

Course Name: Project Management Professional (PMP)® Exam Preparation

Area of Study	Classroom Hours:
Project Management Professional	35

Description:

In this course, students learn the key knowledge technical areas especially: risk management, scope management, earned value. In addition, they learn key project soft skills: leadership, negotiation, communication and conflict resolution.

Instructor-led classroom, with exam preparation.

The PMP Role Delineation states that candidates for the PMP credential:

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables

Introduction and PMP Exam overview

- Learn about the PMI application process.
- Overview the PMP Exam details.
- Learn exam-taking tools and techniques.
- How to enroll in the PMP Exam.
- Identify exam preparation key methodologies

The Project Management Framework

- Define what a project is and what project management is.
- Understand the 9 project management knowledge areas.
- Define a project life cycle.
- Identify and define project stakeholders.
- Specify influences of organizational structures on project management.
- Highlight the skills required for a project manager.
- Define the Project Manager’s responsibilities.
- Identify social-economic environmental influences to projects.
- Define the 5 process groups of project management.

Project Integration Management

- Highlight methods for project selection.
- Define the elements and importance of the project charter.
- Understanding the creation and use of preliminary scope statement.
- Identify project constraints.
- Define the project manager’s role as integrator.
- Control “gold plating” through work authorization.
- Understand the value of documenting lessons learned for Organizational Process Assets.
- Create a project plan.
- Define the Execution of the project plan.
- Know the use of baselines to monitor the progress of the project.
- Define integrated change control.
- Administrative closure.

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PMP Exam Preparation (continued)

Description (continued):

- Project Cost Management
 - Cost estimating through analogous estimating, bottom up estimating, parametric estimating and computerized estimating tools.
 - Earned value analysis.
 - Precision of estimates.
 - Understanding Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit Cost Ratio and Opportunity Cost.
 - Variable Cost, Fixed Costs, Direct Cost and Indirect Cost.
 - Project Life Cycle Costing.
 - Cost budgeting.
 - Value Analysis.
 - Cost control.
- Project Quality Management
 - Responsibility for quality.
 - Impacts of poor quality.
 - Tools used for Quality Management Planning.
 - Developing a Quality Management Plan.
 - Implementing Quality Assurance.
 - Quality Control through Fishbone Diagram, Pareto Diagram, and Control Charts.
- Project Human Resources Management
 - Roles and responsibilities for project manager, team members, project sponsor and management.
 - Organizational planning.
 - Staff acquisition.
 - Developing a responsibility chart.
 - Team building.
 - Leadership skills.
 - Human resource constraints.
 - Conflict management and resolution.
- Project Communication Management
 - Developing a communications plan.
 - Communication methods.
 - Communication blockers.
 - Performance reporting.
- Project Risk Management
 - Developing a risk management plan.
 - Techniques for identifying risks.
 - Risk register.
 - Categorizing risks.
 - Qualitative risk analysis.
 - Quantitative risk analysis.
 - Using a decision tree.
 - Understanding what-if analysis.
 - Developing a risk response plan.
 - Risk response strategies.
 - Risk monitoring and control. Exam Practice Questions and Solutions Class Discussion
- Project Procurement Management
 - Procurement planning.
 - Advantages and disadvantages of contract type selection.
 - Statement of work.
 - Solicitation planning.
 - Solicitation.
 - Source selection.
 - Negotiation.
- Project Management Ethical Responsibility and Code of Conduct
 - Exam Practice Questions and Solutions Class Discussion
 - Contract administration.
 - Contract change control.
 - Contract close-out

Students enrolled for this course should have the following:

To be eligible for the PMP credential, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

- High school diploma, associate's degree or global equivalent
 - Minimum five years/60 months unique nonoverlapping professional project management experience during which at least 7,500 hours were spent leading and directing project tasks*
 - 35 contact hours of formal education
- or
- Bachelor's degree or global equivalent
 - Minimum three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing project tasks*
 - 35 contact hours of formal education

* Leading and directing project tasks as identified in the PMP Examination Specification. Within the total hours of project management experience. Experience in all five process groups is required. However, on a single project, you do not need to have experience in all five process groups.