



The PMP Certification Program - Seven-Day Seminar

Program Number: PMGNCP / PDUs: 42

You are 14 days away from being ready for the PMP exam!

(Classes listed below may be taken separately)

- Review typical test questions
- Review certification application
- Talk about ways to study for course exam
- Give tips on best way to take the exam

Session 1 Project Overview and Scope Management

- Review terminology, organizational structures, and project life cycle
- Review a project manager's role in managing the project scope, including how to define the meaning of the term scope management
- How project scope works with the four phases of the project life cycle; review how to develop a project charter; how to understand the importance of the WBS in defining the scope
- Review how the project schedule ties into the project scope
- How to baseline the project scope; review how to develop and use scope reports
- Go over sample scope exam questions

Session 2 Managing the Project's Time

- Review the project manager's role in managing and controlling the project schedule and use of schedule tools
- Review how to apply the critical path method
- How to use PERT methodology
- How to estimate accurate activity durations
- Review how to apply scheduling terminology
- Review how to apply the project schedule life cycle

Program Structure:

This program is set up to be extremely flexible for our clients so that they will be able to set the pace to fit their organizations needs. We are available to teach weekdays, weekends, or evenings, at the client's specified location.

Each class consists of lecture, open discussion, and small group exercises to vary the pace, keep the participant's attention and provide credibility and relevance by applying the topics to the participant's situation.

Course Objectives:

The participants will gain a comprehensive understanding of all aspects of project management in order to be prepared for the PMP exam. The entire PMBOK will be covered, as well as, practice exam questions. In addition, personal assistance with the application required by the Project Management Institute (PMI) in order to be eligible to take the PMP exam is also offered.

- Review use of network diagram and Gantt charts
- Review set up of project constraints
- Review use of the WBS to develop the schedule
- Go over sample time exam questions

Session 3 Managing the Project's Human Resource

- Review the project manager's role in managing the team members
- Review how to manage the behavioral issues in a team



- Review how to identify the characteristics of an effective team
- Review how to identify the different types of teams
- Review how to motivate the team to be its best
- Review how to give feedback to team members;
- Review how to set up a successful team
- Review how to use group decision making and the pros and cons of using it
- Review how to use problem-solving models for team management
- Go over sample team exam questions

Session 4 Managing the Project's Risk and Code of Ethics

- Review the project manager's role in managing and controlling the project risk and use of risk tools
- Review how to apply risk management definition
- Review how to identify and manage risk; review how to develop a risk plan
- Review how to evaluate the probability of risk happening
- Review how to attach money and time value to risk.
- Go over sample risk exam questions
- Review ethics

Session 5 Project Cost Management and Communication Management

- Review the project manager's role in managing the project budget
- Review how to do cost estimating and forecasting
- Review how to do cost budgeting, cost applications, and earned value analysis
- Go over sample cost exam questions
- Review the communication terms and definitions
- Go over sample communication exam questions

Session 6 Managing the Project's Procurement

- Review the project manager's role in managing the project contract, such as the procurement planning process
- Contract cycle; the "make it" or "buy it" decision; the solicitation process; choosing a contract type (cost plus, firm-fixed price, fixed price incentive, time and materials); and principles of contract reporting
- Go over sample contract exam questions

Session 7 Managing the Project's Quality and Integration

- Review the project manager's role in managing the project quality and integration
- Review the history of quality; cost of quality; measurement procedures
- Review how to develop corrective actions and procedures to verify project effectiveness
- Go over sample quality and integration exam questions

