# PMI PMO-CP Exam Study Plan

Here's a detailed **study plan** for the **PMI® PMO Certified Practitioner (PMO-CP) Exam**, organized by each **exam domain**, with a dedicated **acronym section** at the end. This plan is designed for **4–6 weeks** of focused study, assuming 8–10 hours per week, but it can be adjusted based on your timeline.

## 📅 Weekly Structure Overview

| **Week** | **Focus Area** |
| --- | --- |
| 1 | PMO Basics, Types, and Maturity Models |
| 2 | PMO Functions and Capabilities |
| 3 | PMO Governance and Standards |
| 4 | PMO Performance and Metrics |
| 5 | Integration with Enterprise Strategy + Practice Exams |
| 6 | Review + Mock Exams + Flashcards |

## 🧠 Domain 1: PMO Framework and Types

**Key Topics:**

* Definition and purpose of PMOs
* Types: Supportive, Controlling, Directive
* Enterprise PMO vs Departmental PMO
* Temporary vs Permanent PMOs
* PMO setup and lifecycle

**Action Plan:**

* Read: PMI PMO-CP Guide (Ch. 1–2)
* Watch: YouTube/LinkedIn Learning videos on PMO types
* Create comparison table: PMO Types vs Characteristics
* Activity: Case study analysis – when to choose each type
* Practice: 15 sample questions

## 🧠 Domain 2: PMO Functions and Capabilities

**Key Topics:**

* Portfolio, Program, Project Management support
* Benefits realization management
* Risk, resource, and capacity planning
* Knowledge management and best practices
* Training and capability development

**Action Plan:**

* Read: PMO-CP Guide (Ch. 3–4)
* Diagram: Map PMO services to business functions
* Flashcards: PMO responsibilities vs services
* Activity: Write a sample PMO charter
* Practice: 20 sample questions

## 🧠 Domain 3: PMO Governance and Standards

**Key Topics:**

* PMO governance model
* Policies, standards, and procedures
* Role of steering committees
* Compliance and audit readiness
* Agile and hybrid governance in PMOs

**Action Plan:**

* Read: PMI Governance of Portfolios, Programs, and Projects
* Create governance checklist
* Analyze: Real-world PMO org chart + governance roles
* Activity: Draft governance escalation path
* Practice: 20 sample questions

## 🧠 Domain 4: PMO Performance and Value Measurement

**Key Topics:**

* PMO KPIs and dashboards
* Value delivery and stakeholder satisfaction
* Portfolio performance metrics
* Continual improvement strategies

**Action Plan:**

* Read: PMO Performance Metrics Guide
* Exercise: Design a PMO scorecard with 5 KPIs
* Study: How to align metrics with strategic outcomes
* Practice: 20 sample questions

## 🧠 Domain 5: Strategic Alignment and Integration

**Key Topics:**

* Role of PMO in strategic planning
* Business case development and prioritization
* Change management
* Collaboration with enterprise functions (Finance, HR, IT)

**Action Plan:**

* Read: Aligning Strategy with PMOs (PMI white paper)
* Diagram: Strategy-to-Execution value chain
* Activity: Write a 1-page strategic PMO roadmap
* Practice: 25 sample questions

## 🧾 Acronyms & Definitions

| **Acronym** | **Definition** |
| --- | --- |
| PMO | Project Management Office |
| EPMO | Enterprise Project Management Office |
| KPI | Key Performance Indicator |
| SLA | Service Level Agreement |
| OPM | Organizational Project Management |
| BSC | Balanced Scorecard |
| OKR | Objectives and Key Results |
| CBA | Cost-Benefit Analysis |
| ROI | Return on Investment |
| SOW | Statement of Work |
| RACI | Responsible, Accountable, Consulted, Informed |
| OPEX | Operational Expenditure |
| CAPEX | Capital Expenditure |
| SME | Subject Matter Expert |
| SWOT | Strengths, Weaknesses, Opportunities, Threats |
| MoSCoW | Must-have, Should-have, Could-have, Won’t-have |
| BRM | Benefits Realization Management |
| PPM | Project Portfolio Management |
| PMIS | Project Management Information System |
| GRC | Governance, Risk, and Compliance |

## 📚 Additional Resources

* **Books**:
	+ *The Strategic Project Office* by J. Kent Crawford
	+ *PMO Governance* by Eugen Spivak
* **PMI Resources**:
	+ PMI Talent Triangle
	+ PMO of the Future report
* **Practice Exams**:
	+ PMO-CP mock exams from authorized partners or course platforms
* **Tools to Use**:
	+ Trello/Notion for study planning
	+ Quizlet for acronyms and definitions
	+ Lucidchart for visualizing PMO structures and governance models