

# MANAGEMENT OF PROJECTS

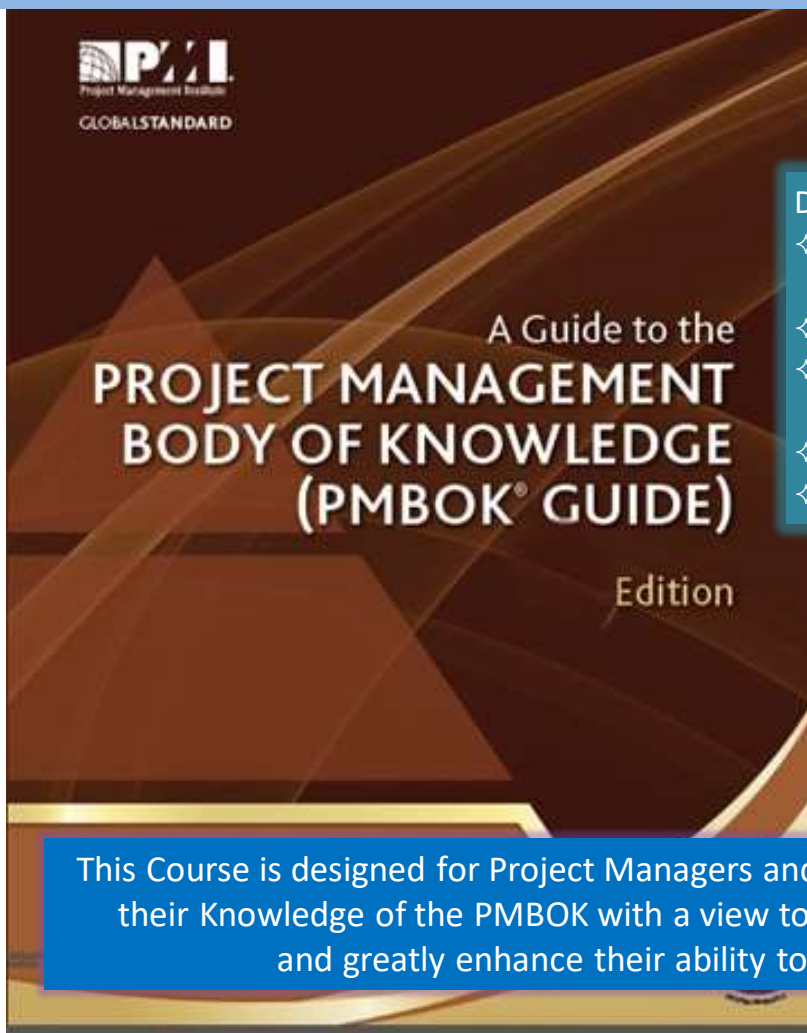
## PMI – PMP Certification



### *Learning & Practising PMI PMBOK to Achieve Certification*

**This Intensive Workshop addresses the core learning of Knowledge and Practice of Project Concepts, Methods and Techniques for current and future Project Managers to obtain the PMI PMP Certification**

- This interactive course 5-day course covers in detail all the Knowledge Areas required for the PMI PMP Certification
- The Workshop will increase the potential for the delegates in Obtaining the PMP Certification



Delegates attending this course will:

- ❖ Review in detail every PMBOK Knowledge Area
- ❖ Refresh on Project Management Tools
- ❖ Practice test exams for each PMBOK Knowledge Area
- ❖ Assess their Knowledge of PMBOK
- ❖ Practice a Full PMP Exam

This Course is designed for Project Managers and Project Leaders who wish to increase their Knowledge of the PMBOK with a view to sit the PMI PMP Certification Exam and greatly enhance their ability to Achieve this Recognition

This course has been  
Designed & Created  
and is Managed & Organised by



The Course is aligned to the  
Project Management Institute  
Body of Knowledge



# MANAGEMENT OF PROJECTS: PMI – PMP Certification

## Contents & Timeline

### Session 1

#### PMP Exam Prep Introduction

- PMI® and the PMBOK® Guide
- PMI – PMP Certification Generalities
- PMP Preparation Workshop Structure
- Exam Practice Techniques
- Personal Work Plan

#### Overview of Project Management

- What's a Project?
- Operations, Programs, & Projects
- Project Life Cycle & Phases
- The Triple Constraint
- The TEN Knowledge Areas
- Enterprise Environmental Factors

#### Project Management Processes

- Project Management Process Groups

#### Project Integration Management

- 4.1 Develop Project Charter
- 4.2 Develop Project Management Plan
- 4.3 Direct and Manage Project Work
- 4.4 Monitor and Control Project Work
- 4.5 Perform Integrated Change Control
- 4.6 Close Project or Phase
- Individual Tests & Group Sharing
- Class Question/Answer Review

### Session 2

#### Project Scope Management

- 5.1 Plan Scope Management
- 5.2 Collect Requirements
- 5.3 Define Scope
- 5.4 Create WBS
- 5.5 Validate Scope
- 5.6 Control Scope
- Individual Tests & Group Sharing
- Class Question/Answer Review & Discussion

#### Project Time Management

- 6.1 Plan Schedule Management
- 6.2 Define Activities
- 6.3 Sequence Activities
  - Establishing a network of Activities
  - Calculating Critical Path
- 6.4 Estimate Activity Resources
- 6.5 Estimate Activity Durations
  - Estimating Techniques
  - PERT
- 6.6 Develop Schedule
  - Gantt Charts
  - Milestone Charts
- 6.7 Control Schedule
- Individual Tests & Group Sharing
- Class Question/Answer Review

### Session 3

#### Project Cost Management

- 7.1 Plan Cost Management
- 7.2 Estimate Costs
  - Estimating Techniques
- 7.3 Determine Budget
- 7.4 Control Costs
  - Earned Value Management
- Individual Tests & Group Sharing
- Class Question/Answer Review

#### Project Quality Management

- 8.1 Plan Quality Management
- 8.2 Perform Quality Assurance
- 8.3 Control Quality
- Individual Tests & Group Sharing
- Class Question/Answer Review

#### Project Human Resource Management

- 9.1 Plan Human Resource Management
- 9.2 Acquire Project Team
- 9.3 Develop Project Team
  - Team Dynamics
  - Delegation Techniques
- 9.4 Manage Project Team
- Individual Tests & Group Sharing
- Class Question/Answer Review

### Session 4

#### Project Communication Management

- 10.1 Plan Communications Management
- 10.2 Manage Communications
  - Different Media
  - Meetings
- 10.3 Control Communications
- Individual Tests & Group Sharing
- Class Question/Answer Review

#### Project Risk Management

- 11.1 Plan Risk Management
- 11.2 Identify Risks
- 11.3 Perform Qualitative Risk Analysis
- 11.4 Perform Quantitative Risk Analysis
  - Expected Value
- 11.5 Plan Risk Responses
  - Risk Threats
  - Risk Opportunities
- 11.6 Control Risks
- Individual Tests & Group Sharing
- Class Question/Answer Review

### Session 5

#### Project Procurement Management

- 12.1 Plan Procurement Management
- 12.2 Conduct Procurements
- 12.3 Control Procurements
- 12.4 Close Procurements
- Individual Tests & Group Sharing
- Class Question/Answer Review

#### Project Stakeholder Management

- 13.1 Identify Stakeholders
- 13.2 Plan Stakeholder Management
- Determining Power/Influence
- 13.3 Manage Stakeholder Engagement
- Creating Commitment
- 13.4 Control Stakeholder Engagement
- Individual Tests & Group Sharing
- Class Question/Answer Review

#### PMP® Certification Preparation Review

- Global review
- Exam Simulation – full test
- Summary and Q & A