

PMP® Exam Prep

2 Day Seminar

Seminar Overview

The Project Management Institute (PMI®) sponsored PMP® Certification program supports the international project management community and is designed to objectively assess and measure professional knowledge of project management. To achieve PMP® Certification, each candidate must satisfy all education and experience requirements established by PMI®. In addition, each candidate must demonstrate an acceptable understanding and knowledge of project management by passing the PMP® Certification Examination.

This PMP® Exam Prep Seminar is designed to provide PMP® candidates a better understanding of how to prepare for, take, and ultimately pass the PMP® Certification Exam. Simply stated, this seminar equips PMP® Candidates with what they ‘need-to-know’ to pass the PMP® Certification Exam.

This seminar covers the framework of Project Management as well as the 5 Project Management Process Groups, including the inputs, tools & techniques, and outputs of the 42 component processes within the 9 Knowledge Areas of the PMBOK®, including Project Scope, Cost, Time, Quality, Human Resources, Risk, Communications, Procurement, and Integration Management, as well as Professional Responsibility.

Furthermore, seminar attendees are challenged with “hands-on” exercises that apply the key project management processes, tools, and techniques which are almost certain to be on the PMP® Certification Exam.

Target Audience

Qualified PMP® Candidates who satisfy PMI®’s education and experience requirements, including:

- 1) Holding a baccalaureate or equivalent university degree and possessing a minimum of 4,500 hours of leading/directing project tasks and 36 months of project management experience.
- 2) Holding a high school diploma or equivalent secondary school credentials and possessing a minimum of 7,500 hours of leading/directing project tasks and 60 months of project management experience.

In addition, qualified candidates for PMI®’s CAPM® (Certified Associate in Project Management) Certificate, which basically requires only 23 contact hours of formal project management education or 1,500 hours of project work experience, will also benefit from taking this seminar. For more information regarding PMP® or CAPM® Certification qualifications, go to www.pmi.org

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Seminar Objectives:

This 2 day seminar provides PMP® and CAPM® candidates:

- 1) A comprehensive understanding of the PMBOK® – Fourth Edition, PMI®’s sanctioned standards and basis for the Certification Examination.
- 2) A more focused understanding of PMBOK® information which candidates *must know* to pass the exam.
- 3) “Hands-on” application of the key project management tools and techniques that are very likely to be on the Certification Exam.
- 4) Practical tips and techniques for preparing for as well as taking the Certification Exam.
- 5) Expert coaching, by the seminar instructor, on how to read and answer Certification Exam questions.
- 6) The opportunity to answer and review more than 100 practice examination questions that are typical to those on the Certification Exam.
- 7) The opportunity for each candidate to evaluate/understand their individual preparedness (i.e. their individual strengths and weaknesses) for taking the Certification Exam.
- 8) 16 contact hours of formal project management education required for taking the Certification Exam.

Seminar Outline

Following is an outline of the fourteen (14) modules presented:

Introduction

- Seminar Objectives
- Seminar Attendee’s Introductions

Module 1: The Exam

- PMP® and CAPM® Certification Requirements
- PMP® and CAPM® Re-Certification Requirements
- Application/Examination Process Overview
- Study Suggestions/Tools
- Types of Questions on the Exam
- Tips for Taking the Exam

Module 2: The “PMI® Paradigm”

- Put-on the “PMBOK® Hat”
- The Paradigm Parameters

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Module 3: Project Management Framework

- Key Definitions
- Areas of Knowledge/Expertise needed for Effective Project Management
- The Nine (9) PMBOK® Knowledge Areas
- Organization Types
- The Project Life Cycle
- The Five (5) Major PMBOK® Process Groups
- The Forty-Two (42) PMBOK® Component Processes Exercise
- Practice Exam

Module 4: Project Integration Management

- The Six (6) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 5: Project Scope Management

- The Five (5) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 6: Project Time Management

- The Six (6) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 7: Project Cost Management

- The Three (3) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Earned Value Management (EVM) Exercise
- Practice Exam

Module 8: Project Quality Management

- The Three (3) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Control Chart Exercise
- Practice Exam

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Module 9: Project Human Resource Management

- The Four (4) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 10: Project Communications Management

- The Five (5) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 11: Project Risk Management

- The Six (6) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 12: Project Procurement Management

- The Four (4) Component Processes
- Component Processes Inputs, Tools & Techniques, and Outputs
- The “Must Knows”
- Practice Exam

Module 13: Project Management Professional Responsibility

- Key Definitions
- PMI® Code of Ethics and Professional Conduct
- The Four (4) Values
- Practice Exam

Module 14: Points-To-Ponder

- Summary
- Close Seminar