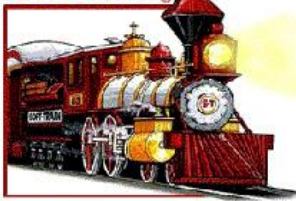


Soft-Train



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Preparing for the Project Management Professional (PMP®) Certification Exam (5 Days) ST00108

COURSE GOAL: To prepare user for every competency area covered on the exam.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Understand project initiation
- Recognize Stakeholders
- Set a baseline for the project
- Understand the work structure
- Grasp Project justifications.
- Understand Scope Management
- Time Management understanding

KEY TOPICS:

I. Introduction to Project Management:

- A. What is Project Management Anyway?
- B. Advantages of Project Management
- C. Organizing for Project Management
- D. The Project Office and the Project Management Office
- E. How the Project Manager makes Projects Successful
- F. The Project Life Cycle
- G. The Project Management Process

II. Scope Management:

- A. Initiation of the Project
- B. Who Are the Stakeholders?
- C. Getting to the Scope Baseline
- D. Work Breakdown Structure
- E. Scope Verification
- F. Change Management
- G. Project Justification

III. Time Management

- A. Activity Definition
- B. Activity Sequencing
- C. Logical Relationships
- D. Diagramming Relationships
- E. Critical Path Method
- F. Program Evaluation and Review Technique (PERT)
- G. Monte Carlo Simulation
- H. Critical Chain Theory

IV. Cost Management

- A.** Why We Need Cost Management
- B.** Project Life Cycle and Project Cost
- C.** Using the Work Breakdown Structure
- D.** Cost Estimating
- E.** Cost Budgeting
- F.** Cost Control

V. Quality Management

- A.** Quality Planning
- B.** Quality Assurance
- C.** Cost of Quality
- D.** Quality Control
- E.** Sampling Inspection
- F.** Other Quality Control Techniques

VI. Human Resources Management

- A.** Project Management Roles and Responsibilities
- B.** Strong Matrix, Weak Matrix, and Balanced Matrix Organizations
- C.** Motivation
- D.** Power
- E.** Leadership
- F.** Managing Meetings

VII. Communications Management

- A.** Lessons Learned
- B.** General Model of Communication
- C.** Barriers to Communication
- D.** Improving Communications
- E.** Verbal and Written Communications
- F.** Formal and Information Communications
- G.** Improving Listening
- H.** Networking

- I.** Management by Walking Around
- J.** Performance Reviews

VIII. Risk Management

- A.** When to do Risk Management
- B.** The Risk Process
- C.** Risk Management Planning
- D.** Risk Identification
- E.** Risk Assessment
- F.** Risk Quantification
- G.** Risk Response Planning
- H.** Risk Monitoring and Control

IX. Contract and Procurement Management

- A.** Contract Management
 - 1.** Make or Buy
 - 2.** Contract Life cycle
 - 3.** Contract Administration
 - 4.** Contract Types
 - 5.** Cost Plus Contract
- B.** Procurement Management
 - 1.** Commodities
 - 2.** Unique Products and Services

X. Professional Responsibility

- A.** Task 1
- B.** Task 2
- C.** Task 3
- D.** Task 4
- E.** Task 5
- F.** Code of Professional Conduct

XI. What is the PMP Exam Like?

- A.** Domain 1: Initiating the Project
- B.** Domain 2: Planning the Project
- C.** Domain 3: Executing the Project

D. Domain 4: Controlling the Project

E. Domain 5: Closing the Project

F. Domain 6: Professional Responsibility

G. Types of Questions on the Exam

H. Taking the Exam

I. Use of Practice Questions

J. The Application for PMP Certification

K. The Education Qualification

L. Joining PMI

M. Recertification