

## **Project Management**

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### **PMP® Certification Exam Preparation**

**5 days**

This course is intended to prepare project managers and experienced project team members for the Project Management Professional (PMP®) Certification Exam offered by the Project Management Institute (PMI®). This course uses lectures, hands-on exercises, discussions, graphs and videos to cover all exam topics in detail. This course also provides tips, tricks, and recommendations for taking the exam. Extensive practice testing is conducted to familiarize and make you more confident with the types of questions you will encounter on the exam. Testing helps you to identify your personal strengths and weaknesses. As a result, you are able to develop a comprehensive personal study plan to pass the PMP® Certification Exam the first time.

#### **WHO SHOULD ATTEND**

Anyone who has at least three years of experience working on projects and wants to further understand the project management industry standard and prepare to pass the PMP® exam.

#### **WHAT YOU WILL ACHIEVE**

- A clear understanding of the PMP® Certification Exam application requirements and process
- An orientation to the concepts, terminology, and format of the PMP® Certification Exam, including question breakdown by process group and knowledge area
- An opportunity to take individual knowledge area exams modeling the questions encountered on the PMP® Certification Exam
- An in-depth creation of your learning and study plan
- A detailed review of all topics found on PMP® Certification Exam
- An introduction to Agile concepts and principles
- An understanding of study methods, test-taking techniques, and tips and tricks to prepare for the exam
- A hands-on walk thru to create your online PMI account

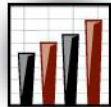
#### **WHAT YOU WILL LEARN**

##### **PMP Application and Requirements**

- Review PMP® application requirements
- Create your personal PMI user account
- Review the online PMP® application submission process

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### **Introduction to the PMBOK® Guide Sixth Edition**

- The standard of project management
- Common vocabulary
- Code of ethics and professional conduct
- Projects and the importance of project management
- Relationship of project, program, portfolio, and operations management
- Tailoring, trends, and emerging practices
- Project management business documents

### **The Environment in Which Projects Operate**

- Overview
- Enterprise environmental factors
- Organizational process assets
- Organizational systems overview
- Organizational governance frameworks
- Management elements
- Organizational structure types

### **The Role of The Project Manager**

- Overview
- Definition of a project manager
- The project manager's sphere of influence
- Project manager competencies and the PMI Talent Triangle
- Comparison of leadership and management
- Performing Integration: process level, cognitive level, and context level

### **Project Integration Management**

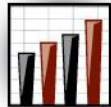
- Identifying a new project business case and strategy
- Defining and coordinating all subsidiary plans
- Change-control and configuration management
- Defining and understanding the Integration Management processes

### **Project Stakeholder Management**

- Identifying stakeholders
- Analyzing, managing, and monitoring stakeholder expectations and engagements
- Defining and understanding the Stakeholder Management processes

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### **Project Scope Management**

- Facilitating requirements-gathering using interviews, workshops and decision-making techniques
- Requirements changes and traceability matrices
- Determining and documenting scope
- Creating the WBS through decomposition
- Setting the scope baseline
- Defining and understanding the Scope Management processes

### **Project Schedule Management**

- Defining and sequencing activities
- Estimating activity durations
- Developing the schedule using PDM diagrams
- Identifying the critical path and calculating float
- Managing the schedule
- Defining and understanding the Schedule Management processes

### **Project Communications Management**

- Planning communications
- Collecting, generating, and distributing information
- Understanding communication methods and models
- Conducting effective meeting
- Managing communications
- Defining and understanding the Communication Management processes

### **Project Cost Management**

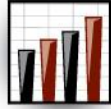
- Determining the cost baseline
- Identifying costs and calculating performance baselines
- Understanding and using EVM key dimensions, variances, and indices
- Forecasting with EVM
- Creating Performance reports
- Managing costs
- Defining and understanding the Cost Management processes

### **Project Quality Management**

- Identifying quality standards and parameters
- Understanding and applying Cost of Quality
- Performing continuous improvements
- Implementing quality metrics and audits
- Defining and understanding the Quality Management processes

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### **Project Resource Management**

- Planning resource management
- Estimating and acquiring activity resources
- Creating hierarchical and matrix charts (RAM & RACI)
- Developing the team
- Understanding motivational theories
- Using conflict resolution techniques
- Managing resources
- Defining and understanding the Resource Management processes

### **Day 5: Project Risk Management**

- Identifying risks
- Performing qualitative and quantitative risk analysis
- Calculating Expected Monetary Value (EMV)
- Applying risk management strategies and documenting risk responses
- Implementing risk responses
- Reassessing and controlling risks
- Defining and understanding the Risk Management processes

### **Project Procurement Management**

- Performing make-or-buy analysis
- Understanding contract types and terminology
- Choosing vendors and managing procurements
- Conducting procurement closure
- Defining and understanding the Procurement Management processes

### **Appendix Review**

- X3: Agile, Iterative, Adaptive, and Hybrid Project Environments
- X4: Summary of Key Concepts for Knowledge Areas
- X5: Summary of Tailoring Considerations for Knowledge Areas
- Reviewing the Agile Practice Guide

### **Personalizing Your Study Plan**

- Identifying your strengths and weaknesses
- Optimizing your study time and focus

Small homework assignments are required to reinforce learning.

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