

# PMP®

## Project Management Professional (PMP)®

### Duration

5 days

### Prerequisites

The learner should possess skills and knowledge in the following courses before attending this course:

- A four-year degree (bachelor's or equivalent) and at least three years of project management experience, with 4,500 hours leading and directing projects and 35 hours of project management education OR
- A secondary diploma (high school or equivalent) with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education OR

### Who Should Attend

The target audience for this course are:

- Associate project managers, project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members seeking the PMP certification.

### Benefits Realized

Upon completing this course, the learner will be able to:

- Introduce the fundamentals of project management based on A Guide to the Project Management Body of Knowledge (*PMBOK*® Guide) – Fifth Edition
- Learn the five process groups, ten knowledge areas and forty-seven processes of the *PMBOK*® Guide and its application to project management
- Gain the essential preparation for the PMP® Exam

### Course Content

This instructor-led course is designed to expose the participants to an integrated approach to Project Management and also to develop the skills needed to manage projects effectively. Comprehensive sections including sample questions on each knowledge area and planning processes are covered.

### Course Outline

- **Module 1: Introduction**
  - Purpose of the *PMBOK*® Guide
  - Project and project management
  - Explain the relationship between Portfolio, Program, Project Management, and Organizational Project Management
  - Explain the relationship between project management, operation management and organizational strategy
  - Explain business value
  - Role of project manager

- **Module 2: Organizational Influences and Project Life Cycle**
  - Organizational Influences on Project Management
  - Identify Stakeholders and function of Governance
  - Composition of Project Team
  - Project life cycle
- **Module 3: Project Management Processes**
  - Project management processes interaction
  - List the five project management process groups and the processes within each of the process groups
  - List the ten knowledge areas
- **Module 4: Project Integration Management**
  - List the six processes in Project Integration Management
  - Develop Project Charter process, its inputs, tools & techniques, and outputs
  - Develop Project Management Plan process, its inputs, tools & techniques, and outputs
  - Direct and Manage Project Work process, its inputs, tools & techniques, and outputs
  - Monitor and Control Project Work process, its inputs, tools & techniques, and outputs
  - Perform Integrated Change Control process, its inputs, tools & techniques, and outputs
  - Close Project or Phase process, its inputs, tools & techniques, and outputs
- **Module 5: Project Scope Management**
  - List the 6 processes in Project Scope Management
  - Plan Scope Management process, its inputs, tools & techniques, and outputs
  - Collect Requirements process, its inputs, tools & techniques, and outputs
  - Define Scope process, its inputs, tools & techniques, and outputs
  - Create WBS process, its inputs, tools & techniques, and outputs
  - Validate Scope process, its inputs, tools & techniques, and outputs
  - Control Scope process, its inputs, tools & techniques, and outputs
- **Module 6: Project Time Management**
  - List the 7 processes in Project Time Management
  - Plan Schedule Management process, its inputs, tools & techniques, and outputs
  - Define Activities process, its inputs, tools & techniques, and outputs
  - Sequence Activities process, its inputs, tools & techniques, and outputs
  - Estimate Activity Resources process, its inputs, tools & techniques, and outputs
  - Estimate Activity Durations process, its inputs, tools & techniques, and outputs
  - Develop Schedule process, its inputs, tools & techniques, and outputs
  - Control Schedule process, its inputs, tools & techniques, and outputs
- **Module 7: Project Cost Management**
  - List the 4 processes in Project Cost Management
  - Plan Cost Management process, its inputs, tools & techniques, and outputs
  - Estimate Cost process, its inputs, tools & techniques, and outputs
  - Determine Budget process, its inputs, tools & techniques, and outputs
  - Control Costs process, its inputs, tools & techniques, and outputs
  - Understand Earned Value Management (EVM) calculations and forecasting
- **Module 8: Project Quality Management**
  - Introduce quality and its theories, approaches and modern tenets in Quality Management
  - List the 3 processes in Project Quality Management
  - Plan Quality Management process, its inputs, tools & techniques, and outputs
  - Perform Quality Assurance process, its inputs, tools & techniques, and outputs
  - Control Quality process, its inputs, tools & techniques, and outputs
- **Module 9: Project Human Resource Management**
  - List the 4 processes in Project Human Resource Management
  - Plan Human Resource Management process, its inputs, tools & techniques, and outputs
  - Acquire Project Team process, its inputs, tools & techniques, and outputs
  - Develop Project Team process, its inputs, tools & techniques, and outputs
  - Manage Project Team process, its inputs, tools & techniques, and outputs
  - Discuss how some theories of motivation and leadership influence Project Human Resource Management
- **Module 10: Project Communications Management**
  - List the 3 processes in Project Communications Management
  - Plan Communications Management process, its inputs, tools & techniques, and outputs

- Manage Communications process, its inputs, tools & techniques, and outputs
- Control Communications process, its inputs, tools & techniques, and outputs
- **Module 11: Project Risk Management**
  - List the 6 processes in Project Risk Management
  - Plan Risk Management process, its inputs, tools & techniques, and outputs
  - Identify Risks process, its inputs, tools & techniques, and outputs
  - Perform Qualitative Risk Analysis process, its inputs, tools & techniques, and outputs
  - Perform Quantitative Risk Analysis process, its inputs, tools & techniques, and outputs
  - Plan Risk Responses process, its inputs, tools & techniques, and outputs
  - Control Risks process, its inputs, tools & techniques, and outputs
- **Module 12: Project Procurement Management**
  - List the 4 processes in Project Procurement Management
  - Plan Procurement Management process, its inputs, tools & techniques, and outputs
  - Conduct Procurement process, its inputs, tools & techniques, and outputs
  - Control Procurement process, its inputs, tools & techniques, and outputs
  - Close Procurement process, its inputs, tools & techniques, and outputs
- **Module 13: Project Stakeholder Management**
  - List the 4 processes in Project Stakeholder Management
  - Identify Stakeholders process, its inputs, tools & techniques, and outputs
  - Plan Stakeholder Management process, its inputs, tools & techniques, and outputs
  - Manage Stakeholder Engagement process, its inputs, tools & techniques, and outputs
  - Control Stakeholder Engagement process, its inputs, tools & techniques, and outputs



"PMI Registered Education Provider logo", "PMI", "PMP" and "PMBOK" are registered marks of Project Management Institute, Inc.