

Project Management Professional

TRAINING COURSE OUTLINE



Program Overview

This **4-day training & homework** is structured to prepare and facilitate the participants in line with appearing for and achieving the PMP® Certification. It helps the participants satisfy the basic prerequisite of **35 contact hours** of formal education certificate in project management. It is designed to develop basic knowledge to manage projects effectively, with respect to knowledge areas and process groups as described in PMI ® framework, published in **PMBOK® guide 5th edition**. Comprehensive sections including questions on each knowledge area and processes are discussed in detail.

Duration: 4 days

Learning Objectives

At the end of this training, participants will be able to

- Establish a common vocabulary and understanding of basic Project Management terms and concept as in PMBOK Guide, viz. project, project management, stakeholders, earned value, scheduling techniques, and project managers responsibilities and competencies, etc.
- Describe the purpose, inputs, and outputs of the processes in each of the five Processes Group: Initiating, Planning, Executing, Monitoring and Controlling, Closing.
- Define the 10 Project Management Knowledge Areas & explain the relationship of process groups, knowledge areas, project phases, project & product life cycle.
- Understand the importance of Project Charter, Scope Statement, Work Breakdown Structure (WBS), Responsibility Matrix, CPM.
- Demonstrate a clear understanding of what activities, tools & techniques, are necessary in each phase of a project & understand the PMP examination nuances.
- Understand, acknowledge & appreciate importance of Risk Management, Procurement Management, and Human Resource Management.

Target Audience

- Project Managers
- Project Management Professionals
- Anybody interested in and is likely to take up PM related profession
- Anyone keen to increase their knowledge on PM and increase their marketability
- Engineers and Planners
- IT Professionals

Program Structure and Outline

The Program is delivered using a combination of instructor-led lectures, case study and exercises on practical implementation of the concepts discussed within the training. The topics presented below define the areas of focus under the program.

Day 1

1. Introduction to PMP Course
 - What is PMP & PMI
 - Learning objectives
 - PMP Exam Content Outline
2. Project Management Framework
 - What is a project?
 - What is project management?
 - What are operations?
 - What is operations management?
 - What is program management?
 - What is portfolio management?
 - Project management office (PMO)
 - Organizational structures
 - Enterprise environmental factors
 - Organizational process assets
 - Project lifecycle vs Product lifecycle
3. Project Management Processes
 - Project management process interactions
 - The five project management process groups
 - Project information
 - Project management process group and knowledge areas mapping
4. Project Integration Management
 - What is project integration management?

- The key role of the project manager
- Project selection methods
- The integration management knowledge area
 - Develop Project Charter
 - Develop Project Management Plan
 - Direct and Manage Project Work
 - Monitor and Control Project Work
 - Perform Integrated Change Control
 - Close Project or Phase

5. Project Scope Management

- What is project scope management?
- Product scope vs Project scope
- The project scope management processes
 - Plan Scope Management
 - Collect Requirements
 - Define Scope
 - Create WBS
 - Validate Scope
 - Control Scope

Day 2

6. Project Time Management

- What is project time management?
- What is a project schedule?
- The project time management processes
 - Plan Schedule Management
 - Define Activities
 - Sequence Activities
 - Estimate Activity Resources

- Estimate Activity Durations
 - Develop Schedule
 - Control Schedule
 - Schedule network analysis techniques
- 7. Project Cost Management**
- What is project cost management?
 - Key terms in cost management
 - The project cost management processes
 - Plan Cost Management
 - Estimate Costs
 - Determine Budget
 - Control Costs
 - Earned value management
- 8. Project Quality Management**
- What is quality?
 - What is quality management?
 - Cost of quality
 - Key terms in project quality management
 - The project quality management processes
 - Plan Quality Management
 - Perform Quality Assurance
 - Control Quality
 - Seven basic quality tools
- 9. Project Human Resource Management**
- What is human resource management?
 - Functional manager vs Project manager
 - The project human resource management processes
 - Plan Human Resource Management

- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Conflict management
- Powers of project manager
- Motivation theories

10. Project Communication Management

- What is communication management?
- Communication methods & technology
- Basic communication model
- The project communications management knowledge area
 - Plan Communications Management
 - Manage Communications
 - Control Communications

DAY 3

11. Project Risk Management

- What is risk?
- What is risk management?
- Risk attitudes
- The risk management knowledge area
 - Plan Risk Management
 - Identify Risks
 - Perform Qualitative Risk Analysis
 - Perform Quantitative Risk Analysis
 - Plan Risk Responses
 - Control Risks

12. Project Procurement Management

- What is a contract?

- Centralized vs decentralized contracting
- Different types of contract
- Risks and contract types
- Key terms in procurement management
- The procurement management knowledge area
 - Plan Procurements Management
 - Conduct Procurements
 - Control Procurements
 - Close Procurements

13. Project Stakeholder Management

- Stakeholders
- Common stakeholders on a project
- What is stakeholder management?
- Stakeholder classification models
- Stakeholder engagement assessment matrix
- The project stakeholder management processes
 - Identify stakeholders
 - Plan Stakeholder Management
 - Manage Stakeholder Engagement
 - Control Stakeholder Engagement

14. Process Group View

- Putting it all together
- Process group interactions
- Initiating processes
- Planning processes
- Executing processes
- Monitoring and Controlling processes
- Closing processes

DAY 4

15. Recap of entire PMP syllabus
16. Practice test and discussion