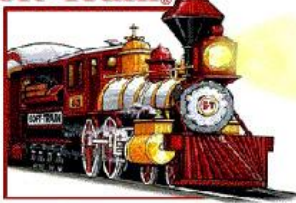


Soft-Train



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Technology Works*

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

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