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## KeyPM – Fundamentals of Project Management

### STUDENT GUIDE

The KeyPM assessment certifies the fundamental knowledge of Project Management on the principles defined by the Project Management Institute (PMI).

The assessment consists of the administration of 50 multiple-choice questions that verify the basic knowledge of Project Management.

Administration Time, 60 minutes.

KeyPM includes the following areas of Project Management set out by the PMI

- I. Project Management Foundational Knowledge (26% delle domande)
- II. Process Groups (16%)
- III. Project Integration Management (8%)
- IV. Project Scope Management (8%)
- V. Project Time Management (4%)
- VI. Project Quality Management (10%)
- VII. Project Human Resource Management (6%)
- VIII. Project Communication Management (8%)
- IX. Project Risk Management (8%)
- X. Project Stakeholder Management (6%).

The skills and knowledge verified with KeyPM are

#### I. Project Management Foundational Knowledge

- Explain the nature of projects
- Describe the nature of project management
- Explain the nature of project teams
- Explain the nature of project stakeholders
- Explain the role of knowledge areas in project management
- Describe the nature of project management processes

#### II. Process Groups

- Explain the nature of the Initiating Process Group
- Explain the nature of the Planning Process Group
- Describe the Executing Process Group
- Explain the nature of the Closing Process Group
- Discuss the nature of the Monitoring and Controlling Process Group

#### III. Project Integration Management

- Describe the Project Integration Management Knowledge Area
- Develop project charter
- Perform integrated change control

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#### **IV. Project Scope Management**

- Explain the Project Scope Management Knowledge Area
- Create work breakdown structure (WBS)
- Develop scope management plan

#### **V. Project Time Management**

- Explain the Project Time Management Knowledge Area
- Define activities

#### **VI. Project Quality Management**

- Plan quality management
- Explain the Project Quality Management Knowledge Area
- Perform quality assurance

#### **VII. Project Human Resource Management**

- Explain Human Resource Management Knowledge Area
- Develop human resources plan

#### **VIII. Project Communication Management**

- Develop communication management plan
- Manage communications
- Control communications

#### **IX. Project Risk Management**

- Identify risks
- Describe the Project Risk Management Knowledge Area
- Plan risk responses

#### **X. Project Stakeholder Management**

- Explain the Project Stakeholder Management Knowledge Area
- Identify stakeholders
- Manage stakeholder engagement.

The assessment is passed if the correct answers exceed 70% (35 out of 50)

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## SAMPLE QUESTIONS

**What process group includes identify stakeholders?**

- A. Monitoring and Controlling
- B. Execution
- C. Initiating
- D. Planning

**Planning a vacation is an example of a**

- A. Strategy
- B. Deliverable
- C. Project
- D. Process group

**If you are focused on managing the schedule, you are concerned with \_\_\_\_\_ management**

- A. Quality
- B. Cost
- C. Time
- D. Human Resource