

PROJECT MANAGEMENT PROFESSIONAL

**Project
Management
Professional (PMP)
Exam Preparation**

COMMUNICATION

TIME

SCOPE

COST

**PROJECT
MANAGEMENT**

Course Description:

- This intensive 5-day course is designed to focus on preparing participants for the exams required by the Project Management Institute PMP[®] certification. The PMI PMBoK[®] Guide is provided as a reference text and the framework taught is applicable to most projects whatever the industry sector.
- In this set of workshops, participants will learn proven techniques, processes and tools based on the Project Management Institute's *PMBoK[®] Guide* which will enable them to take a journey of discovery which will prepare them for the PMI PMP exams.

The Training Course will highlight:

- The context of Project Management in PMI *PMBOK*® *Guide* project management processes
- An overview of the 5 Process Groups and 10 Knowledge Areas
- A detailed review of all knowledge areas within:
 - The Initiating Process Group activities
 - The Planning Process Group activities
 - The Executing Process Group activities
 - The Monitoring & Controlling Process Group activities.
 - The Closing Process Group activities
- The Project Manager's Professional and Social Responsibilities
- PMP® Exam Prep Guidelines
- PMP® Certification Mock Exams
- Note: Only those with the minimum project-related experience will be eligible to take the PMI exams.

Course Objective:

Participants attending the program will:

- Understand all 5 Process Groups and 10 Knowledge Area processes required to pass the PMI PMP® exam.
- Develop a thorough knowledge and understanding of the tools and techniques available to manage small to large projects.
- Focus on the topics likely to be covered in the exam.
- Test their knowledge using exercises and mock exam questions.
- Establish project goals and objectives that are directly linked to project stakeholders' needs and expectations.
- Establish the project scope using proven techniques.
- Develop and use the project work breakdown structure for planning, scheduling, and control purposes.
- Effectively assign roles and responsibilities to the project team members
- Estimate project time and costs using proven techniques and the latest methods available.
- Establish an effective and efficient earned-value project control system for monitoring and controlling project progress.
- Use a practical and effective, step-by-step process to manage project risks.
- Identify threats and opportunities to your project, weigh their relative values to effectively develop, establish and implement response plans.
- Assess the importance of anticipating, managing and controlling project changes.
- Plan, execute and control an effective project closure.

WHO Should attend?

The course is designed for participants to learn an industry standard approach to project management, understand the terminology and knowledge required to pass the PMP® exams. This course will broaden their understanding of project management generally but also sharpen their depth of knowledge around internationally accepted good practice. Typically, this audience also includes:

- Those wishing to pursue Project Management as a career with an internationally accepted industry standard certificate.
- Project Professionals wishing to revisit the fundamental principles of business and project management or reinforce their existing skills and knowledge.
- Project team members wishing to learn more about project management practice.
- Lead Engineers who are required to provide project leadership.
- IT Technical specialists, such as Architects, Business Analysts, and SW product SMEs moving into project management or team leadership roles, who wish to deepen their understanding of project management.
- Project Team Leads working within project teams who report to a Project Manager who needs to understand how to immerse themselves in project management good practice.

Training Methods:

- This project management training course incorporates inspiring lectures with structured lessons from the learning manual along with comprehensive workshops & case studies; captivating PowerPoint slides with videos to enhance learning; ongoing discussions with action planning; ample time for Q&A; training activities to reinforce key concepts within a fun learning environment.
 - Project management knowledge, skills, tools, and techniques are taught through case studies, experiential exercises and practical examples that can be used immediately to improve your project results.
 - *Pre & Post course assessments will be used to measure the effectiveness of this training.*
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Course outline

- *This is a detailed breakdown of key areas to be covered in the program and documentation. The coverage of the topics will be spread over the five-day program.*
- *The course content covers PMBOK® Guide – Fifth Edition concepts and includes Professional Responsibility. Several topics which are not included in the PMBOK® Guide but about which questions are regularly asked in the PMP exam are also covered. There is an optimal balance between PMP exam prep and understanding concepts for practical application.*
- **Module 1 –Project Management Framework & Integration**
- **Key Topics:**
 - Introduction**
 - Introducing ourselves
 - The Course Content and Schedule
 - The Course Objectives and Expectations
 - The Process Guide
 - The PMP Certification Exam Requirements
 - Applying for the Certificate and ExamAdditional information on PMI

Course outline

Project Management lifecycle

- A Review of the 5 Group Processes and 10 Knowledge Areas
- Definitions
- The PMI PMBOK® Project Management Processes
- Project Phases and Life Cycles
- Typical PMI Project Terminology
- The STEPS to Knowing the PMI PMBOK® Guide.
- The PMI PMBOK® Guide Approach – Inputs, Tools & Techniques, Outputs
- Our Learning Approach

Project Integration Management

- What Is Project Integration Management?
- Develop Project Charter
- Enterprise Environmental Factors
- Organizational Process Assets
- Project Management Information System (PMIS)
- Expert Judgment

Course outline

- **Module2 – Project Scope, Time & Stakeholders Management**

- **Key Topics:**

- **Project Stakeholders Management**

- What is Stakeholders Management?
 - Stakeholders Planning
 - Stakeholders Analysis
 - Stakeholders Management
 - Stakeholders Control

- **Project Scope Management**

- What Is Project Scope Management?
 - Scope Planning
 - Project Scope Management plan
 - Scope Definition
 - Project Scope
 - Create WBS
 - Scope Verification
 - Scope Control
 - Change Control

Course outline

Project Time Management

- What Is Project Time Management?
- Activity Definition
- Decomposition
- Activity List
- Activity Attributes
- Activity Sequencing
- Precedence Diagramming Method (PDM)
- Arrow Diagramming Method (ADM)
- Dependency Determination
- Applying Leads and Lags
- Project Network Schedule
- Activity Resource Estimating
- Resource Availability
- Bottom-up Estimating.
- Activity Resource Requirements
- Activity Duration Estimating
- Analogous Estimating
- Parametric Estimating
- Reserve Analysis
- Three-Point Estimates
- Activity Duration
- Schedule Development
- Critical Path Method
- Schedule Compression
- Resource Leveling
- Schedule Control

Course outline

- **Module 3 – Project Cost, Quality & HR Management**

- **Key Topics:**

- **Project Cost Management**

- What Is Project Cost Management?
 - Life Cycle Costing
 - Cost Estimating
 - Activity Cost Estimates
 - Cost Budgeting
 - Cost Baseline
 - Cost Control
 - Earned Value Management (EVM)
 - EVM Forecasting

- **Project Quality Management**

- What Is Project Quality Management?
 - Quality Planning
 - Design of Experiments (DOE)
 - Cost of Quality
 - Quality Management
 - Process Improvement Plan
 - Perform Quality Assurance
 - Perform Quality Control
 - Cause-and-Effect Diagram
 - Control Charts
 - Flowcharting
 - Pareto Diagram
 - Run Chart

Course outline

Project Human Resource Management

- What Is Project Human Resource Management?
- Human Resource Planning
- Organizational Charts and Position Descriptions
- Roles and Responsibilities
- Power Bases
- Develop Project Team
- Recognition and Rewards
- Manage Project Team
- Conflict Management

Course outline

- **Module 4 – Project Risk & Procurement Management**

- **Key Topics:**

- **Project Risk Management**

- What Is Risk?
 - Risk Classifications
 - Risk Management Planning
 - Risk Identification
 - Risk Breakdown Structure (RBS)
 - Risk Register
 - Qualitative Risk Analysis
 - Probability and Impact Matrix
 - Quantitative Risk Analysis
 - Expected Monetary Value Analysis
 - Decision Tree Analysis
 - Risk Response Planning
 - Strategies for Risk Response Planning
 - Risk Monitoring and Control
 - Risk Closure

- **Project Procurement Management**

- Plan Purchases and Acquisitions
 - Make-or-Buy Analysis
 - Contract Type Selection
 - Procurement Management Plan
 - Plan Contracting
 - Procurement Documents
 - Evaluation Criteria
 - Request Seller Responses
 - Bidder Conferences
 - Proposals
 - Select Sellers
 - Contract Negotiation
 - Contract Administration
 - Contract Closure

Course outline

- **Module 5 – Project Closure**
- **Key Topics:**
 - Project Communications Management**
 - What Is Project Communications Management?
 - Barriers to Effective Communications
 - Communications Planning
 - Communications Technology
 - Communication Channel
 - Communications Management Plan
 - Information Distribution
 - Performance Reporting
 - Manage Stakeholders
 - Project Integration Management (Continued)**
 - Develop Project Management Plan
 - Direct and Manage Project Execution
 - Corrective and Preventive Actions
 - Defect Repair
 - Monitor and Control Project Work
 - Integrated Change Control
 - Close Project
 - Administrative Closure Procedures
 - Contract Closure Procedures
 - Professional and Social Responsibility**
 - Ensuring Individual Integrity and Professionalism
 - Contributing to the Project Management Knowledge Base
 - Enhancing Personal Professional Competence
 - Promoting Interaction in a Professional and Cooperative Manner
 - Professional and Social Responsibility Means