

## Preparing for the Project Management Professional (PMP)<sup>®</sup> Exam - 5 Days

### Course 276 Overview

- You Will Learn How To**
- Prepare to pass the PMP exam
  - Navigate the process groups and knowledge areas of the *PMBOK<sup>®</sup> Guide* Fourth Edition
  - Identify and map the inputs and outputs of the *PMBOK<sup>®</sup> Guide* processes
  - Align your project management knowledge with *PMBOK<sup>®</sup> Guide* terminology and definitions
  - Analyze *PMBOK<sup>®</sup> Guide* tools and techniques essential for PMP exam success
  - Create a personalized plan for self-study to focus your efforts from after the course to your exam date
- Course Benefits** The Project Management Institute's Project Management Professional (PMP) credential is recognized as the universal standard of the profession. In this course, you gain skills to help you prepare for the PMP<sup>®</sup> credential exam. Through practice exams, workshops and overnight study, you learn essential *PMBOK<sup>®</sup> Guide* terminology, tools and techniques. This course features extended class hours, providing you with the 35 contact hours/PDUs you need to take the PMP exam.
- Who Should Attend** Experienced project managers who plan to take the PMP exam. Participants should be aware of exam eligibility criteria established by the PMI.
- Workshop Course** Through a series of individual practice workshops and simulated exams, you build a personalized study plan to ensure your exam preparedness. Workshops include:
- Taking daily PMP-style practice exams and cross-referencing answers to *PMBOK<sup>®</sup> Guide*
  - Speaking the *PMBOK<sup>®</sup> Guide* language
  - Charting Input-Process-Output (IPO) diagrams
  - Creating a matrix to map *PMBOK<sup>®</sup> Guide* knowledge areas and process groups
  - Developing a personalized exam preparation plan and study guide

## Preparing for the Project Management Professional (PMP)<sup>®</sup> Exam - 5 Days

### Course 276 Outline

#### Introduction to the *PMBOK*<sup>®</sup> Guide A Guide to the Project Management Body of Knowledge (*PMBOK*<sup>®</sup> Guide—Fourth Edition)

- Key project management terms and the project life cycle
- Identifying External Environmental Factors (EEFs) and Organizational Process Areas (OPAs)
- Organizational structure and influences

#### Mapping the interrelationships of knowledge areas to process groups

- Outlining the five process groups
- Defining the nine knowledge areas

#### Project Integration and Scope Management

##### Identifying and integrating processes and activities

- Identifying a new project, business case and strategic plans
- Defining and coordinating all subsidiary plans
- Change control and configuration management

##### Defining, verifying and controlling the scope

- Facilitating requirements gathering using interviews, workshops, group creativity and decision-making techniques
- Requirements changes and traceability matrices
- Determining scope through product analysis and Analysis of Alternatives (AoA)
- Creating the WBS through decomposition
- Setting the scope baseline and analyzing variances

#### Project Time and Cost Management

##### Time management

- Defining and sequencing activities
- Estimating activity resources and durations with analogous, parametric and three-point techniques
- Developing the schedule using PDM, ADM and CDM diagrams

##### Determining the cost baseline and applying Earned Value Management (EVM)

- Identifying costs and calculating performance baseline

- Assessing EVM key dimensions, variances and indices
- Forecasting with EVM
- Performance reporting

#### Project Quality Management

##### Implementing systems for quality

- Preventing nonconformance through Cost of Quality (CoQ)
- Performing continuous improvements

##### Tools and techniques to study

- Planning for quality using statistical tools
- Implementing quality metrics and audits

#### Project Human Resource, Communication and Procurement Management

##### Developing the plan and acquiring the team

- Creating hierarchical and matrix charts (RAM and RACI)
- Developing the team
- Reward and recognition
- Motivational theories
- Conflict resolution techniques

##### Managing the stakeholders through communication

- Analyzing stakeholders and their expectations
- Distributing information with communication models
- Applying communication theory and the levels of power

##### Procurement management

- Choosing contract types
- Performing make-or-buy analysis
- Formally accepting the product and closing the project or phase

#### Project Risk Management

##### Assessing project risks

- Identifying risks and risk awareness
- Qualitative and quantitative risk analysis
- Evaluating Expected Monetary Value (EMV)

##### Exam-relevant tools and techniques

- Developing threat/opportunity response strategies
- Reassessing and controlling risks

#### Planning for the Exam

##### Preparing for test day

- Gaining insight into the exam process
- Applying proven tips for exam success
- Conquering exam apprehension

##### Personalizing your study plan

- Identifying your strengths and weaknesses
- Designing a plan that works for you
- Incorporating study tips for best results
- Optimizing your study time and focus

#### Professional Responsibility and Ethics

- The PMI Code of Ethics and Professional Conduct
- Balancing the interests of stakeholders
- Doing the right thing at the right time