



Project Management Professional (PMP) **(Examination Preparation)**

Course Introduction:

This course takes participants through the phases of a project, using the Project Management Institute (PMI)®'s process groups and integration framework. It is suitable for anyone who requires a working knowledge of the (PMI)®'s approach to project management and is considering professional project management certification. This highly interactive program will provide individuals with coaching and practice questions in order to prepare themselves for the specific requirements of the Project Management Professional (PMP)® exam. The Project Management designation following your name tells current and potential employers that you have demonstrated a solid foundation of knowledge from which you can competently practice project management.

Course Objectives:

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

- To establish how all project activities are interrelated.
- To understand the Professional Responsibilities of project managers.
- To know when and how to use recognized tools and techniques on projects.
- To understand specific Project Management Institute (PMI)®? Definitions, acronyms and terminology.
- To feel comfortable with the examination format and typical question styles.
- To have gained essentials skills necessary to work as project managers or project team members.
- To have developed their interpersonal and general project management skills.
- To have attempted a practice examination in hard copy format.
- To have prepared a study plan for passing the PMP® or CAPM® exam.
- To satisfy the 35 hour formal project management training requirement for future professional certification with the Project Management Institute (PMI)®.

Who can benefit?

The program is designed for participants who have a working knowledge of project management and who are working in a project environment. It has been developed to address the needs of professional project managers. The Project Management Professional (PMP)® extends beyond the contents of A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) to incorporate leadership and direction of projects.

PMBOK is a registered mark of the Project Management Institute, Inc.

Course Outlines:

Day 1:

- **Course Introduction, Setting the Scene and Personal Objectives**
A chance to familiarize delegates with the course content, desired outcomes and individual requirements.
- **Examination Structure**
The Project Management Professional (PMP)® Exam requires a particular approach if candidates are to be successful. This session introduces key aspects.
- **Context and Framework of Project Management**
A foundation session which enables delegates to contextualize the Project Management Institute (PMI)®'s approach to project management such as the process groups, knowledge areas and their interaction.

Day 2:

- **Professional Responsibility**
A session which focuses on the Codes of Ethics and Conduct which are included in the exam.
- **Project Integration**
This session considers the interaction of various processes and the need to prioritize and consolidate them for optimal satisfaction of stakeholder needs.
- **Investment Appraisal**
Projects should only begin when a sound business case exists. This session looks at various methods of appraisal to ensure the initial and ongoing feasibility of a project
- **Initiation and the Project Charter**
This session follows the Initiation process through to the production of the Project Charter which marks the formal authorization of a project.

Day 3:

- **Core Planning Processes**
This session deals with the fundamental building blocks of the Project Management Plan:-
 - Scope Planning including WBS
 - Scheduling and Budgeting

- **Project Facilitating Planning**

This session deals with ensuring that the critical success factors will be in place and includes:

- Management of Risk
- Quality
- Procurement
- Communications
- Organization Planning

- **Project Plan Development**

The ingredients of the previous sessions are brought together into the baseline plan.

Day 4:

- **Project Plan Execution**

This session moves on from the planning activities considered so far and considers the processes used to complete the work specified in the Project Plan.

- **Team Development**

Project success depends on people and particularly functional teams. This session considers issues of team building, motivation and behavior.

- **Performance Reporting and Earned Value**

This session looks at the gathering and distribution of data relating to project performance and the need to predict and review the probable outcome of the project on an ongoing basis.

Day 5:

- **Overall Change Control**

Change in projects is inevitable but it must be controlled. This session looks at the importance of an effective change control system.

- **Scope Verification**

Agreement must be reached on the deliverables in the context of the acceptance criteria agreed at the beginning of the project. This session looks at methods of ensuring compliance.

- **Closing**

Projects can slowly fade away as the deliverables drift into use. This session highlights the importance of formal handover and closure and objective reviewing and recording of performance.

Durartion:

Five (5) Days

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session