

## PM: Professional Project Management (PMP certification preparation) Seminar Outline

### Brief Introduction:

More organizations are turning to the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK™ Guide) and Project Management Professional (PMP®) Certification as the source of competency in project management excellence. Surveys by PMI® have proven that certified Project Management Professionals experience higher average earnings and hiring preferences worldwide. This seminar will prepare you to take this examination. It will cover all key aspects of PMBOK™ and will prepare you for the examination through review of material, daily test simulations, and examination taking tips.



### Objectives:

- Establish norms and ground rules for effective team communication.
- Generate project requirements and the operational success criteria to be achieved by the project's outcome.
- Create a project Work Breakdown Structure with associated Specifications.
- Design a project schedule with activities, durations and interdependencies.
- Delineate, assign and track project resources and associated costs.
- Identify and quantify project risks and develop resolution strategies.
- Understand basic contract types and the project ramifications.
- Identify, capture, measure and analyze important project metrics.
- Create a high-performing project team focused on customer satisfaction.
- Develop and document a comprehensive and integrated project plan.

### Who Should attend:

- Project managers and team leaders who are preparing for the PMP® certification exam.
- Other project personnel and functional managers who work with projects will benefit from a better understanding of how their functional responsibilities fit into the total project management task.

### Pre-requisites:

You must be familiar with the basic elements of work breakdown structures, activity network diagrams and activity duration estimating, cost estimating, contracting, leadership and team development, quality management, risk, earned value management and organizational structures for projects.



## Benefits:

You will review all key areas of the PMBOK™ with tips on how to remember specific information You will take examination simulations that will heighten your readiness for a successful outcome You will receive tips on taking the examination that will save you time on the examination day and raise your level of comfort You will receive the recommended references for the PMP® Certification Exam

## Contents:

The Project Management Framework, Context and Processes developing a mental model Developing a mental model for organizing and remembering the specific bits of information covered in the PMBOK™ Guide, the recommended references and the PMP® Certification Exam

## Your seminar experience will cover:

- 1. Project Manager Role:** Define project manager/project sponsor/functional manager/team member roles and responsibilities and understand the impact of different organizational structures and reward/recognition strategies.
- 2. Document Relationships:** Relate the Statement of Work (SOW), Work Breakdown Structure (WBS), and Specifications to each other.
- 3. Scheduling Processes:** Identify activities, establish logical relationships, estimate durations, and determine critical path activities.
- 4. Estimating Methodologies and Budgeting Practices:** Gain techniques for estimating costs, assigning resources, and acquire methods for measuring earned value and performance.
- 5. Quality:** Distinguish and apply quality planning, assurance and control methods.
- 6. Risk Management:** Learn identification, qualitative and quantification methods, response development strategies, and risk control techniques.
- 7. Communications:** Understand the various types of communications and learn different methods and formats for gathering and disseminating project information.
- 8. Procurement:** Identify the differing types of contracts, their intended usage, the motivations of the customer and supplier in each type, and their ramifications on completing projects successfully.
- 9. Team Structures/Practices:** Foster effective communications and feedback among team members, customers, suppliers and managers.



## **10. Understanding the need to establish variance and change thresholds for scope, time and cost control.**

### Outline:

#### **1- Initiating Processes**

- Project initiation

#### **2 - Core Project Planning Processes**

- Activity definitions
- Resource planning
- Activity sequencing
- Duration estimating
- Cost estimating
- Schedule development
- Budgeting
- Project plan development

#### **3- Facilitating Project Planning Processes**

- Organizational planning and staff acquisition
- Quality planning
- Communications planning
- Risk identification, quantification and response development
- Procurement planning and solicitation planning
- E-Project Executing Processes
- Project plan execution

#### **4- Facilitating Project Execution Processes**

- Information distribution
- Team development
- Quality assurance
- Scope verification
- Solicitation, source selection and contract administration

#### **5- Core and Facilitating Project Control Processes**

- Performance reporting
- Overall change control
- Scope change control
- Schedule control
- Cost control
- Quality control
- Risk response control



#### **6- Closing Processes**

- Contract close-out
- Administrative closure

#### **7- Preparing for the Exam**

- Logistics
- Test-taking hints
- Practice exam

#### Course Material:

A supporting document is distributed to each student including the project management book of knowledge and several useful aid templates of valuable soft files and **PMP exam sample practice soft templates.**

#### Certification:

A certificate of attendance will be issued to all participants upon completion of the seminar.