

Project Management Fundamentals & Certification Preparation

Length: 13 Evenings or 5 Days (**Please note:** The dates for the 5-day course are spread out over a 5-week period. The 5-day series is a very intensive, boot camp style course that requires pre-reading as well as 5-6 hours of out-of-class preparation in between each class date.)

Course Description: This course provides practical guidance by highly experienced and certified instructors on both project management and exam preparation, emphasizing key points that are typically included in the PMP and CAPM exams.

This course combines instructor presentation with interactive team exercises and one-on-one mentoring to teach the Project Management fundamentals needed on the job. The course is designed to help develop and practice critical project management skills in an environment that is both fun and conducive to learning. The new skills learned in this course can be used immediately allowing students to experience more success as a project manager in their day-to-day job responsibilities. Class interaction and exercises are featured in every session, and students evaluate sessions on a regular basis to enhance instructor-student communications.

This course also prepares you to take the Project Management Institute's (PMI) Project Management Professional (PMP) certification. The PMP is the most widely known, professionally recognized project management certification. Having this certification will help you establish a student's experience and skills in the eyes of hiring managers and peers. In addition, this course helps students prepare for PMI's Certified Associate in Project Management (CAPM) certification. In order to fully prepare students for the certification exam, practice exams are used throughout the course. For information and certification requirements for either one of these certifications please go to www.PMI.org.

Course Duration

This course contains either 13 evening sessions that are 3 hours each, conducted in 13 weeks (one class per week) with classes run from 6:00pm to 9:00pm or *5 daytime sessions, conducted in 5 weeks (one class per week) with classes running from 8:00am to 5:00pm. Each course provides 39 contact hours of training to meet the requirements for certification.

Audience

This instructor-led course is for those managing, or soon to manage projects in the workplace whose goal is to improve their project management skills and become certified as a PMP or CAPM.

Outline

Lesson 1: Course Overview

- Course Overview
- Class Exercise - Ice Breaker
- PMI Overview
- Certification Overview
- Class Exercise - Student Survey
- PMBOK Overview
- PM Lifecycles

Lesson Two: Scope Management

- Homework Review
- Team Project Overview
- Class Exercise - Choose a certification
- Integration Management
- Project Charter
- Scope Management
- Sponsors & Stakeholders

- Preliminary Scope Statement and Scope Statement
- Team Exercise - Preliminary Scope Statement

Lesson Three: Work Breakdown Structure

- Test - Integration
- Homework Review
- Planning Pain Curve
- Scope Creep
- WBS PMBOK
- Team Exercise - WBS
- Template research

Lesson Four: Requirements & Communications

- Test - Scope
- Requirements
- Team Dynamics
- Team Exercise - Establish Team Norms
- Communications Management
- Team Exercise - Build Communications Plan

Lesson 5: Time

- Time PMBOK
- Activity Definition
- Team Exercise - Task List
- Activity Sequencing
- Team Exercise - Network Diagramming
- Practice Certification Exam

Lesson 6: Estimating & Critical Path

- Test - Communication
- Estimate Activity Duration
- Team Exercise - Estimate Project
- Critical Path Method
- Team Exercise - Critical Path

Lesson Seven: Human Resource Management

- Test - Time
- HR PMBOK
- Conflict Management
- Resource Management Staffing Plan
- RACI or RAM
- Schedule Development

Lesson Eight: Quality Management Cost Management

- Test - HR
- Cost PMBOK
- Budgeting
- Team Exercise - Staffing Plan and Budget
- Quality PMBOK

Lesson Nine: Risk Management

- Test - Quality
- Risk PMBOK
- Team Exercise - Build Risk Management Plan

Lesson Ten: Procurement and Earned Value

- Test - Risk
- Earned Value
- Team Exercise - Prepare for Team Presentation
- Procurement PMBOK

Lesson Eleven: Certification Exam Preparation

- Test - Cost
- Ethics Review
- Certification Exam Preparation
- Team Exercise - Certification Attainment Plan
- Earned Value Review
- Certification Exam Tips
- Team Exercise - Prepare for Team Presentation

Lesson Twelve: Certification Exam

- Procurement Review
- Team Presentations
- Closing

Lesson Thirteen: Team Presentations

- Exam Review

****5-Day daytime course requires reading prior to the first day of class. Students will be quizzed on reading material on the first day of the course.***