

## Preparing for the Project Management Professional (PMP)<sup>®</sup> Exam - 5 Days

### Course 276 Overview

- You Will Learn How To**
- Prepare to pass the PMP<sup>®</sup> exam
  - Navigate the process groups and knowledge areas of the *PMBOK<sup>®</sup> Guide — Fourth Edition*
  - Identify and map the inputs and outputs of the *PMBOK<sup>®</sup> Guide* processes
  - Align your project management knowledge with *PMBOK<sup>®</sup> Guide* terminology and definitions
  - Analyse *PMBOK<sup>®</sup> Guide* tools and techniques essential for PMP<sup>®</sup> exam success
  - Create a personalised plan for self-study to focus your efforts after the course
- Course Benefits** The Project Management Institute's Project Management Professional (PMP)<sup>®</sup> credential is recognised as the universal standard of the profession. In this course, you gain skills to help you prepare for the PMP<sup>®</sup> exam. Through practice exams, workshops and overnight study, you learn essential *PMBOK<sup>®</sup> 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<sup>®</sup> exam.**
- Who Should Attend** Experienced project managers who plan to take the PMP<sup>®</sup> exam. Participants should be aware of exam eligibility criteria established by the PMI<sup>®</sup>.
- 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<sup>®</sup>-style practice exams and cross-referencing answers to *PMBOK<sup>®</sup> Guide*
  - Speaking the *PMBOK<sup>®</sup> Guide* language
  - Charting Input-Process-Output (IPO) diagrams
  - Creating a matrix to map *PMBOK<sup>®</sup> 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<sup>®</sup> Guide A Guide to the Project Management Body of Knowledge (PMBOK<sup>®</sup> 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<sup>®</sup> Code of Professional Conduct
- Balancing the interests of stakeholders
- Doing the right thing at the right time