

Preparing for the Project Management Professional (PMP)[®] Exam - 5 Days

Course 276 Overview

- You Will Learn How To**
- Prepare to pass the PMP[®] exam
 - Navigate the process groups and knowledge areas of the *PMBOK[®] Guide* Fourth Edition
 - Identify and map the inputs and outputs of the *PMBOK[®] Guide* processes
 - Align your project management knowledge with *PMBOK[®] Guide* terminology and definitions
 - Analyse *PMBOK[®] Guide* tools and techniques essential for PMP[®] exam success
 - Create a personalised plan for self-study to focus your efforts from after the course to your exam date

Course Benefits The Project Management Institute's Project Management Professional (PMP[®]) credential is recognised as the universal standard of the profession. In this course, you gain skills to help you prepare for the PMP[®] credential exam. Through practice exams, workshops and overnight study, you learn essential *PMBOK[®] Guide* terminology, tools and techniques. This course features extended class hours, providing you with the 35 contact hours/PDUs you need to take the PMP[®] exam.

Who Should Attend Experienced project managers who plan to take the PMP[®] exam. Participants should be aware of exam eligibility criteria established by the PMI[®].

Workshop Course Through a series of individual practice workshops and simulated exams, you build a personalised study plan to ensure your exam preparedness. Workshops include:

- Taking daily PMP[®]-style practice exams and cross-referencing answers to *PMBOK[®] Guide*
- Speaking the *PMBOK[®] Guide* language
- Charting Input-Process-Output (IPO) diagrams
- Creating a matrix to map *PMBOK[®] Guide* knowledge areas and process groups
- Developing a personalised exam preparation plan and study guide

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Course 276 Outline

Introduction to the *PMBOK*[®] Guide A Guide to the Project Management Body of Knowledge (*PMBOK*[®] Guide Fourth Edition)

- Key project management terms and the project life cycle
- Identifying External Environmental Factors (EEFs) and Organisational Process Areas (OPAs)
- Organisational structure and influences

Mapping the interrelationships of knowledge areas to process groups

- Outlining the five process groups
- Defining the nine knowledge areas

Project Integration and Scope Management

Identifying and integrating processes and activities

- Identifying a new project, business case and strategic plans
- Defining and coordinating all subsidiary plans
- Change control and configuration management

Defining, verifying and controlling the scope

- Facilitating requirements-gathering using interviews, workshops, group creativity and decision-making techniques
- Requirements changes and traceability matrices
- Determining scope through product analysis and Analysis of Alternatives (AoA)
- Creating the WBS through decomposition
- Setting the scope baseline and analysing variances

Project Time and Cost Management

Time management

- Defining and sequencing activities
- Estimating activity resources and durations with analogous, parametric and three-point techniques
- Developing the schedule using PDM, ADM and CDM diagrams

Determining the cost baseline and applying Earned Value Management (EVM)

- Identifying costs and calculating performance baseline
- Assessing EVM key dimensions, variances and indices
- Forecasting with EVM
- Performance reporting

Project Quality Management

Implementing systems for quality

- Preventing nonconformance through Cost of Quality (CoQ)
- Performing continuous improvements

Tools and techniques to study

- Planning for quality using statistical tools
- Implementing quality metrics and audits

Project Human Resource, Communication and Procurement Management

Developing the plan and acquiring the team

- Creating hierarchical and matrix charts (RAM and RACI)
- Developing the team
- Reward and recognition
- Motivational theories
- Conflict resolution techniques

Managing the stakeholders through communication

- Analysing stakeholders and their expectations
- Distributing information with communication models
- Applying communication theory and the levels of power

Procurement management

- Choosing contract types
- Performing make-or-buy analysis
- Formally accepting the product and closing the project or phase

Project Risk Management

Assessing project risks

- Identifying risks and risk awareness
- Qualitative and quantitative risk analysis
- Evaluating Expected Monetary Value (EMV)

Exam-relevant tools and techniques

- Developing threat/opportunity response strategies
- Reassessing and controlling risks

Planning for the Exam

Preparing for test day

- Gaining insight into the exam process
- Applying proven tips for exam success
- Conquering exam apprehension

Personalising your study plan

- Identifying your strengths and weaknesses
- Designing a plan that works for you

- Incorporating study tips for best results
- Optimising your study time and focus

Professional Responsibility and Ethics

- The PMI[®] Code of Ethics and Professional Conduct
- Balancing the interests of stakeholders
- Doing the right thing at the right time