



Project Management Professional (PMP®) Exam Preparation Course

Course Outline:

In today's leaner, more flexible organization, the boundaries between functions are becoming less sharp. You are almost certainly becoming more involved in working on cross-functional projects or leading global teams, even though the term 'project manager' may not be your title. To be truly effective in this capacity you need to acquire new skills and competence which extend beyond your normal role. This program offers you a prime opportunity to acquire the relevant practical skills and techniques, in a forum that is focused, stimulating and highly interactive.

Core Learning Area:

- Management Development
- Leadership Development
- Executive Development to manage the project from end to end.

Course Objectives:

- The course is to help prepare delegates who are preparing to write the Project Management Professional (PMP®)
- The course is designed to clarify all ten knowledge areas of Project Management as laid out in the Project Management Body of Knowledge (*PMBOK® Guide*).
- In the course the trainee will have practical exercises and questions that will help him to understand what to expect and how to correctly interpret the questions.
- The cost of writing the exam and the procedure to do so will be discussed in the course.

Learning Outcomes:

By the end of the course participants will:

- Learn and understand what "projects" are and how they are becoming a part of organizational thinking.
- Learn how to collect the project requirements based on that create Work Breakdown Structure (WBS).
- Learn how to recognize the steps that must be taken to keep schedule on track and on budget
- Learn how to calculate the critical path, calculate the float and plan schedule compressions.
- Learn how to perform Earned Value Management technique and how to interpret the EVM figures.
- Learn how to conduct the Qualitative Risk Analysis with project team
- Understand how to identify his/her role as project manager and the skills required of him/her
- Know how to identify the key factors in project success and managing stakeholders.
- Master the tasks required in working with Risk, Contracts, Cost & Schedule issues
- Identify how establish guidelines for building and controlling the project.
- Learn how to identify techniques for managing meetings and helping project team working together



- Know the key stage of closing the project, delivering project outcomes, & capturing lessons learned in order to apply in future projects.
- Know how to apply and prepare for the PMP® Exam

Course Timeline:

- Day 1 :
 - **Project Management Framework**
 - **Project Scope Management**
 - Plan Scope Management
 - Collect Requirements
 - Define Scope
 - Create WBS
 - Validate Scope
 - Control Scope
- Day2
 - **Project Time Management**
 - Plan Schedule Management
 - Define Activities
 - Sequence Activities
 - Estimate Activity Resources
 - Estimate Activity Durations
 - Develop Schedule
 - Control Schedule
 - **Project Cost Management**
 - Plan Cost Management
 - Estimate Costs
 - Determine Budget
 - Control Costs
- Day 3 :
 - **Project Quality Management**
 - Plan Quality Management
 - Perform Quality Assurance



- Control Quality
- **Project Human Resource Management**
 - Plan Human Resources Management
 - Acquire Project Team
 - Develop Project Team
 - Manage Project Team
- **Project Communications Management**
 - Plan Communications Management
 - Manage Communications
 - Control Communications
- **Project Stakeholder Management**
 - Identify Stakeholders
 - Plan Stakeholder Management
 - Manage Stakeholder Engagement
 - Control Stakeholder Engagement
- Day 4
 - **Project Risk Management**
 - Plan Risk Management
 - Identify Risks
 - Perform Qualitative Risk Analysis
 - Perform Quantitative Risk Analysis
 - Plan Risk Responses
 - Control Risks
 - **Project Procurement Management**
 - Plan Procurement Management
 - Conduct Procurements
 - Control Procurements
 - Close Procurements

- Day 5



- **Project Integration Management.**
 - Develop Project Charter
 - Develop Project Management Plan
 - Direct and Manage Project Execution
 - Monitor and Control Project Work
 - Perform Integrated Change Control
 - Close Project or Phase
- **Professional & Social Responsibility**
- **Mock Exam**
- **Roadmap to pass the PMP® Exam.**

Benefits:

Very few people can walk into the PMP® certification exam without preparation and pass it. Most examinees prepare rigorously for it. The exam covers a wide range of project management related topics and is updated regularly to cover the latest concepts. In addition, it uses a specific process-oriented terminology not addressed in general project management texts and courses. In order to pass the certification exam, participants must be current and fluent in a wide range of topics, unambiguously know the PMI terminology and context, and be able to apply that knowledge quickly and confidently.

This course condenses the learning time required to prepare for the PMP® certification exam. It summarizes the critical points from all of the PMI® recommended test preparation texts. The course fully addresses all the topic areas covered in the PMP® certification exam. Participants will become familiar with the PMI® framework for their existing knowledge, will acquire the missing knowledge, and will have multiple opportunities to test their knowledge through sample questions. In short, this course prepares the participants to pass the PMP® Certification exam by reminding them of what they know, educating them on what they don't know, and putting the whole into the appropriate context.

Method of instruction: Traditional Classroom - Experiential Learning through practical exercises

Outcomes:

- Competency level achieved in Project Management.
- Full Road-map to pass the PMP® Examination
- Assistance in compiling PMI® verification form for the PMP® exam.

Course Material:

- Course file
- Mock Exam
- Extra educational materials

Duration: 5 Days