

PMP Exam Readiness Checklist: 35 Points

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I give this checklist to my own PMP students. Tick each point as you complete it. When every box is ticked and you are scoring 75% or higher on full practice exams, you are ready to sit the exam.

1. Eligibility and application

- ☐ 01 Confirm you meet the experience requirement for your education level. Use the free PMP Eligibility Checker if you are unsure.
- ☐ 02 Complete your 35 contact hours of project management education, or hold an active CAPM.
- ☐ 03 Decide whether to join PMI before you apply. Members pay a lower exam fee.
- ☐ 04 Write each project description in PMI's structure: objective, outcome, your role, responsibilities and deliverables.
- ☐ 05 Keep evidence of your experience and education ready in case your application is audited.
- ☐ 06 Submit the application and note the one-year eligibility window once it is approved.
- ☐ 07 Book your exam date, at a test centre or online, as soon as you are approved so you have a fixed deadline.

2. Study plan and resources

- ☐ 08 Download the current PMP Exam Content Outline from PMI and use it as your syllabus.
- ☐ 09 Choose one main prep course and one question bank. Avoid collecting too many resources.
- ☐ 10 Set a study plan of 8 to 12 weeks with fixed weekly study hours in your calendar.
- ☐ 11 Read the PMBOK Guide and the Agile Practice Guide alongside your course, not instead of it.
- ☐ 12 Keep one notes document of your mistakes and the reason behind each correct answer.
- ☐ 13 Tell your manager and family your exam date so your study time is protected.
- ☐ 14 Review progress every week and shift time to your weakest domain.

3. Knowledge coverage

- ☐ 15 Understand the three domains, People, Process and Business Environment, and their current weightings.
- ☐ 16 Know predictive, agile and hybrid approaches and when each one fits.
- ☐ 17 Master servant leadership, team development and conflict resolution for the People domain.
- ☐ 18 Know the earned value formulas (CV, SV, CPI, SPI, EAC, ETC, VAC, TCPI) and what each result means.
- ☐ 19 Practise critical path, float and schedule compression calculations.
- ☐ 20 Be comfortable with risk responses for threats and opportunities, and with integrated change control.
- ☐ 21 Understand stakeholder engagement, communication planning and the channels formula $n(n-1)/2$.

4. Practice and readiness

- ☐ 22 Complete at least 500 practice questions across all three domains.
- ☐ 23 Read every explanation, including for the questions you answered correctly.
- ☐ 24 Take at least two full-length, timed mock exams in one sitting.
- ☐ 25 Score 75% or higher on full practice exams before you sit the real exam.
- ☐ 26 Practise the PMI mindset: assess the situation, collaborate and follow the process before escalating.
- ☐ 27 Practise multiple response, matching and hotspot questions, not only multiple choice.
- ☐ 28 Plan your pace per question and when you will take your optional breaks.

5. Exam day

- ☐ 29 Check that the name on your ID matches your PMI application exactly.
- ☐ 30 For an online exam, run the system check and prepare a clear, quiet room in advance.
- ☐ 31 For a test centre, plan your route and arrive early.
- ☐ 32 Sleep well and stop heavy studying the day before.
- ☐ 33 Read each question for what it actually asks, especially words like first, best and next.
- ☐ 34 Flag hard questions, move on and come back rather than losing time.
- ☐ 35 After you pass, note your certification cycle and start logging PDUs for renewal.

Free tools and guides at sikhanaseekho.com

PMP Eligibility Checker: sikhanaseekho.com/tools/pmp-eligibility-checker/

Free PMP Study Guide: sikhanaseekho.com/certifications/pmp/study-guide/

200 Free Practice Questions: sikhanaseekho.com/certifications/pmp/exam-questions/

Check current fees, exam format and eligibility rules on pmi.org before you apply.

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