

Project Management Professional (PMP®) Certification: Fourth Edition

Course Specifications

Course number: 085042

Course length: 5.0 day(s)

Course Description

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 persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Prerequisites: Familiarity with project management concepts and some working experience with project management are required. Experience with a specific project management software tool is not required.

- Microsoft Word Level 1 is required.
- Project Management Fundamentals is recommended.

Hardware Requirements

- A PC with a Pentium processor, at least 300 MHz.
- A minimum of 64 MB of RAM with 1.0 GB of free hard disk space.
- A CD-ROM drive.
- Super VGA recommended (set at least to 800 x 600 screen resolution) with 256 colors.
- An Internet connection with access to the World Wide Web.

Software Requirements

Each computer requires the following software:

- Microsoft® Office® 2003 or later.

Course Objectives

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

- describe professional project management.
- initiate a project.
- plan project work.
- develop project schedules.
- develop cost estimates and budgets.
- plan project quality, staffing, and communications.
- analyze risks and plan risk responses.

- plan project procurements.
- execute project work.
- manage project procurement.
- monitor and control project work.
- monitor and control project schedule and costs.
- monitor and control project performance and quality.
- monitor and control project risks and procurements.
- close the project.

Course Content

Lesson 1: Examining Professional Project Management

Topic 1A: Identify Project Management Processes

Topic 1B: Identify Professional and Social Responsibilities

Topic 1C: Identify the Interpersonal Skills Required for a Project Manager

Lesson 2: Initiating a Project

Topic 2A: Examine the Project Management Context

Topic 2B: Examine Project Selection

Topic 2C: Prepare a Project Statement of Work

Topic 2D: Create a Project Charter

Topic 2E: Identify Project Stakeholders

Lesson 3: Planning Project Work

Topic 3A: Identify the Elements of a Project Management Plan

Topic 3B: Document Stakeholder Requirements

Topic 3C: Create a Scope Statement

Topic 3D: Develop a Work Breakdown Structure

Lesson 4: Developing Project Schedules

Topic 4A: Create an Activity List

Topic 4B: Create a Project Schedule Network Diagram

Topic 4C: Estimate Activity Resources

Topic 4D: Estimate Duration for Project Activities

Topic 4E: Develop a Project Schedule

Topic 4F: Identify the Critical Path

Topic 4G: Optimize the Project Schedule

Topic 4H: Establish a Schedule Baseline

Lesson 5: Developing Cost Estimates and Budgets

Topic 5A: Estimate Project Costs

Topic 5B: Estimate the Cost Baseline

Topic 5C: Reconcile Funding and Costs

Lesson 6: Planning Project Quality, Staffing, and Communications

Topic 6A: Create a Quality Management Plan

Topic 6B: Document the Project Roles, Responsibilities, and Reporting Relationships

Topic 6C: Create a Communications Management Plan

Lesson 7: Analyzing Risks and Planning Risk Responses

- Topic 7A:** Examine a Risk Management Plan
- Topic 7B:** Identify Project Risks and Triggers
- Topic 7C:** Perform Qualitative Risk Analysis
- Topic 7D:** Perform Quantitative Risk Analysis
- Topic 7E:** Develop a Risk Response Plan

Lesson 8: Planning Project Procurements

- Topic 8A:** Plan Project Procurements
- Topic 8B:** Prepare a Procurement Statement of Work
- Topic 8C:** Prepare a Procurement Document

Lesson 9: Executing Project Work

- Topic 9A:** Identify the Direct and Manage Project Execution Process
- Topic 9B:** Execute a Quality Assurance Plan
- Topic 9C:** Acquire the Project Team
- Topic 9D:** Develop the Project Team
- Topic 9E:** Manage the Project Team
- Topic 9F:** Distribute Project Information
- Topic 9G:** Manage Stakeholder Relationships and Expectations

Lesson 10: Managing Project Procurement

- Topic 10A:** Examine the Conduct Procurements Process
- Topic 10B:** Obtain Responses from Sellers
- Topic 10C:** Determine Project Sellers

Lesson 11: Monitoring and Controlling Project Work

- Topic 11A:** Identify the Monitor and Control Project Work Process
- Topic 11B:** Develop an Integrated Change Control System
- Topic 11C:** Utilize the Integrated Change Control System
- Topic 11D:** Review Deliverables and Work Results
- Topic 11E:** Control the Project Scope

Lesson 12: Monitoring and Controlling Project Schedule and Costs

- Topic 12A:** Control the Project Schedule
- Topic 12B:** Control Project Costs

Lesson 13: Monitoring and Controlling Project Performance and Quality

- Topic 13A:** Perform Quality Control
- Topic 13B:** Report on Project Performance

Lesson 14: Monitoring and Controlling Project Risks and Procurements

- Topic 14A:** Monitor and Control Project Risks
- Topic 14B:** Administer Project Procurements

Lesson 15: Closing the Project

- Topic 15A:** Close Project Procurements

Topic 15B: Close the Project or Phase Administratively

Appendix A: PMP Certification Mapping

Appendix B: Updates to the PMBOK® Fourth Edition Guide