



Course Name: Project Management Professional PMP
(Exam Preparation Included)
Course code: PM102
Duration: 6 Days (35 Hours)

Course Description

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.

Topics Include:

Day1

Chapter 1: Exploring Professional Project Management

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

Chapter 2: Initiating a Project

- Examine the Project Management Context
- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter
- Identify Project Stakeholders

Chapter 3: Planning Project Work

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

Day 2

Chapter 4: Developing Project Schedules

- Create an Activity List
- Create a Project Schedule Network Diagram
- Estimate Activity Resources
- Estimate Duration for Project Activities
- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Establish a Schedule Baseline

Chapter 5: Developing Cost Estimates and Budgets

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

Day3

Chapter 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

Chapter 7: Analyzing Risks and Planning Risk Responses

- Examine a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

Day4

Chapter 8: Planning Project Procurements

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document

Chapter 9: Executing Project Work

- Identify the Direct and Manage Project Execution Process
- Execute a Quality Assurance Plan
- Acquire the Project Team
- Develop the Project Team
- Manage the Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

Chapter 10: Managing Project Procurement

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

Day5

Chapter 11: Monitoring and Controlling Project Work

- Identify the Monitor and Control Project Work Process
- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Review Deliverables and Work Results
- Control the Project Scope

Chapter 12: Monitoring and Controlling Project Schedule and Costs

- Control the Project Schedule
- Control Project Costs

Day6

Chapter 13: Monitoring and Controlling Project Performance and Quality

- Perform Quality Control

- Report on Project Performance

Chapter 14: Monitoring and Controlling Project Risks and Procurements

- Monitor and Control Project Risks
- Administer Project Procurements

Chapter 15: Closing the Project

- Close Project Procurements
- Close the Project or Phase Administratively

Who Should Attend?

- Project Managers
- IT Professionals
- Directors of Training
- Project Team Leaders
- Division Managers
- Systems Analysts
- Office Managers
- Senior Managers
- Business Analysts
- Administrative Staff
- System Administrators
- Corporate Knowledge Workers
- Construction Workers Directors

Support

- FDS will provide participants full support for one year period to help them pass PMI exam.

Course material

Project Management Body of Knowledge (PMBOK Guide) – Forth Edition