Project Management Professional (PMP®) Certification Preparation:

Course number: 088163
Software: Project Management Professional (PMP®) Certification Preparation
Course length: 5.0 day(s)

Course Description

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course, and offers a job-related approach to successful project management across application areas and industries.

Course Objective: You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.

Target Student: This course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:
- Project Management Fundamentals
- Microsoft Project 2000, 2002, or 2003 Level 1
- Microsoft Project 2000, 2002, or 2003 Level 2

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Initiate a project.
- Plan project work.
- Develop project schedules, cost estimates, and budgets.
- Plan project quality, staffing, and communications.
- Analyze project risks.
- Plan project procurement.
- Execute project work.
- Monitor and control project work.
- Monitor and control project schedule and costs.
- Monitor and control project quality, staffing, and communications.
- Monitor and control project risks and contracts.
- Close the project.

Course Content

Lesson 1: Initiating a Project
       Topic 1A: Apply Project Management Processes
       Topic 1B: Create a Project Charter
       Topic 1C: Develop a Preliminary Project Scope Statement

Lesson 2: Planning Project Work
       Topic 2A: Develop Project Management Plan
       Topic 2B: Create a Scope Management Plan
       Topic 2C: Create a Scope Statement
       Topic 2D: Develop a Work Breakdown Structure (WBS)

Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets
       Topic 3A: Create an Activity List
       Topic 3B: Create a Project Network Diagram
       Topic 3C: Estimate Activity Resources
       Topic 3D: Estimate Activity Durations
       Topic 3E: Identify the Critical Path
       Topic 3F: Develop a Project Schedule
       Topic 3G: Estimate Project Costs
       Topic 3H: Establish a Cost Baseline

Lesson 4: Planning Project Quality, Staffing, and Communications
       Topic 4A: Create a Quality Management Plan
       Topic 4B: Document Roles, Responsibilities, and Reporting Relationships
       Topic 4C: Acquire Project Team
       Topic 4D: Create a Communications Management Plan

Lesson 5: Analyzing Risks and Planning Risk Response
       Topic 5A: Create a Risk Management Plan
       Topic 5B: Identify Project Risks and Triggers
       Topic 5C: Perform Qualitative Risk Analysis
       Topic 5D: Perform Quantitative Risk Analysis
       Topic 5E: Develop a Risk Response Plan

Lesson 6: Planning Project Procurement
       Topic 6A: Prepare a Contract Statement of Work
       Topic 6B: Prepare a Procurement Document

Lesson 7: Executing Project Work
       Topic 7A: Direct and Manage Project Execution
       Topic 7B: Perform Quality Assurance
       Topic 7C: Develop Project Team
       Topic 7D: Information Distribution
       Topic 7E: Request Seller Responses
       Topic 7F: Select Sellers

Lesson 8: Monitoring and Controlling Project Work
Topic 8A: Monitor and Control Project Work
Topic 8B: Manage Changes to Performance Baselines
Topic 8C: Review Deliverables and Work Results
Topic 8D: Control Project Scope

Lesson 9: Monitoring and Controlling Project Schedule and Costs
Topic 9A: Control the Project Schedule
Topic 9B: Control Project Costs

Lesson 10: Monitoring and Controlling Project Quality, Staffing, and Communications
Topic 10A: Perform Quality Control
Topic 10B: Manage Project Team
Topic 10C: Report Project Performance
Topic 10D: Manage Stakeholders

Lesson 11: Monitoring and Controlling Project Risk and Contracts
Topic 11A: Monitor and Control Project Risk
Topic 11B: Administer a Contract

Lesson 12: Closing the Project
Topic 12A: Close a Project
Topic 12B: Close a Contract

Appendix A: PMP Certification Mapping

Appendix B: Certification Lightning Round
Supplemental Lesson PMP® Certification Practice Test
Topic 1A: Practice Test

Appendix C: Schedule Management Plan Example

Appendix D: Statement of Work (SOW) Example

Appendix E: Professional and Social Responsibility