

PROJECT MANAGEMENT PROFESSIONAL

The Global Standard in Project Management

COURSE OVERVIEW

Project Management Professional (PMP[®]) Certification Prep is a leading Project Management Certification. The PMP[®] credential recognizes demonstrated knowledge and skill in leading and directing project teams and in delivering project results within the constraints of schedule, budget and resources. Koenig provides comprehensive training to achieve PMI 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.

COURSE OBJECTIVE

By the end of this workshop, you will be able to:

- **Acquire** the relevant knowledge and skills required to clear the PMP certification exam
- **Earn** the requisite 35 PDUs required to take up the PMP certification exam
- **Develop** a working knowledge of the 5 process groups and 10 knowledge areas as prescribed by PMI - PMBOK v5
- **Master** the skills to manage, execute and deliver projects successfully in line with global project management best practices

➤ Introduction

- What's a Project? Projects, Programs and Portfolios
- What is Project Management?
- Operations, Project, Programs & Portfolio Management
- Project Based Organizations and Business Value
- Role and skills of Project Manager
- The *PMBOK*® standard

➤ Organizational Influences and Project Life cycle

➤ Organizational cultures, styles and communications influences

➤ Organizational structures influences

➤ Organizational Assets and environmental factors

➤ Project stakeholders and the Project team

➤ Project life cycle and Phases

➤ Project Management Processes

➤ Identify Project Management Process Groups

➤ Role of the Project Management Knowledge Areas

➤ Project Integration Management

- Develop Project Charter
- Project Management Plan and Project Documents
- Direct & Manage Project work
- Monitor & Control Project Work
- Perform Integrated Change Control
- Corrective and preventive actions
- Configuration management
- Close Project

➤ Project Scope Management

- Scope Planning & Requirements identification
- Scope Definition & WBS Creation
- Scope Verification & Control
- Product scope and project scope
- Project Scope statement vs. Project Charter
- Deliverable & Work package
- Uncontrolled scope & Scope Creep

➤ Project Time Management

- Project schedule planning
- Activity Definition & Sequencing
- Activity Resource Estimating & Duration Estimating
- Schedule Development & Control
- CPM & Floats, CCM & Buffers
- Resource leveling, crashing & fast tracking

➤ Project Cost Management

- Project cost planning
- Cost Estimating, Budgeting & Control
- Project budget components & Funding requirements
- Earned value management (EVM)

➤ Project Quality Management

- Project Quality Planning
- Quality Assurance
- Quality Control
- Modern quality management characteristics
- Cost of Quality
- The Seven Basic Quality tools

➤ Project Human Resource Management

- Project Human Resource Planning
- Acquire, Develop & Manage Project Team
- Organizational Theory & Team development models
- Conflict Resolution
- Project Manager Interpersonal skills

➤ Project Communications Management

- Project Communications Planning
- Manage & Control Communications
- Communication models, technologies & methods

➤ Project Risk Management

- Project Risk Management Planning
- Risk Identification
- Qualitative & Quantitative Risk Analysis
- Risk Response Planning and Controlling
- Risk categories, probabilities & impacts
- Risk response strategies

➤ **Project Procurement Management**

- Project Procurement planning
- Conduct Project procurements
- Control & Close Project procurements
- Fixed price vs Cost reimbursable contracts
- Selection criteria & Procurement documents

➤ **Project Stakeholder Management**

- Project stakeholders identification & planning
- Manage & Control stakeholders
- Stakeholder classification models

➤ **Professional & Social Responsibility**

- PMI PMP Code of Professional Conduct
- Ensuring individual integrity & professionalism
- Enhancing individual competence
- Balancing stakeholders' interests

METHODOLOGY

- **Learning Concepts / Presentations**
- **Group Discussions**
- **Self-Reflection and Self-Assessment**

DURATION: 5 DAYS (35 HOURS)