



# 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*?
- PMP® Certification & 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

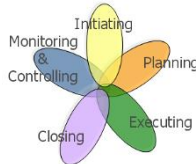
**On Time  
On Budget  
On Scope  
Adopted!**

##### – 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® Certification Picture Game; \$25 value prize to winner

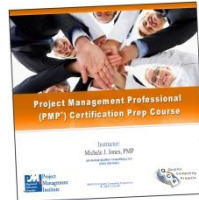


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## Course Materials Provided:

### Course Notes

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



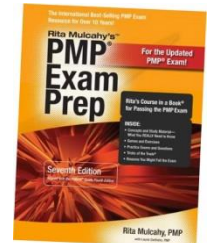
### Michele's Student CD

- Quizzes, worksheets, sample exam questions, reference material, study activity list, PM quotes, links to online sample exam questions, advice from PMP certified previous students & 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



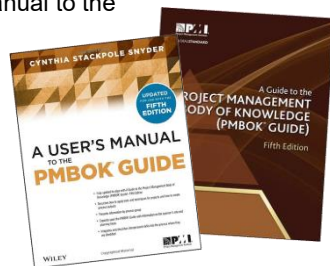
### Rita Mulcahy, PMP's PMP® Exam Prep – Eighth Edition

- 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 (PMBOK® Guide) - Fifth Edition

- 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)
- \$55 CAN Value or \$80 User's Manual
- Already have this book, you will get a discount



### 20 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 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Editions
- Developed & has taught this course over 13 years
- Michele is truly passionate and her goal is to ensure everyone passes the PMP® exam. – Greg Donnell, Engineering Project Manager, Waterloo, Ontario



### 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



### 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](http://www.pmi.org/PDF/pdc_pmphandbook).