Project Management Professional (PMP)® Certification Preparation

Overview

If you are taking this course, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today’s fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects. Project managers who have proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

Prerequisites

- Project Management Fundamentals

Prerequisite Comments

Familiarity with project management concepts and working experience with project management are required. Experience with a specific project management software tool is not required.

PLEASE NOTE: If you are planning on taking the PMP exam soon after class completion, you must meet the following minimum requirements in order to qualify:

Secondary degree (high school diploma, associate’s degree or the global equivalent); 7,500 hours leading and directing projects; 35 hours of project management education -- OR

Four-year degree; 4,500 hours leading and directing projects; 35 hours of project management education.

Familiarity with project management concepts and working experience with project management are required. Experience with a specific project management software tool is not required.
PLEASE NOTE: If you are planning on taking the PMP exam soon after class completion, you must meet the following minimum requirements in order to qualify:

Secondary degree (high school diploma, associate’s degree or the global equivalent); 7,500 hours leading and directing projects; 35 hours of project management education --
OR
Four-year degree; 4,500 hours leading and directing projects; 35 hours of project management education.

Familiarity with project management concepts and working experience with project management are required. Experience with a specific project management software tool is not required.

PLEASE NOTE: If you are planning on taking the PMP exam soon after class completion, you must meet the following minimum requirements in order to qualify:

Secondary degree (high school diploma, associate’s degree or the global equivalent); 7,500 hours leading and directing projects; 35 hours of project management education --
OR
Four-year degree; 4,500 hours leading and directing projects; 35 hours of project management education.

Target Audience

This course is designed for individuals who have on-the-job project management experience (regardless of whether their formal job role is project manager), who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) certification.

Course Objectives

In this course, you will able to apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®)® to successfully manage projects.
You will:
Define project management fundamentals.
Define project management within the organization.
Define the project management methodology.
Initiate a project.
Develop a project management plan and plan components.
Plan a project schedule.
Plan project costs.
Plan for quality, resources, and procurements.
Plan for risk.
Plan stakeholder engagement and communications.
Execute a project.
Work with stakeholders.
Monitor project work, scope, risks, stakeholder engagement, and communications.
Control project changes, scope, schedule, costs, quality, resources, and procurements.
Close a project.

Course Outline

Defining Project Management Basics
Identify the Concepts of Project Management
Identify the Relationship Between Project Management and the Business
Identify Project Stakeholders and Governance

Defining Project Management within the Organization
Identify Organizational Influences
Identify the Project Team
Define the Project Life Cycle
Define Agile Methodology

Defining the PMI® Project Management Methodology
Define the Project Management Process
Define the Knowledge Areas
Identify Project Information

Initiating a Project
Initiating Process Group Map
Develop a Project Charter
Identify Project Stakeholders

Planning a Project
Planning Process Group Map
Develop a Project Management Plan
Plan Scope Management
Collect Project Requirements
Define Project Scope
Create a Work Breakdown Structure
Planning a Project Schedule
Planning Process Group Map
Plan Schedule Management
Define Project Activities
Sequence Project Activities
Estimate Activity Durations
Develop a Project Schedule

Planning Project Costs
Planning Process Group Map
Plan Project Cost Management
Estimate Project Costs
Determine the Projects Budget

Planning Project Quality, Resources, and Procurements
Planning Process Group Map
Plan Quality Management
Plan Resource Management
Estimate Activity Resources
Plan Project Procurements

Planning for Risk
Planning Process Group Map
Plan Risk Management
Identify Risks
Perform Qualitative Risk Analysis
Perform Quantitative Risk Analysis
Plan Risk Responses

Planning Stakeholder Engagement and Communications
Planning Process Group Map
Plan Stakeholder Engagement
Plan Communications Management

Executing a Project
Executing Process Group Map
Direct and Manage Project Work
Manage Project Knowledge
Manage Quality
Implement Risk Responses
Conduct Procurements
Working with Stakeholders

Executing Process Group Map
Acquire Resources
Develop a Team
Manage a Team
Manage Stakeholder Engagement
Manage Communications

Monitoring a Project

Monitor and Control Project Work Data Flow Diagram
Monitor and Control Project Work
Validate Project Scope
Monitor Risks
Monitor Stakeholder Engagement
Monitor Communications

Controlling a Project

Controlling Process Group Map
Perform Integrated Change Control
Control Project Scope
Control the Project Schedule
Control Project Costs
Control Project Quality
Control Resources
Control Project Procurements

Closing a Project

Closing Process Group Map
Close Project or Phase

Related Courses, Certifications, Exams

- Project Management Fundamentals
- Excel 2016 - Part 1
- Word 2016 - Part 1
- PRINCE2® Foundation
- PRINCE2® Practitioner
- Project Management Professional (PMP)
- PMP - Project Management Professional (PMP)