

PMP® Exam Prep Training - 5 Days

PMP31 – Preparing for the PMP® Exam

5 day Workshop

Course ID: PMP31

Credits: 35 PDUs

Course Duration: 5 days

Course Level: Intermediate/Advanced

(Based on the PMBOK® Guide, 5th Edition)

Course Length: 5 Days

Course Abstract:

This workshop has a primary and a secondary goal. The primary goal is to prepare participants to successfully complete the examination required for earning the Project Management Professional (PMP®) certification. For those who attend the entire workshop, it meets the requirements for the 35 hours of contact education required for registering for the PMP® exam.

Some participants may use this workshop as the beginning of their preparation and may plan to take the examination at some distant point in the future. Others will use this workshop as a capstone experience and take the examination soon after the workshop. (Some training providers have an audit policy that may allow you to do both.)

The secondary goal of this workshop is to give participants a rapid, in-depth exposure to the project management processes defined by the *PMBOK® Guide*. The workshop has been designed to work either way.

This workshop principally focuses on the materials included in the *PMBOK® Guide, Fifth Edition*, which is the principal source of questions on the PMP® exam. It also includes materials from “other authoritative sources” of project management literature, which are also tested on the exam.

Because this workshop is intended to prepare you to successfully take the exam, the flow of the course is directed toward that end. At the close of every module, but the first two, there will be a quiz that tests your retention of the materials in the module. Those quiz questions are not as difficult as PMP® exam questions. On the last day of class, a 100-question practice exam will be administered to test your readiness to take the exam. Those questions are similar in difficulty to PMP® exam questions. You are not required to share your results on either the quizzes or the Friday sample exam or achieve a particular score in order to get “credit” for this workshop. The test and the quizzes are there to help you learn, assess your progress, and focus additional study efforts.

Because adults learn best by doing, this workshop will employ a case study that we'll refer to and work with throughout the course. It's entertaining and, by the time we're through, we'll have developed an extensive project plan for it and applied many of the tools we'll learn to it.

The instructors for this workshop are PMPs with years of experience in project management and in preparing students to take the PMP® exam. Please engage with them, ask questions, and share your concerns with them. They are here to help you become a PMP®.

It should be noted that this version of the *PMBOK® Guide* is far more focused on meeting and managing customer requirements, making tough project tradeoffs, operating in an "open systems" model, and tailoring the method to the project than earlier versions. As a result, exam questions and appropriate responses to exam questions may change considerably from prior exams.

Target Audience:

The target student for this workshop is a project manager beginning to prepare for the PMP® certification exam or one who wants a capstone for preparation.

Prerequisites:

1. *Project Management Concepts*
2. Equivalent project management experience

The Goals of this Workshop

The goals of this workshop are to:

- Prepare participants to successfully take the PMP® exam
- Introduce participants to the methods and tools of project management contained within the *PMBOK® Guide, 5th Edition*
- Provide students with ample opportunities to assess their readiness for the exam with module quizzes and a sample exam

Course Outline:

Day 1

Unit 1 - Introduction

Agenda

Unit 2 – Project Management Professional Certification

Certification Requirements
Description of the PMP Exam

Unit 3 – Project Management Framework

Background and Definition
Project Management and Organizational Structure
Projects and Operations
Project Phases and Life Cycles

Unit 3 Quiz – Project Management Framework

Unit 4 – Project Management Process Groups and Knowledge Areas

Process Groups
Knowledge Areas
Triple Constraint
Processes by Process Group

Unit 4 Quiz – Project Management Process Groups and Knowledge Areas

Unit 5 – Project Integration Management

Project Integration Management Processes
Process 4.1 – Develop Project Charter
Process 4.2 – Develop Project Management Plan
Process 4.3 – Direct and Manage Project Work

Process 4.4 – Monitor and Control Project Work
Process 4.5 – Perform Integrated Change Control
Process 4.6 – Close Project or Phase

Unit 5 Quiz – Project Integration Management

Day 2

Unit 6 – Project Scope Management

Background
Triple Constraint
Managing Project Risk
Progressive Elaboration and Rolling Wave Planning
Management Plans
Project Scope Management Processes
Process 5.1 – Plan Scope Management

Process 5.2 – Collect Requirement
Process 5.3 – Define Scope
Process 5.4 – Create Work Breakdown Structure (WBS)
Process 5.5 – Validate Scope
Process 5.6 – Control Scope

Unit 6 Quiz – Project Scope Management

Unit 7 – Project Time Management

Project Time Management Processes
Process 6.1 – Plan Schedule Management
Process 6.2 – Define Activities
Process 6.3 – Sequence Activities
Process 6.4 – Estimate Activity Resources

Process 6.5 – Estimate Activity Durations
Process 6.6 – Develop Schedule
Process 6.7 – Control Schedule

Unit 7 Quiz – Project Time Management

Day 3

Unit 8 – Project Cost Management

Background
Project Cost Management Processes
Process 7.1 – Plan Cost Management
Process 7.2 – Estimate Costs

Process 7.3 – Determine Budget
Process 7.4 – Control Costs
Earned Value Management

Unit 8 Quiz – Project Cost Management

Unit 9 Project Quality Management

Background
Project Quality Management Processes
Process 8.1 – Plan Quality Management

Process 8.2 – Perform Quality Assurance
Process 8.3 – Control Quality

Unit 9 Quiz – Project Quality Management

Unit 10 Project Human Resource Management

Background
Project Human Resource Management
Processes
Process 9.1 – Plan Human Resource
Management

Process 9.2 – Acquire Project Team
Process 9.3 – Develop Project Team
Process 9.4 – Manage Project Team

***Unit 10 Quiz – Project Human Resource
Management***

Day 4

Unit 11 – Project Communications Management

Background
Project Communications Management Processes
Process 10.1 – Plan Communications Management

Process 10.2 Manage Communications
Process 10.3 Control Communications

Unit 11 Quiz – Project Communications

Unit 12 – Project Risk Management

Background
Project Risk Management Processes
Process 11.1 – Plan Risk Management

Process 11.2 – Identify Risks
Process 11.3 – Perform Qualitative Risk Analysis

Process 11.4 – Perform Quantitative Risk Analysis

Process 11.5 – Plan Risk Responses

Process 11.6 – Control Risks

Unit 12 Quiz – Project Risk Management

Unit 13 – Project Procurement Management

Background

Project Procurement Processes

Process 12.1 – Plan Procurement Management

Process 12.2 – Conduct Procurements

Process 12.3 – Control Procurements

Process 12.4 – Close Procurements

Unit 13 Quiz – Project Procurement

Day 5

Unit 14 – Project Stakeholder Management

Project Stakeholder Management Processes

Process 13.1 – Identify Stakeholders

Process 13.2 – Plan Stakeholder Management

Process 13.3 – Manage Stakeholder Engagement

Process 13.4 – Control Stakeholder Engagement

Unit 14 Quiz – Project Stakeholder Management

Practice Exam