Achieve PMP® Exam Success

Course Description

The workshop is designed to help participants prepare for the PMP® certification exam. The material is completely aligned with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* - Sixth Edition and PMI's *PMP® Examination Content Outline, June 2015*. Participants will study the content and topics project managers need to know to pass the PMP® exam. Participants will build competency with case study exercises used throughout. This workshop walks the participant through the *PMBOK® Guide* knowledge areas and makes the links between process groups. It also reviews content and topics tested on the PMP® exam that are not directly addressed in the *PMBOK® Guide.*

Who Should Attend?

The workshop is intended for project managers, project leads, subject matter experts, team members, business analysts, technical specialists and others interested in the PMP credential, no matter where they are in the process.

For those who are just starting out, it offers study guidelines, a framework for understanding how the exam is organized, and help in making plans to prepare for the PMP® exam.

Those in the middle of preparation will find guidance on program management issues and explanations of topics often tested on the exam.

If participants need that last push before taking the exam, this course provides exam tips and a good reference for key terms and topics that others have found difficult.

Course Materials

Materials include both the *Achieve PMP® Exam Success* textbook and participant guide. The textbook has detailed explanations about performance domains, process groups, knowledge areas, and processes, as well as a comprehensive case study. The participant guide follows the instructor-led presentation.

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Workshop Objectives

In this course participants will be able to:

- Define requirements for PMP® certification and the credentialing process.

- Assess individual personal study needs and develop a study plan for exam preparation.

- Identify exam-taking and memorization tips and techniques.

- Understand the purpose of PMI's PMP® Examination Content Outline, June 2015.

- Apply the concepts of the project management processes, inputs, tools, techniques and outputs to practice questions.

- Apply generally recognized good practices to project situations.

- Develop in-depth knowledge of the 10 PMBOK® Guide Knowledge Areas and the five process groups.

- Understand material beyond the PMBOK® Guide that are needed to pass the PMP® exam.

- Understand and apply the content in the performance domains, process groups, knowledge areas, and processes described in the *PMBOK® Guide* and the *Examination Content Outline*.

- Use sample exams to gain an understanding of the types of questions that may be asked.

- Improve project management competency.

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Module Objectives

Module 1: Course Introduction and Study Tips

- Review PMP credential requirements
- Describe the exam specifics
- Understand the importance of the PMI Code of Ethics and Professional Conduct
- Apply study and exam techniques
- Understand formulas, equations, and rules commonly found on the exam
- Assess your own personal study needs

Module 2: Overview & Environment

- Define basic project management terms and key concepts
- Differentiate between projects, programs, and portfolios
- Understand the relationship between operations and project management
- Describe project life cycles and phases
- Describe the five Process Groups and 10 Knowledge Areas
- Identify the relationships between the project management processes
- Understand common financial measurements and how to conduct a benefit analysis
- Be able to apply project selection criteria and financial profitability measures to common project scenarios
- Describe the purpose and content of the business documents used to initiate a project
- Determine the pros and cons of different organizational structures

Module 3: The Role of the Project Manager

- Describe the role of project manager
- Understand the project manager's sphere of influence
- List the three core competencies of project managers
- Understand the concepts of power, leadership and integration and how they apply to the role of the project manager

Module 4: Integration Management

- Understand the Integration Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Integration Management
- Define the purpose and contents of the project charter and how it is used to initiate a project
- Describe the steps for initiating a project
- Know the steps to conduct a benefits analysis
- Know the components of and how to develop and use a project management plan
- Know the three project bases lines and how to use the performance management plan to monitor and control the project
- Describe good change control practices
- Understand how to manage project knowledge
- Identify the steps to close a project or phase
- Apply tailoring and agile concepts to a project scenario

Module 5: Scope Management

- Understand the Scope Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Scope Management
- Know how to develop and use a scope management plan to control scope throughout the project life cycle
- Identify components of a scope statement
- Describe the purpose and uses of a WBS
- Distinguish between scope verification and quality control
- Describe how variance analysis is used to control scope
- Apply tailoring and agile concepts to a project scenario

Module 6: Schedule Management

- Understand the Schedule Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Schedule Management
- Know how to develop and use a schedule management plan to control the schedule throughout the project life cycle
- Describe how an activity differs from a work package
- Define three types of dependency relationships
- Create a network diagram
- Differentiate between effort and duration
- Calculate the critical path

- Define free float and total float
- Describe techniques to compress the project schedule
- Apply tailoring and agile concepts to a project scenario

Module 7: Cost Management

- Understand the Cost Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Cost Management
- Know how to develop and use a cost management plan to control costs throughout the project life cycle
- Describe benefits of analogous, parametric, and bottom-up estimating methods
- Calculate an estimate using 3-point ranges
- Define an S-curve
- Distinguish between contingency reserve and management reserve
- Use earned value management formulas for cost and schedule analysis
- Apply earned value concepts to common project situations
- Apply tailoring and agile concepts to a project scenario

Module 8: Quality Management

- Understand the Quality Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Quality Management
- Understand quality management concepts such as quality and grade, prevention and inspection, sampling, tolerance and control; cost of quality
- Identify who has responsibility for quality and what is management's responsibility
- Understand process improvement concepts and quality theories
- Know how to develop and use a quality management plan to manage and control quality throughout the project life cycle
- Know the types and uses of basic quality tools to manage and control quality
- Give examples of the cost of conformance and the cost of non-conformance
- Define quality audit
- Distinguish between quality assurance and quality control
- Apply tailoring and agile concepts to a project scenario

Module 9: Resource Management

- Understand the Resource Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Resource Management
- Describe the elements of a resource management plan and how to use it throughout the project life cycle
- Use a responsibility assignment matrix
- Know how to estimate project resources
- Describe motivational theories
- Define types of power
- Describe interpersonal skills to develop and manage the team
- List techniques to manage conflict
- Apply tailoring and agile concepts to a project scenario

Module 10: Communications Management

- Understand the Communications Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Communications Management
- Define components of a communications requirements analysis
- Know how to use the communication plan to manage the flow of communications throughout the project life cycle
- Calculate the number of communication channels
- Define interactive, push, and pull communication methods
- List potential contents of performance reports
- Apply tailoring and agile concepts to a project scenario

Module 11: Risk Management

- Understand the Risk Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Risk Management
- Understand the key concepts of risk management
- Know how to have a risk management mindset
- Know how to develop and use a risk management plan to identify, analyze, implement and monitor risks throughout the project life cycle
- Know how to perform qualitative and quantitative risk analyses to identify risks
- Use a probability/impact matrix
- Calculate expected monetary value
- Develop a risk register and know how to use it to implement and monitor risk responses and

- Develop risk responses to individual and overall project risks
- Apply tailoring and agile concepts to a project scenario

Module 12: Procurement Management

- Understand the Procurement Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Procurement Management
- Describe elements that may affect a make vs. buy decision
- Differentiate between fixed price and cost reimbursable contracts
- Be able to apply contract calculations to project situations
- Develop and use a procurement management plan to conduct and control procurements throughout the project life cycle
- List items that may be included in procurement documents
- Describe the role of the contract administrator
- List three reasons for early termination of a contract
- Apply tailoring and agile concepts to a project scenario

Module 13: Stakeholder Management

- Understand the Stakeholder Management processes and the interrelationship with the other Knowledge Area processes
- Describe how to use the tools and techniques for Stakeholder Management
- Develop and use a stakeholder management plan
- Identify stakeholders
- Conduct a stakeholder engagement assessment
- Describe best practices to manage and monitor stakeholder engagement throughout the life cycle of the project
- Describe the project manager's role in managing a stakeholder engagement
- Apply tailoring and agile concepts to a project scenario