

PMP Professional Development

Activities Reporting Form

PMPs are requested to **make copies of this form as needed**, enter the required information, and forward the completed form to the address indicated.

Demographics Information:

PMI ID Number: (required)

Date (dd/mm/yy): _____

First Name (please print or type) MI Last Name Suffix

Address City State Zip/Postal Code Country

Phone Number Fax Number or E-mail Address

PMP Activity Report

1. Program Number (Category 3 Only)

2. Program Title or Description of Activity: (15 words or less) _____

3. Date of Completion (dd/mm/yy): _____ 4. PDU's Earned: _____ 5. Category Type: _____

6. Subject Areas Covered: (see codes below-you may indicate up to three areas in each subject category)

Knowledge: Process: Application/Specific Interest:

7. Activity Sponsor (Categories 1,3,4 and 5 Only) _____

8. Sponsor Address or Phone Number (Category 4 Only) _____

9. Activity Satisfaction Level (Category 3 Only) ___ Excellent ___ Very Good ___ Good ___ Fair ___ Poor

Knowledge Areas:

- | | | |
|---|--|---|
| <u>01</u> Project Human Resource Management | <u>02</u> Project Integration Management | <u>03</u> Project Time Management |
| <u>04</u> Project Scope Management | <u>05</u> Project Quality Management | <u>06</u> Project Communications Management |
| <u>07</u> Project Cost Management | <u>08</u> Project Risk Management | <u>09</u> Project Procurement Management |
| <u>10</u> All | | |

Processes:

- 01 Initiation 02 Planning 03 Execution 04 Control 05 Closing 06 All

Application or Specific Interest Areas:

- | | | |
|---------------------------------------|--|---|
| <u>01</u> Aerospace & Defense | <u>02</u> Automotive | <u>03</u> Design-Procurement-Construction |
| <u>04</u> Diversity | <u>05</u> Education & Training | <u>06</u> Environmental Management |
| <u>07</u> Financial Services | <u>08</u> Global Communications Technologies | <u>09</u> Information Systems |
| <u>10</u> Manufacturing | <u>11</u> Marketing & Sales | <u>12</u> New Product Development |
| <u>13</u> Oil, Gas, Petrochemical | <u>14</u> Pharmaceutical | <u>15</u> Quality in Project Management |
| <u>16</u> Risk Management | <u>17</u> Service & Outsourcing | <u>18</u> Utility Industry |
| <u>19</u> Women in Project Management | <u>20</u> Government | <u>21</u> Configuration Management |
| <u>22</u> Consulting | <u>23</u> E-Business | <u>24</u> Hospitality Management |
| <u>25</u> International Development | <u>26</u> Metrics | <u>27</u> Retail |
| <u>28</u> Students of PM | <u>29</u> Troubled Projects | <u>00</u> Other _____ |

Please send form to:

PMI/PDP Records
College of Continuing Education
1700 Asp Avenue
Norman, OK 73072-6400 USA
Fax (405) 325-6925

I certify that the information I have provided is correct. I understand that any misrepresentations or incorrect information provided can result in disciplinary action, including suspension or revocation of my PMP certification.

Signature

Date

Professional Development Activities Reporting Form

Guide to Category 2 Activities:

Predetermined PDUs for Professional Activities:

2a. Author or co-author of an article pertaining to project management published in a refereed journal (e.g. <i>Project Management Journal</i>).	30 PDUs per article (one author) 20 PDUs per article (co-author)
2b. Author or co-author of an article pertaining to project management published in a non-refereed journal (e.g. <i>PM Network</i>).	15 PDUs per article (author) 10 PDUs per article (co-author)
2c. Speaker on a project management topic at a conference, Symposium, workshop, or formal course.	10 PDUs per activity*
2d. Speaker on a project management topic at a PMI Component meeting (e.g. Chapter or similar meeting).	5 PDUs per activity*
2e. Member or moderator of a project management panel discussion at a conference, symposium or workshop.	5 PDUs per activity
2f. Author or co-author of a project management textbook.	40 PDUs per textbook (author) 20 PDUs per textbook (co-author)
2g. Developer of content for seminar or other structured learning program.	10 PDUs per new program
2h. Practitioner - provides professional project management services to employees or others, at least 1500 hours annually.	5 PDUs per year

*Refer to the PMI Web site for latest updates on qualifying activities and predetermined credits.

Documentation required: Maintain copies of publications, sample educational materials, or program agendas.

Self-Directed Learning Activities

Self-directed learning activities are individualized learning projects involving personally conducted research or study. Learning may include informal activities such as discussions or coaching sessions with colleagues, co-workers, clients, or consultants. It may include articles, books, instruction manuals, videos, CD-ROMs, or other material resources. Qualifying self-directed learning activities must be relevant to project management, meet a specified purpose, and use knowledgeable resources. Use the worksheet below to determine PDUs for Category 2 Self-directed Learning Activities. Include it with the PDP Activity Reporting Form. PDUs are not earned for activities that are part of routine job responsibilities.

Required documentation: If audited, PMPs should be able to provide evidence supporting their reported learning project. This may include notes from and dates of discussions or reading.

1. List the Learning Objective(s) for your activity:

Example: "Be able to systematically calculate risk in projects and develop contingency plans."

2. List the human and/or material resources used to accomplish the purposes of your activity and the hours involved with them specific to the learning task.

Example:

Discussion with John Smith, director of the project office for my company.

2 Hrs

Resources:

Hours:

Total Hours (PDUs) _____

For the most up-to-date information please see the PMI web site at www.pmi.org