

# **Project Management Professional PMP® Training Workshop**

## **Objectives**

Whenever a new product needs to be developed, marketing campaign need to be launched or building bridges, Project Management is needed. Project Management is the best practices and techniques to ensure that projects deliver the outcome that they were created for. The Project Management Institute has developed a project management standard that covers all the processes and the knowledge areas of project management. Those standards are known as PMBOK– Project Management Body of Knowledge.

This course will introduce project management following the guidance of the PMBOK

## **Who should Attend?**

Certified Associate in Project Management is oriented is oriented to:

- Professionals seeking comprehensive knowledge on Project Management
- Professionals seeking PMP® certification and credential

## **Duration**

The training will provide the participants with 35 hrs of Project Management education needed as a prerequisite of the PMP® Credential.

## **Language**

The course material is delivered in English. It could be supplied in different languages upon request

## **Certification**

Participants will receive attendance certificates upon the completion of the workshop. Participants will be awarded 35 Contact hours / Professional Development Units (PDU) hours needed to acquire the PMP® certificate.

Please note that the participants will pursue the examination and certification process independently and individually. The trainer will be ready to offer advice. More information about the PMP® certification is available on the following link:

<http://www.pmi.org/CareerDevelopment/Pages/AboutCredentialsPMP.aspx>

## **Course Outline**

- ***Project Management Framework & Processes***
  - Introduction
    - What's a Project?
    - Operations, Programs, Subprojects & Portfolios
    - Progressive Elaboration & Triple Constraint
    - The Nine Knowledge Areas
    - The Project Management Office
  - Project Life Cycle
    - Project Life Cycle & Phases
    - Organizational Influences on Projects
  - Project Management Processes
    - Project Management Processes
    - Project Management Process Groups
- ***Project Integration Management***
  - Develop Project Charter, Preliminary Project Scope Statement, & Project Management Plan
  - Direct & Manage Project Execution
  - Monitor & Control Project Work
  - Integrated Change Control
  - Corrective and preventive action
  - Configuration management
  - Close Project
- ***Project Scope Management***
  - Scope Planning & Definition
  - Create WBS
  - Scope Verification & Control
  - Project selection techniques
  - Scope Creep & Gold Plating
- ***Project Time Management***
  - Activity Definition & Sequencing
  - Activity Resource Estimating & Duration Estimating
  - Schedule Development & Control
  - CPM & Floats
  - Crashing & fast tracking

- ***Project Cost Management***
  - Life cycle cost (LCC)
  - Cost Estimating, Budgeting & Control
  - Earned value management (EVM)
- ***Project Quality Management***
  - Quality Planning
  - Perform Quality Assurance
  - Perform Quality Control
  - Continuous improvement and kaizen
  - Fishbone, Cause-Root Analysis, Control Charts
  - Cost of Quality
- ***Project Human Resource Management***
  - Human Resource Planning
  - Acquire, Develop & Manage Project Team
  - Conflict Resolution
  - Powers of PM
  - Team building
  - Co-location
  - Leadership Theories
- ***Project Communications Management***
  - Communications Planning
  - Information Distribution
  - Performance Reporting
  - Manage Stakeholders
- ***Project Risk Management***
  - Risk Management Planning
  - Risk Identification
  - Qualitative & Quantitative Risk Analysis
  - Risk Response Planning
  - Risk Monitoring and Control
- ***Project Procurement Management***
  - Plan Purchase and Acquisitions
  - Plan Contracting
  - Request Seller Responses
  - Select Sellers
  - Contract Administration & Closure
- ***Professional & Social Responsibility***
  - PMI PMP Code of Professional Conduct
  - Ensuring individual integrity & professionalism
  - Enhancing individual competence
  - Balancing stakeholders' interests

