



PMP® Certification Prep Course Outline and Information

Course Outline

Day 1

PMP Exam Prep Introduction

- Introduction to Project Management
- Exam Attitudes
- Who's PMI®?
- What's the PMBOK® Guide?
- A PMP & Steps to Becoming One



Project Management Framework

– Introduction

- What's Project Management?
- What's a Project?
- Operations/Programs/Portfolios/Subprojects
- The Project Management Office
- Progressive Elaboration vs Scope Creep
- The Triple Constraint
- Ten Knowledge Areas

**On Time
On Budget
On Scope
Adopted!**

– Project Life Cycle & Organization

- Environmental & Organizational Influences
- Project Stakeholders
- Project Life Cycle & Phases

Project Management Processes

- Initiating Processes
- Planning Processes
- Executing Processes
- Monitoring & Controlling Processes
- Closing Processes
- Change, Deliverable & Information Flow
- Project Success Factors



Day 2

Project Integration Management

- Day 1 Quiz
- Review of Terms
- Develop Project Charter
- Develop Project Management Plan
- Direct & Manage Project Work
- Monitor & Control Project Work
- Perform Integrated Change Control
- Close Project or Phase



Project Scope Management

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Validate Scope
- Control Scope



Day 3

Project Time Management

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule



Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs



Project Communications Management

- Plan Communications Management
- Manage Communications
- Control Communications



Day 4

Project Quality Management

- Plan Quality Management
- Perform Quality Assurance
- Control Quality



Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Control Risks



Project Human Resource Management

- Plan Human Resource Management
- Acquire Project Team
- Develop Project Team
- Manage Project Team



Day 5

Project Procurement Management

- Plan Procurement Management
- Conduct Procurements
- Control Procurements
- Close Procurements



Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement



Professional & Social Responsibility

- PMI Code of Ethics & Professional Conduct

PMP® Certification Prep Review

- PMP Picture Game & Prize to Winner (\$25 value)





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Course Materials Provided:

Course Notes

- Approximately 180 pages of course notes, Q&As, and handouts
- Great study resource for final review
- Binder with section tabs



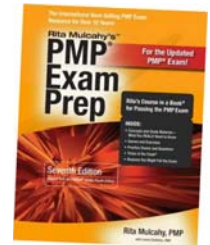
Michele's Student CD

- Quizzes, worksheets, sample exam questions, reference material, study activity list, PM quotes, links to online sample exam questions, advice from PMPs & additional study materials
- All the items, like exam application worksheet, that Michele's students ask for during class have been conveniently packaged on this CD



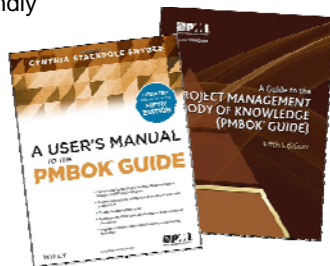
Rita Mulcahy, PMP's PMP® Exam Prep – Eighth Edition

- Best-selling PMP exam resource since 1998 and one of the best in the world
- Includes 400 practice Q & As
- 611-page paperback, June 2013
- Internationally recognized author on project management Tricks of the Trade
- \$99 CAN Value
- At student choice, equivalent and excellent books can be substituted by Andy Crowe, Joseph Phillips
- Discount offered if you already have a study guide



Project Management Institute's A Guide to the Project Management Body of Knowledge Fifth Edition (PMBOK® Guide)

- Considered one of the most essential tools for any Project Management Practitioner's library
- ANSI global standard for the project management profession and essential reading for the exam
- However, since this book comes with the PMI membership needed anyway, most students choose to substitute with A User's Manual to the PMBOK® Guide by PMI written in more friendly language
- Over 4 Million in print (of all versions)
- \$45 CAN Value or \$67 User's Manual
- If you already have this book, you will get a discount



Project Management Institute's Q&As for the PMBOK® Guide Fifth Edition

- 250 multiple choice questions & answers is a companion to the PMBOK® Guide Fifth Edition
- Covers key themes and concepts of the project management framework and the nine project management knowledge areas
- 307-page spiral paperback, 2013
- \$33 CAN Value



19 Printed Puzzles/Flashcards

- Students love these!
- More fun for final memory work using puzzles and flash cards



Instructor:

Michele J. Jones, PMP

- 30 years Canadian Project Management experience
- On Sheridan School of Business Project Management Advisory Board in Ontario
- Contributor to the core text - PMBOK® Guide 4th/5th Editions
- Developed and has taught this course over 8 years
- Michele is truly passionate and her goal is to ensure everyone passes the PMP exam. – Greg Donnell, Engineering Project Manager, Waterloo, Ontario



PMP Exam Requirements:

- 1 - 35 hours of project management training (no time limit). This course fulfills this requirement.
- 2 - Experience leading/directing project tasks within last 8 years (a manager, not necessarily project manager):
 - 4500 hours & 36 months minimum with University, or
 - 7500 hours & 60 months minimum with High School.

Check PMI's website for PMP credential handbook at www.pmi.org/PDF/pdc_pmphandbook.