Cheetah PDU Guide for the PMP®

CHEETAH™ Project Management

INTRODUCTION

At Cheetah Project Management we are committed to your continuing education regarding Project Management best practices in both theory and in practice. We understand that you worked hard to attain your PMP® certification and that you wish to keep your certification current and in good standing. The Cheetah PDU Guide for the PMP® will quickly show you how easy it is to obtain the necessary 60 Professional Development Units you need every three years to keep your certification in good standing.

Overview of Continuing Certification Requirements

When does my continuing certification requirements cycle start and end?

The day you become a PMP® starts your Continuing Certification Requirements (CCR) cycle.

Your cycle ends on December 31st of the third full year following your certification date. For example, if you became a PMP® on July 10, 2003 your cycle does not complete until December 31, 2006.

What has to be accomplished by the end of the cycle?

By the end of the 3 full years, you must submit to PMI® evidence of 60 hours of Professional Development Units, known as PDUs.

How do I earn PDUs?

PDUs are relatively easy to earn. Sometimes it's as simple as doing your job, going to a PMI® chapter meeting, reading a book, taking a course. The rule of thumb is that for every hour you spend in a planned, structured learning activity you earn one PDU. After the first hour of activity, you can claim PDUs in 1/4 increments. You can earn PDUs in the following categories:

1. Formal education such as college courses

2. Professional activities and self-directed learning

3. Classes through PMI® Registered Education Providers (R.E.P.)

4. Classes through other providers

5. Volunteer service to the profession or community

Keep reading to learn more about each category.

Category 1: Formal Academic Education

- Course must be offered for degree credit

- Course must be related to Project Management

- One quarter semester course earns 10 PDUs per credit hour

- One 15-week course earns 15 PDUs per credit hour

- If the course covers material in addition to Project Management, you may only claim the hours dedicated to the project management topic

Proof: Your transcript with a passing grade.

Category 2: Professional Activities and Self-directed Learning

Self-directed Learning (SDL)

Do you like to read books on Project Management? Do you research problems you're having at work with your projects? Then you can earn 15 PDUs per CCR cycle. In PMI®'s Continuing Certification Requirements Handbook, there is a Self-directed Learning Activities Worksheet that you must fill out and submit. You are directed to list some objectives and explain how the activity helped you. You also

are asked to list the resources you used such as the book you read or the people you talked to.

Professional Activities—An unlimited number of PDUs may be earned from the Professional Activities listed below:

Author or co-author a textbook on project management	40 PDUs as author 20 PDUs as co-author
Author or co-author and publish a project management article is a refereed journal	30 PDUs as author 20 PDUs as co-author
Author or co-author and publish a project management article is a non-refereed journal	15 PDUs as author per article 10 PDUs as co-author per article
Speaker on a project management topic at a conference or workshop	10 PDUs per activity
Member or moderator at a project management panel discussion or workshop.	5 PDUs per activity
Speaker at a PMI® Component or Chapter Meeting	5 PDUs per activity
Content development for course or seminar	10 PDUs per new program developed
1,500 hours of project management practice at your job per year	5 PDUs per year

Category 3: Courses Provided by Registered Education Providers have been reviewed and approved by PMI®

Cheetah Project Management LLC is a Global Registered Education Provider and has many online courses that meet your need to earn PDUs.

Cheetah Project Management classroom courses

Cheetah Project Management offers a variety of classroom courses. Typically organizations customize a suite of courses suited to their specific PM training needs. We have a free training assessment tool that companies can use to determine where they can get the most bang for their buck with PM training. If you would like this assessment tool, send an email to Brian Smith—

brian.smith@cheetahlearning.com.   *Proof: Certificate of attendance.*

Note: PMPs reporting category 3 PDUs are only responsible for proof of attendance.

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Cheetah Project Management Online PDU Courses Correlated to PM Skills

A summary of each course is included at the end of this guide.

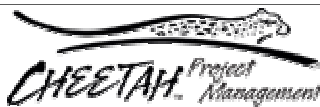| Cheetah Project Management Online Courses	PM Strength Builder	PM Score-card	Cheetah Project Management	Communicating Through Conflict	Negotiation Skills for PM	Enterprise Project Management	Building Your Consulting Practice	On Par Project Management	Project Kayak	PM Certificate Program
PM Skills / Hours	**5**	**5**	**20**	**20**	**20**	**35**	**50**	**60**	**60**	**200**
Integration			x			x	x	x	x	x
Scope Management			x			x	x	x	x	x
Scheduling			x			x	x	x	x	x
Cost			x			x	x	x	x	x
Quality			x			x	x	x	x	x
Communication	x		x	x	x	x	x	x	x	x
Resource Management	x		x	x	x	x	x	x	x	x
Risk Management			x		x	x	x	x	x	x
Procurement			x		x	x	x	x	x	x
Team Development	x		x	x	x	x	x	x	x	x
Performance Measurement		x	x		x	x	x	x	x	x

Category 4: Other Provider

PMPs may gain PDUs by attending other Project Management related courses that are not given by R.E.P.s. One contact hour equals one PDU.

Proof: Certificate of attendance and brochure or class materials.

Note: If audited, PMPs reporting Category 4 PDUs are responsible for the validity of the courses reported (relevance of the topic and instructor qualifications).

Category 5: Volunteer Service to Professional or Community Organization

(limited to 20 PDUs per CCR) Serve as a committee member for a Project Management organization.

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- 3 months of participation = 1 PDU per year

- 6 months of participation = 3 PDU per year

- 12 months of participation = 5 PDUs per year

Serve as an officer of a Project Management organization

- 3 months of participation = 2 PDUs per year

- 6 months of participation = 5 PDU per year

- 12 months of participation = 10 PDUs per year

Provide Project Management services to a charity or community. 5 PDUs per year

How do PDU Providers Stack Up?

PDU Provider	Course	# of PDUs	Cost per PDU
Cheetah	PM Strength Builder (Online)	5	$20
	Negotiation Skills for Project Managers (Online)	20	$20
	Enterprise-Wide Project Management (Online)	35	$20
RMC Project	Tricks of the Trade for Risk Management	16	$87
	What Makes a Project Manager Successful?	14	$93
	Tricks of the Trade for Determining Customer Requirements	7	$114
International Institute for Learning (IIL)	Kerzner on Best Practices in Project Management (Online) Kerzner on Best Practices in Project Management (Classroom)	6 14	$41 $35
	Project Quality Management	12	$62
	Project Risk Management	12	$62
ESI	Project Leadership, Management and Communications (Classroom)	22.5	$84
	Quality for Project Managers (Classroom)	22.5	$84
PMI Chapter Meeting	Dinner and Talk	1	$30

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Reporting your PDUs

When you engage in an activity that you would like to count towards PDUs make sure you have the following information:

- Your PMI® Number

- Your PMP® certificate number found on the certificate PMI® sent you which you'll need when you report the activity

- The date of the activity

- Program title or description

- Category for which you are reporting the PDUs

- Number of PDUs earned

- Name of the activity provider unless it is a self-directed activity

- Provider address

- The Knowledge Area covered. The codes are available on the reporting form

- For Category 3, PMI® Registered Education Providers, make sure you receive a program number from the R.E.P.

Log onto the PMI® website (note Web address is case sensitive)

http://www.occe.ou.edu/aia/pmi/PDUlogin.php3

Enter the requested information and check the PMI® PDU Self Report Form radio button. Fill out the information requested and submit the form.

Keep a folder of your PDU activity as PMI® randomly audits PMPs for quality assurance purposes. The activities must be kept for one year after you have completed your CCR cycle.

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Carrying Over PDUs

You may carry over 20 PDUs earned in the last year of your CCR cycle to the next cycle. For example, if you completed all of your PDUs in March and earned 25 more PDUs from April through the end of the year, you may only carry over 20 or those 25 PDUs.

Checking the Status of your PDUs

Your PDU transcript is accessible on line at (note Web address is case sensitive)

http://www.occe.ou.edu/aia/pmi/PDUlogin.php3

 Check the PMI® Transcript radio button and you'll see what has been approved.

Renewing your PMP® Certification

Once your 60 PDUs have been verified, you will receive an application for certification renewal. Please remember that this is sent to your address on file at PMI® Headquarters so if you've moved, update your profile with PMI®. The renewal costs $75 as a PMI® member and $150 as a non-member. In return you'll receive an updated certificate package from PMI®.

If you don't fulfill the necessary PDUs by the end of your CCR, you may not use the PMP® designation. PMI® allows you 12 months to earn the PDUs before they mandate you take the test again.

The full version of PMI's Continuing Certification Handbook can be found at (note Web address is case sensitive)

http://www.pmi.org/info/PDC_PMPHandbookFile.asp

The handbook has the Self-directed Learning Activities Worksheet in it as well as other information which you may find interesting.

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How can You Earn Your PDUs at no Cost?

There are a variety of ways to earn your PDUs at no cost:

Cheetah Points—Cheetah Learning created a referral program called Cheetah Points. With the Cheetah Points system, for every student you refer to any of our training programs, you receive 50 Cheetah Points. You can use Cheetah Points to receive discounts on any Cheetah Project Management PDU courses (one point equals a one dollar discount). If you refer enough people who register for training, you can get the training at no cost to you. You also earn 50 Cheetah Points for completing a course evaluation at the end of each PDU course you take.   Get on the Cheetah Points bandwagon by taking our free 1 PDU Planning course where you plan your approach for earning your 60 PDUs. You will earn 50 Cheetah Points when you complete the course evaluation on your free 1 PDU course.

In-house Training—when your company brings in Cheetah Project Management LLC, a PMI® Registered Education Provider (R.E.P.), we make sure the courses we deliver are recorded in the PMI® R.E.P. database. This ensures the courses you take through your company from us are easily recorded towards your PDU quota. For example, in our *Project Management Masters Certificate Program* offered to our corporate clients, Project Managers take ten to twelve half day and full day courses on various project management topics over a year long period. They leave the program with a Project Manager Play Book which includes PM techniques that work for their company and their unique project management strengths. All the courses are registered with PMI so people who already hold the PMP earn PDUs for any course they take in this customized program.

PM Scorecards— Cheetah Learning created a 15 PDU course called PM Scorecard RESULTS for Project Assurance Technologies (PAT) that they included with the purchase of a PM Scorecard. The course helps you interpret your scores and identify areas where you can improve your performance as a Project Manager. Most companies pay for the PM Scorecard to measure the Project Managers performance.

http://www.pmscorecard.com

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Summary of Cheetah PM Online PDU Courses
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Course Title	PDUs/Price	Course Description
PM STRENGTH BUILDER	5 PDUs $99.00 [Register Now]	This course uses a personality style indicator customized for project managers to help you identify your innate strengths and challenges as a project manager. You use the results of the online assessment to identify where your strengths have contributed to your past successes and position yourself to best use your talents for future success.
PM SCORECARD MAKING MEANINGFUL PM PERFORMANCE ASSESSMENT	5 PDUs $99.00 [Register Now]	In this course you will gain an understanding of the different reasons people have to measure PM performance, Develop relevant measurements for assessing PM Performance, Create a reliable system to measure and prove PM performance.
CHEETAH PROJECT MANAGEMENT	20 PDUs $395.00 [Register Now]	This course teaches people how to launch, direct, and manage project teams. In each lesson, participants learn a facilitation technique relating to launching, directing, or tracking their project team's performance. They have an online instructor who acts as their guide on the side while they practice new techniques in their own environment.
COMMUNICATING THROUGH CONFLICT	20 PDUs $395.00 [Register Now]	This course teaches people communication techniques to transform conflict from destructive experiences into growth experiences and helps a group change their relationships dynamically over time. You use what you learn to improve your day-to-day effectiveness as a project manager. The course is targeted to project managers who want to develop cohesive working relationships with people they find difficult to deal with such as team members, sponsors, stakeholders, functional managers, customers, and vendors.
NEGOTIATION SKILLS FOR PROJECT MANAGERS	20 PDUs $395.00 [Register Now]	This course takes you through the process of efficiently preparing for the many styles of negotiations you encounter daily as a project manager. Each step might seem simple, but that's exactly what makes this technique so fast and effective. The more you go through the process, the more it will become a habit, and the easier it will be to apply to more complex negotiations.

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ENTERPRISE WIDE PROJECT MANAGEMENT	35 PDUs $695.00 Register Now ▶	The purpose of this course is to learn how to bridge what you've learned becoming a PMP with implementing project management best practices throughout an enterprise. You'll learn how to effectively use the PMBOK® Guide five project management phases and nine PM knowledge areas within the existing framework of your operation's practices and processes. The course is targeted to people who are already PMP's or who are on the path to becoming a PMP. It includes many best practices templates for implementing PM effectively throughout your organization. It also includes techniques for assessing the best implementation strategies based on your organization's and your industry's project management maturity.
BUILDING YOUR CONSULTING PRACTICE	50 PDUs $895.00 Register Now ▶	This course teaches you how to develop a business plan that includes a comprehensive description of your business, the environment in which it operates, and how you will run it. You will learn and implement what it takes to effectively start up your consulting business and utilize the internet to help you achieve your goals.
ON PAR PROJECT MANAGEMENT	60 PDUs $1,200 Register Now ▶	This course brings to life Cheetah Project Management and the PMBOK® Guide 2000 project management phases through the hands on activity of playing 10 rounds of golf. Throughout the course the student creates and tests project management templates they can use to more effectively manage their projects.
PROJECT KAYAK	60 PDUs $1,895.00 Register Now ▶	Project Kayak uses Cheetah Project Management and the PMBOK® Guide 2000 project phases to build your own fully functioning kayak. The Cheetah kayak is intended for flat water rafting only, not for white water rafting. Throughout the course the student creates and tests project management templates they can use to more effectively manage their projects.

Cheetah Project Management

Your Partner in Maintaining Your PMP®

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