

## Overview



**Microsoft** Partner  
Gold Server Platform

## Project Management Fundamentals & Certification Preparation

**Daytime Series: 5 Consecutive Thursdays starting April 5<sup>th</sup> – May 3<sup>rd</sup> from 8:00am – 5:00pm**

**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 exam

This course 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 order to fully prepare students for the certification exam, practice exams are used throughout the course. For information and certification requirements for the PMP certification please go to [www.PMI.org](http://www.PMI.org).

This course also 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.

## Course Duration

This course contains 5 day sessions that are 8 hours each. It is conducted in 5 weeks (one class per week). Classes run from 8:00am to 5:00pm. The 40 contact hours of training meet the requirements for certification.

## Audience

This 5 day instructor-led course is for those managing projects in the workplace whose goal is to improve their project management skills and become certified as a PMP or CAPM. ***\*Exams are not included in this class but can be added for an additional charge.***

## Prerequisites

Before attending this course, students must have previously read the following assigned pages from the select courseware that is provided prior to the class date. **Please Note: Students will be quizzed on reading material on the first day of the course.**

- Pages 1-128 in "A Guide to the Project Management Body of Knowledge", Fourth Edition (PMBOK Guides) by Project Management Institute
- Pages 1-58 and 67-88 in "The PMP Exam: How to Pass on Your First Try", Test Prep Series by Project Management Institute and Andy Crowe (Author)

## Overview



**Microsoft** Partner  
Gold Server Platform

### Class One – Project Integration and Scope Management

- Homework (prior to class): ~ 200 pages of reading
- Course Overview
- PMI Overview
- Certification Overview
- Exercise – Certification Application
- PMBOK Overview
- PM Lifecycles
- Integration Management
- Project Charter
- Scope Management
- Sponsors & Stakeholders
- Scope Statement
- Test - Integration
- Team Exercise - Scope Statement
- Requirements
- Planning Pain Curve
- Scope Creep
- WBS PMBOK
- Team Exercise – WBS
- Test – Scope

### Class Two –Time Management

- Homework (prior to class): ~ 80 pages of reading
- Time PMBOK
- Activity Definition
- Team Exercise - Task List
- Activity Sequencing
- Team Exercise - Network Diagramming
- Estimate Activity Duration
- Team Exercise - Estimate Project
- Critical Path Method
- Team Exercise - Critical Path
- Test - Time

### Class Three – Communications, Human Resource and Cost Management

- Homework (prior to class): ~ 120 pages of reading
- Team Dynamics
- Team Exercise - Establish Team Norms
- Communications Management

- Team Exercise - Build Communications Plan
- Test Communications
- HR PMBOK
- Conflict Management
- Resource Management Staffing Plan
- RACI / RAM
- Schedule Development
- Team Exercise - Schedule for Project
- Test - HR
- Cost PMBOK
- Budgeting
- Team Exercise - Staffing Plan and Budget
- Earned Value
- Test - Cost

### Class Four – Quality, Risk and Procurement Management

- Homework (prior to class): ~ 210 pages of reading and template search
- Quality PMBOK
- Test – Quality
- Risk PMBOK
- Team Exercise - Build Risk Management Plan
- Test - Risk
- Procurement PMBOK
- Certification Exam Preparation

### Class Five Certification Preparation Exam

- Homework (prior to class): ~ 80 pages of reading and study for Practice Certification Exam
- Ethics Review
- Certification Exam Tips
- Practice Certification Exam

### Team Presentations

- Homework (prior to class): ~ Preparation for Team presentation
- Exam Review
- Team Exercise - Certification Attainment Plan
- Team Presentation