



# GUIDEBOOK FOR WELCOME & INTRODUCTION

Week 1

## | GUIDANCE FOR WEEK 1

Spend your week wisely. Track your time spent. Allocate enough time. Avoid scheduling days that are not ideal for study or might interfere with your ability to give your fullest attention to the material.

In this guidebook:

- What to think about and how to prepare
- What to read and watch
- How to assess your learning and progress
- What additional resources and other ways to go beyond are available

## GETTING STARTED

Welcome to the first week on your journey to obtaining your PMI Agile Certified Practitioner (PMI-ACP)® credential! Preparation takes time and dedication. Obtaining the certification is considered an impressive feat because it represents not only those who demonstrate above-the-norm comprehension and application of project management expertise, it also symbolizes an accomplishment of fortitude. You have decided to earn the certification and persevere to obtain it. That speaks volumes of who you are and what you can accomplish. These guidebooks provide guidance and advice on how to allocate your time and provide access to the optimal resources to achieve your goal of becoming PMI-ACP® certified over the next few weeks.

The focus of the first week is getting organized, knowing what lays ahead, and getting into some basic agile concepts such as the Agile Mindset and agile values.

As you progress through the content of this week, try to get a holistic view of what agile concepts mean and how they relate to each other. Also, think about what they mean to you and the organization you work for.

## THINK

What does agility in projects mean to you and why do you think it is important? \_\_\_\_\_

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What is your motivation for passing the PMI-ACP certification exam? \_\_\_\_\_

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What is going to make you successful in obtaining your PMI-ACP® certification and how much time and effort are you going to dedicate to reaching your goal? \_\_\_\_\_

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Why are ethics and professional responsibility essential to the field of project management in general, and to agile methods in particular? \_\_\_\_\_

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What does the Agile Manifesto mean to you? \_\_\_\_\_

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## IMPORTANT ACTIONS

Each week there are some important tasks you must complete to ensure everything is in order and ready. These items are additional actions to do outside of your studies.

This week's tasks:

- ☐ Become a member of Project Management Institute (PMI)<sup>®</sup>. Although this is optional, it is highly encouraged for a couple of reasons. First of all, the membership gives you a discount on the exam and re-certification. Secondly, membership gives you an e-copy of the *Agile Practice Guide* in PDF format. Thirdly, membership gives you free access to various resources that may help you in your work, even after you pass the exam.
- ☐ Obtain a copy of the *Agile Practice Guide*; either a searchable PDF via the PMI membership and/or hard copies via a bookseller or colleague who has taken the exam previously<sup>1</sup>.
- ☐ Setup a study schedule. Completing and absorbing all the weekly content takes time and concentration. Establishing dedicated time to focus on the study materials without distraction or rushing is important. Times may vary based on experience, style, personal preference, and other factors. Nonetheless, try to carve out approximately 2 hours every day for studying.
- ☐ Request time to dedicate to study and prepare at work. Gaining approval to use work time and your own personal development during work hours enables you to find more study time and also limits distractions. Keep in mind that by supporting your professionalization as an agile practitioner, your company is also benefiting.
- ☐ If possible, block out 2 hours a day on your calendar. Turn off your email and other communication tools. Beyond activating auto-replies on your messaging tools, moving to a

<sup>1</sup> The *Agile Practice Guide* is available either as stand-alone document or as part of a bundle with *A Guide to the Project Management Body of Knowledge – PMBOK<sup>®</sup> Guide*, PMI's general guidebook for project management.

location away from your workspace gives you and others the mental and physical separation between "work" and "study". That way, when you are in "study" mode, your job is to study and learn with unbridled concentration.


- ☐ Consider establishing a study location outside of work free from distractions and interruptions. Sit in a coffee house, a library or local college, or a locked office at home with a "Do Not Disturb" sign on the door handle, or anywhere that makes sense to you.
- ☐ Gather any other needed studying material and tools such as highlighters, books, and other equipment. For example, having a notebook to jot down notes is helpful. Simply the act of putting what you have learned into your own words or paraphrasing them increases retention substantially – even if you never go back and look at your notes again.
- ☐ Consider pairing up with other exam aspirants to act as mutual study buddies or form a study group with others. That way, you can study together, ask each other questions, and pass on relevant information.

## WATCH

Note: You may choose to watch the lessons first, then read. Or you may read first, then watch. You can even go back and forth! The way you complete the next two sections is based on your learning style, preferences, and circumstances (i.e., in a place where reading is possible but watching is not).

Mark your completion of the Agile PrepCast™ lessons in the table below. This chart provides you a suggested path. Ideally, if you have enough time, you want to complete all lessons. Nonetheless, you are the master of your time and can leverage our suggestions as to what is required, recommended, and optional to best manage your preparation.

✓ Check off  
when finished

Lesson #	Lesson Title	Complete	Duration	Status
L00.00	Welcome		0:23:58	Recommended
M 00.1	Important Documents, FAQ and Tutorials		n/a (only text)	Recommended
L00.20	PMI-ACP Exam Overview		0:42:45	Required
L00.21	What if you get audited?		0:16:29	Recommended
L00.22	Finding the Best Answer to PMI-ACP Sample Questions		0:20:46	Recommended
L00.23	Key Exam Activities		0:29:25	Recommended

<b>L00.24</b>	<b>The Day of Your PMI-ACP Exam</b>		0:31:58	Recommended
<b>L00.25</b>	<b>Understanding Your PMI-ACP Examination Score Report</b>		0:16:38	Recommended
<b>L00.26</b>	<b>PMI's PDU Secrets</b>		0:27:47	Recommended
<b>L01.00.1-3</b>	<b>The Agile Manifesto - History &amp; Values; Principles</b>		1:04:30	Required
<b>L01.01</b>	<b>The Declaration of Interdependence</b>		0:15:16	Required
<b>L01.20</b>	<b>Agile Mindset (Interview)</b>		0:31:48	Required

## READ

Mark your completion of reading the topics and other resources in the table below.

Topic / Resource	Complete
<a href="#">PMI-ACP Handbook</a>	
<a href="#">PMI-ACP Exam Content Outline</a>	
<a href="#">PMI-ACP Reference List</a>	
<a href="#">PMI Code of Ethics and Professional Conduct</a>	
<a href="#">PMI's Ethical Decision-Making Framework</a>	
<a href="#">How to Identify your PMI-ACP Exam Eligibility</a>	
<a href="#">The Agile Manifesto</a>	
Agile Practice Guide: Chapter 1 (Introduction)	

## OTHER RESOURCES

Here are some other resources for you to reference, listen to, or consider. These resources are considered complementary to the core content and optional. Use these resources at your own discretion to provide more insight and examples of the content to broaden your understanding of the material.



- ☐ [Article: Identifying your PMI-ACP exam eligibility](#)
- ☐ [Article: PMI-ACP Exam Tips](#)
- ☐ [Article: PMI-ACP Exam Format Quick Facts](#)
- ☐ PM Podcast™ Episode 424 with Andy Burns: [Lean-Agile PMO](#)
- ☐ [More Podcast resources on agile topics](#)
- ☐ *PMI-ACP Exam Prep* by Mike Griffiths<sup>2</sup>: Introduction, pages 1-17

## ASSESS YOURSELF

Assess your progress. The PMI-ACP® exam tests your knowledge and understanding of agile values, principles, practices, and concepts, but remember – it is only a test. Therefore, practice taking quizzes and review your results.

- ☐ Complete M00.30: PMI-ACP Sample Questions of the Agile PrepCast™ to check which concepts and terms you may already be familiar with and gain insight as to the amount of concentration you may want to allocate to various topics and exam domains. You are not expected to get all of them correct. If you do, it's a bonus.
- ☐ Complete 5-10 additional [free PMI-ACP exam questions](#).
- ☐ Don't forget to spend time reviewing your assessment results and explanations.

Understanding the reasons for answering questions incorrectly is essential in identifying your knowledge gaps. If time permits, go over the correctly answered questions as well, to confirm that your selection of the answer was informed rather than a guess.

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<sup>2</sup> *PMI-ACP Exam Prep* – Updated 2<sup>nd</sup> Edition (for exams taken after March 2018), Mike Griffiths, RMC Publications 2015

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