

PMP[®] Exam Prep - Completely Updated for PMBOK[®] Version 4

Course Overview

The PMP[®] Certification Exam Prep Course is a four-day, instructor-led class designed to prepare project management practitioners for the Project Management Professional (PMP[®]) or Certified Associate in Project Management (CAPM[®]) examination. Course content and delivery is structured around The Guide to the PMBOK[®] knowledge areas and supplemental exam material. It is designed to help the PMP[®]/CAPM[®] candidates optimize their study and preparation time for the respective certification examinations. This course has been completely updated with material from PMBOK[®] Version 4. The topics covered include:

- Project Management Introduction
- Project Management Process Groups
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Professional and Social Responsibility

The Guide to the Project Management Body of Knowledge (PMBOK[®]) serves as the global standard for terminology and processes related to the project management discipline.

Who should attend

The course will assist any PMP[®] or CAPM[®] candidate in preparation for the certification examination.

Prerequisites

Participants should meet all PMI[®] requirements for taking the PMP[®] or CAPM[®] exam.

Course Information

- **Duration:** 4 or 4.5 days.
- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
 - Comprehensive Student Guide
 - Study aids and tools
 - Supplemental Practice Exam book with practice questions

- CD with simulated exam questions
- Certificate of Participation
- 30 – 35 Education Contact Hours in Project Management
- **Course I.D. Number: 2035**

Course Outline

I. Introduction to PMP® and CAPM® Certifications

- Preliminary Assessment (Practice Test)
- Application Requirements
- Exam Fee Structure
- Exam Specifications and Requirements
- Continuing Certification Requirements
- Exam Overview

II. Project Management Essentials

- Basic Terms and Definitions
- Triple Constraint Model
- Stakeholder Analysis
- Project Organizations

III. Project Management Knowledge Areas & Processes

- PM Guide Layout
- Life-Cycle Process Groups
- Project Management Processes
- Project Management Knowledge Areas
- Practice Quiz – Project Management Foundation

IV. Integration Management

- Develop Project Charter
- Develop Preliminary Project Scope Statement
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase
- Practice Quiz – Integration Management

V. Scope Management

- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope
- Practice Quiz – Scope Management

VI. Time Management

- Define Activities
- Sequence Activities
- Estimate Activity Resources

- Estimate Activity Durations
- Develop Schedule
- Control Schedule
- Practice: Network Diagramming & CPM
- Practice Quiz – Time Management

VII. Cost Management

- Estimate Costs
- Determine Budget
- Control Costs
- Practice: Earned Value Analysis
- Practice Quiz – Cost Management

VIII. Quality Management

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Practice Quiz – Quality Management

IX. Human Resource Management

- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Practice Quiz – Human Resources Management

X. Communications Management

- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectations
- Report Performance
- Practice Quiz – Communications Management

XI. Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Monitor and Control Risks
- Practice Quiz – Risk Management

XII. Project Procurement Management

- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements
- Practice Quiz – Procurement Management

XIII. Professional and Social Responsibility

PMP Exam Prep

- PMI Code of Ethics and Professional Conduct
- Sources for the “Sixth Domain”
- Practice Quiz – Professional and Social Responsibility

XIV. Conclusion

- Course Review and Summary
- Simulation Exam

Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, individual discovery, practice exams and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.

Why should I take this course?

- If you are new to project management, the exercises in this course will give you hands on experience with all of the primary techniques required to manage a project.
- Experienced project managers will obtain a vocabulary and framework that lends structure and perspective to the wealth of experience they already have.
- All participants take home a set of tools and techniques to help them deal with all aspects of project planning and execution.
- Those interested in taking the PMP® or CAPM® exam will receive the required number of project management training hours.

What Previous Attendees Have Said:

“Highly recommended preparation course. It helped me pass on my first attempt.”

“This course allowed me to optimize my study and preparation time.”

“The study tools, techniques, and recurring themes were a great aide in my preparation. I am confident and optimistic that I am ready for the exam!”

Cost and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>