Unanet University

Accredited Unanet GovCon Project Management Assessment Guide

The Unanet Accreditation Program is an industry standard that will help validate your level of skill and knowledge using Unanet products. Accreditation will help to set you apart in the competitive world of enterprise applications.

The Unanet Project Management Accreditation provides fundamental project management training using the Unanet Portfolio features available to users with these roles: Project Manager, Project Lead, Resource Planner, and Resource Assigner.

This exam guide is intended to provide you with an overview of the format and content of the accreditation exam. In this guide, you will find a list of categories and topics with their weight distribution, as well as suggested resources to prepare for the exam.

EXAM BLUEPRINT

- The exam consists of 50 multiple choice questions.

- This is a timed 75 minute exam.

- The minimum passing score for the exam is 80%.

- You will be given one attempt to pass the exam; if you do not pass, you will need to complete the recommended training listed later in this guide before attempting the exam again.

- The exam questions will include the categories and topics listed on the next page and are weighted as shown.

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CATEGORIES COVERED AND THEIR WEIGHTED PERCENTAGE:

Setting Up Projects: 30%
- Project and Task Settings

Planning Projects: 34%
- Resource Utilization / Allocation
- Create Plans

Executing Projects: 10%
- Using Project Notes & Alerts
- Reporting on Actuals
- Updating ETCs

Closing Projects: 6%
- Project and Task Settings
- Project Notes and Documentation

Monitoring & Controlling Projects: 20%
- Resource Performance Reporting
- Profitability Reporting
- Revenue Reporting

EXAM PREPARATION
The exam is based on the training content listed below. While it is optional, we recommend you complete the following courses before attempting the exam.

Self-Paced eLearning:
- Unanet GovCon: Introduction to Setting Up Projects (ELN)
- Unanet GovCon: Introduction to Managing Project Resources (ELN)
- Unanet GovCon: Introduction to Analyzing Project Metrics (ELN)

Instructor-Led Training:
- Unanet GovCon: Setting Up Projects (ILT)
- Unanet GovCon: Managing Project Resources (ILT)
- Unanet GovCon: Analyzing Project Metrics (ILT)

RESOURCE DOCUMENTS
As an alternative to our training content, you may also review the exam topics in our Help documentation and Support Portal.

- **Support Portal:** Configuration Guides - Project Setup
- **Support Portal:** Quick Topic - Project Management Reference Guide
- **Support Portal:** KC Reports - Foundations of People and Project Reporting
- **Support Portal:** KC Resource Management - Portfolio Requirements
- **Help:** Unanet Menu ➜ Project
- **Help:** Unanet Menu ➜ Forecast

- **Help:** Unanet Menu ➜ Reports ➜ Report Dashboard ➜ Project Reports
- **Help:** Unanet Menu ➜ Reports ➜ Report Dashboard ➜ Project Accounting Reports *(specifically, Cost Summary & Status and Revenue & Funding Summary)*
- **Help:** Using Unanet ➜ Project Maintenance
- **Help:** Using Unanet ➜ Reporting ➜ Working with Saved Reports
- **Help:** Using Unanet ➜ Reporting ➜ Report Calculations

Please direct questions or comments regarding this and other Unanet University content to **VirtualUU@unanet.com**.

Where Information Means Insight

Unanet is a leading provider of ERP solutions purpose-built for Government Contractors, A/E, and Professional Services. More than 2,000 project-driven organizations depend on Unanet to turn their information into actionable insights, drive better decision-making, and nurture business growth.

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