

Project Management Professional (PMP®)

Certification: Fourth Edition



Course length: 5 days

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Description

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, 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.

- Project Management Fundamentals is recommended.

Course Content includes:

Lesson 1: Examining Professional Project Management

- Identify Project Management Processes
- Identify Professional and Social Responsibilities
- Identify the Interpersonal Skills Required for a Project Manager

Lesson 2: Initiating a Project

- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter

Lesson 3: Planning Project Work

- Identify the Elements of a Project Management Plan
- Create a Scope Statement
- Develop a Work Breakdown Structure

Lesson 4: Developing Project Schedules

- Create a Project Schedule Network Diagram
- Estimate Activity Resources
- Identify the Critical Path
- Establish a Schedule Baseline

Lesson 5: Developing Cost Estimates and Budgets

- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

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Course Content (continued)

Lesson 6: Planning Project Quality, Staffing, and Communications

- Create a Quality Management Plan
- Document the Project Roles, Responsibilities, and Reporting Relationships
- Create a Communications Management Plan

Lesson 7: Analyzing Risks and Planning Risk Responses

- Examine a Risk Management Plan
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

Lesson 8: Planning Project Procurements

- Plan Project Procurements
- Prepare a Procurement Statement Of Work (SOW)
- Prepare a Procurement Document

Lesson 9: Executing Project Work

- Execute a Quality Assurance Plan
- Manage the Project Team
- Distribute Project Information
- T Manage Stakeholder Relationships and Expectations

Lesson 10: Managing Project Procurement

- Examine the Project Procurements Process
- Obtain Responses from Sellers
- Determine Project Sellers

Lesson 11: Monitoring and Controlling Project Work

- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Control the Project Scope

Lesson 12: Monitoring and Controlling Project Schedule and Costs

- Control the Project Schedule
- Control Project Costs

Lesson 13: Monitoring and Controlling Project Performance and Quality

- Perform Quality Control
- Report on Project Performance

Lesson 14: Monitoring and Controlling Project Risks and Procurements

- Monitor and Control Project Risks
- Administer Project Procurements

Lesson 15: Closing the Project

- Close Project Procurements
- Close the Project or Phase Administratively

Appendix A: PMP Certification Mapping

Appendix B: Updates to the PMBOK® Fourth Edition Guide

The following will be provided to each student:

- 1) An additional study guide with CD-based exam simulations
- 2) The Project Management Book of Knowledge (PMBOK) Fourth Edition