



# Project Management Professional (PMP) Exam Preparation Training

## Course Audience:

Personnel involved with managing any project in any sector

## Course Duration:

Professional Development and Continuing Education Units 35 PDUs, 35 Hrs

What will you learn?

## You will learn to:

- ✓ Reduce study and preparation time by focusing on exam topics
- ✓ Develop a personal study plan and evaluate progress
- ✓ Utilize useful tips and techniques in answering the exam questions
- ✓ Understand the PM terminology which is used by PMPs

## Learning Outcome:

Project Management Framework

- Definitions (Project/ Project Management/ Stakeholders/ Project constraints)
- Project Life Cycle
- Forms of Organizations
- Project Office
- Project Management Processes
- Project Management Knowledge Areas
- Related Endeavors
- Related Management Disciplines
- Summary and Review Questions

Project Integration Management

- ✓ Develop Project Charter
- ✓ Develop Preliminary Project Scope Statement
- ✓ Develop Project Management Plan
- ✓ Direct and Manage Project Execution
- ✓ Manage Project Info.
- ✓ Monitor and Control Project Work
- ✓ Integrated Change Control
- Close Project

- ✓ Project Scope Management

- ✓ Scope Planning
- ✓ Scope Definition
- ✓ Create WBS
- ✓ Scope Verification
- ✓ Scope Control

#### Project Schedule Management

- ✓ Activity Definition
- ✓ Activity Sequencing
- ✓ Activity Duration Estimating
- ✓ Schedule Development
- ✓ Schedule Control

#### Project Cost Management

- ✓ Cost Estimating
- ✓ Cost Budgeting
- ✓ Cost Control

#### Project Quality Management

- ✓ Quality Planning
- ✓ Perform Quality Assurance
- ✓ Perform Quality Control

#### Project Resources Management

- ✓ Plan Resource Management
- ✓ Activity Resource Estimating
- ✓ Acquire Project Team
- ✓ Develop Project Team
- ✓ Manage Project Resources
- ✓ Monitor Resources

#### Project Communication Management

- ✓ Communications Planning
- ✓ Information Distribution
- ✓ Performance Reporting
- ✓ Monitor Communication

#### Project Risk Management

- ✓ Risk Management Planning
- ✓ Risk Identification
- ✓ Qualitative Risk Analysis
- ✓ Quantitative Risk Analysis
- ✓ Risk Response Planning
- ✓ Implement Risk Response
- ✓ Risk Monitoring and Control

#### Project Procurement Management

- ✓ Plan Purchases and Acquisitions
- ✓ Plan Contracting

- ✓ Request Seller Responses
- ✓ Select Sellers
- ✓ Contract Administration

#### Project Stakeholder Management

- ✓ Identify Stakeholders
- ✓ Plan Stakeholders Management
- ✓ Manage Stakeholders Engagement
- ✓ Monitor Stakeholder Engagement

#### Professional Responsibility of the Project Managers

- ✓ Concept of Professional Responsibility
- ✓ What does the professional responsibility mean?
- ✓ Categories of Professional Responsibility
- ✓ Responsibilities to the Profession
- ✓ Responsibilities to Customers and the Public
- ✓ Questions & answers

#### Studying for Taking the Exam

- ✓ Nature of the Exam
- ✓ What to study and how to study it
- ✓ How to answer the questions

#### Tips and tricks for avoiding common mistake