization) for virtual/remote-live training that consisted of weekly roll-out of courses over a 6-month period. In my role, I reported to the overall Program Manager and was responsible for leading the efforts to provide draft course materials for developers, finalizing course content, and making course materials available for participants and faculty.

Initiating: Performed project assessment based on program requirements; identified high-level scope of project; identified stakeholders; identified high-level risks and constraints.

Planning: Assessed detailed project requirements; defined processes; developed quality management plan; planned stakeholder communication; developed project plan.

Executing: Executed tasks defined in project plan; provided direction to subject matter experts on specific work products regarding (organization) standards; provided guidance to cross-functional team on course updates on virtual platform; communicated project progress to stakeholders.

Monitor & Control: Evaluated risk areas and communicated schedule requirements to program manager and/or SMEs based on input from cross-functional team; managed impact of scope & schedule changes; managed version control of work products; ensured deliverables conformed to quality standards; inspected published work products based on requirements, submitted change requests to IT as needed, and approved changes; communicated project status to stakeholders.

Closing: Obtained final acceptance of deliverables on a weekly basis; archived project materials and obtained administrative closure at month end; transferred ownership of deliverables to internal (functional) department; and communicated project handoff at the closure of the project.

The Project started when our company gained (name) as a new client. (Brand name) was the first brand that was handed over from the company. Our team met with key stakeholders from the brand to gather the requirements necessary to complete the Project Charter. Once we understood the objectives and expectations of the project, I worked with the sponsor to finalize and gain approval of the Project Charter. I met with the digital creative director and the two designers on my team to start the planning process. I facilitated the development of the WBS for the project and divided the initiatives by monthly phases and setting biweekly milestones with key stakeholders from the agency (manager, designers, media buyer, planner, copywriter, etc.). Once the WBS was complete, I met with the key stakeholders where we presented the project plan. Once the project plan was reviewed and approved, the project kicked off. I created plans for monthly sprints of content that I would send to the key stakeholders to secure their approval. I reached out to cross-functional groups to develop the content (Department of Action, Media or Design). I set up a biweekly meeting with the analytics team to go over performance, risk and trends. I also set up a meeting with key stakeholders to present monthly performance and update the WBS if needed. Once the project achieved the 12th monthly iteration, I created a document presenting performance, lessons learned and achievements. We (The head of digital, My Manager and I) set up a meeting with the key stakeholders to go over the lifetime of the project. For this specific project, we were able to measure success by the gain of a new brand.

The goal of the project was to replace a bar at the venue that would increase nightly beverage sales and reduce wait time for customers. The venue is restricted on available space to expand the bar. Therefore, success of increasing sales would be determined by making the bartenders more efficient in their preparation and service of drinks. Secondarily, the storage of product reserves needed to be increased so the bartenders did not run out of inventory and support staff did not have to take time to re-stock. Stakeholders in this project included my boss, his management chain, the venue staff that would be using the new bar, and the customers. I was the project manager.

INITIATING and PLANNING: I facilitated the development of a project proposal and submitted it to our Expenditure Committee who awarded \$55,000 to the project in December YYYY. After an issue with the Procurement Department caused the project to be delayed, I was able to lead an effort to influence the sponsor to by-pass the Procurement Department and move the project forward in June YYYY. Once acting as the PM and procurement officer, I led the team to work with professional bar designers/bar manufacturers to help with design of the bar. Once an unofficial RFP was issued and received bids/ideas, one of the design/manufacture teams was

selected to begin the design. I organized numerous meetings to discuss the project's needs, and best practices. A final design was signed off in November YYYY.

EXECUTING: The new bar was delivered and installed 3 months later. My responsibilities were to facilitate any questions or issues that came up during the installation.

MONITORING: I was responsible for monitoring the spend and coordinating the necessary people when issues arose. For monitoring, I gave my boss regular updates when he asked for information.

CLOSING PROCESS: The new bar was delivered and installed on budget. I worked with the financial team to have the designers and manufacturers paid.

SUCCESS MEASURES: Quantitative: The new bar was able to double the number of points of sale and improved bartender efficiency. The results of these increased bar revenue. Qualitative: The new bar looked significantly more professional than the previous bar, which improved customer impressions of the venue. The increased number of POS decreased customer lines and waiting time for drinks, which increased customer satisfaction. The bartenders said that they felt more like bartenders again because they did not have to use equipment that was second hand and put together from old equipment.

The objective of the project was to review the _____ line for a launch to our retail stores. In my role as project manager, I interacted with numerous cross-functional stakeholders including vendors, retail store management, category management, merchandising, marketing and inventory. Responsibilities included coordinating the project kick-off meeting with internal stakeholders and discuss the program needs, number/variety of planograms, customer needs and focus, define additional stakeholders, line review goals, potential vendors and time constraints for launch.

I was also responsible for facilitating NDAs, vendor packets and marketing funds with prospective vendors, plan for RFI/RFQ bid creation and distribution and vendor communication and schedule. I facilitated weekly status updates with internal partners including inventory, category management and marketing. Coordinated with outside vendors to submit final deliverables including planning space in our warehouse for vendors to set up recommended planograms so category management could document.

I facilitated the program analysis and presented as well as distributed the final project report of all deliverables and approved vendors/items. Worked with marketing on new planogram launches for show in order to market to our retail stores. Participated in internal meeting to discuss best practices/lessons learned.

BACKGROUND: (Company name and locations) were transitioning from a paper-based system for dispatching Service Technicians and managing work order details to a fully electronic process utilizing (system names).

ROLE: I was the Project Manager/Change Lead reporting directly to the Project Assurance Manager. I was in charge of all high-level reporting and timelines, facilitating cross-functional teams, and directing individuals on action items and completion dates.

INITIATING: I facilitated discussions with the Project Assurance Manager, Area Leads, and stakeholders from Regulatory & Compliance, Dispatch, and Customer Service teams to define the business need and high-level scope for transitioning service tasks from a manual to an electronic process. This initiative was driven by the implementation of (system names). After aligning on initial scope, timing, and resources I was able to get a signed off charter to initiate the project.

PLANNING: I facilitated cross-functional meetings with the Area Leads to identify constraints and opportunities within the project based on inconsistent processes in the current state. Regulatory & Compliance was consulted to provide oversight to ensure information required to meet future audit standards is included. I coordinated the cross-functional planning to develop a training plan including coordinating training schedules and securing commitments from the various impacted stakeholders.

EXECUTING/MONITORING & CONTROLLING: I coordinated efforts across key functional areas to ensure seamless execution of the project plan, including tracking and reporting progress against milestones. Established regular status updates and facilitated cross-functional collaboration to address dependencies and risks. When changes to scope or timeline occurred, I adjusted the project plan to mitigate impacts and maintain alignment with objectives.

Managed and enhanced communication with stakeholders by providing timely updates, addressing concerns, and ensuring alignment with project goals to increase engagement and stakeholder buy-in.

CLOSING: Go-Live was completed behind schedule due to integration issues, slightly over budget. I facilitated the successful closure of the project by coordinating with the Project Assurance Manager, Area Leads, and stakeholders from Regulatory & Compliance, Dispatch, and Customer Service teams. I oversaw the transitioning of deliverables to the appropriate teams, maintaining communication during this phase to address any outstanding areas of concern and reinforce the organization's plan for sustained adoption. Ensured all project objectives were met, final deliverables were completed, and stakeholder acceptance was obtained.

I performed closing responsibilities including lessons learned, to identify opportunities for improvement in future projects. Prepared and distributed final project reports that detailed key achievements, addressed challenges, and demonstrated alignment with organizational goals.