

Launch into PM - Completely Updated for PMBOK[®] Version 4

Course Overview

Launch Into Project Management CertificationSM is a five-day, instructor-led class designed to provide participants with the critical aspects of the project management discipline while preparing them for Project Management Professional (PMP[®]) certification. As a result, participants receive both practical, hands-on training on how to make projects succeed AND exposure to essential PMBOK[®] concepts required for passage of the PMP[®] exam. The course covers all project management life-cycle processes including: project initiation, planning, executing, monitoring and control, and closing. This course has been completely updated with material from PMBOK[®] Version 4. Topics areas include:

- Project Management Terminology
- Managing Stakeholder Expectations
- Project Charter
- Triple Constraint Model
- Project Requirements
- Scope Definition and Decomposition
- Work Breakdown Structure (WBS)
- Activity Definition and Sequencing
- Time and Schedule Estimating
- Schedule Development
- Critical Path Method
- Cost Estimating and Control
- Earned Value Analysis
- Team Roles and Responsibilities
- Resource Allocation and Loading
- Project Risk Planning
- Risk Assessment
- Risk Response Planning
- Project Change Management and Control
- Quality Planning and Control
- Lessons Learned

Who should attend

This course will be of special value to anyone who is preparing for the PMP[®] or CAPM[®] exam and would like more hands-on training than is typically provided. Other who will benefit include newly assigned project managers and team leads, project managers who are looking for a refresher on basic concepts and techniques, and Project Management Office staff..

Prerequisites

This course assumes minimal experience with project work.

Class Information

- **Duration:** 5 days. Can be customized by request.
- **Typical class size:** 6 to 24 attendees
- **Participants receive:**
 - PMP®-certified instruction
 - PMI® Registered Education Provider (REP) course content
 - Comprehensive Student Guide
 - Workbook Including Course Case Study and Templates
 - Standard Project Management Templates in Electronic Format
 - Certificate of Participation
 - 35 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 2040

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
- Team Exercise: Portfolio Review and Project Selection

III. Project Management Knowledge Areas & Processes

- PM Guide Layout
- Life-Cycle Process Groups (5)
- Project Management Processes (44)
- Project Management Knowledge Areas (9)
- Team Exercise: Stakeholder Identification & Analysis
- Practice Quiz – Project Management Foundation

IV. Integration Management

- Develop Project Charter
- Team Exercise: 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

- Scope Planning
- Define Scope
- Create Work Breakdown Structure (WBS)
- Team Exercise: WBS
- Verify Scope
- Control Scope
- Practice Quiz – Scope Management

VI. Time Management

- Define Activities
- Sequence Activities
- Team Exercise: Activity Definition & Sequencing
- Estimate Activity Resources
- Estimate Activity Durations
- Team Exercise: Activity Duration Estimating
- Develop Schedule
- Team Exercise: Network Diagramming & Critical Path
- Control Schedule
- Network Diagramming
- Practice Quiz – Time Management

VII. Cost Management

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

VIII. Quality Management

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Team Exercise: Root Cause Analysis
- 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
- Team Exercise: Communications Management Plan

- 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
- Team Exercise: Risk Assessment & Response Planning
- 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

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

XIV. Conclusion

- Course Review and Summary
- Course Evaluations
- 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.

Launch into PM

- 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:

“A lively class environment where discussion was encouraged. I learned a lot.”

“Real-life examples helped... I can apply this to my projects immediately.”

“The instructor was one of the best ones I’ve ever had. He made learning fun and kept our attention throughout the class. It was a great class.”

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>