

# PROJECT MANAGEMENT

## **PMP® Exam Prep Boot Camp based on Guide to the Project Management Body of Knowledge - 4th Edition** **Presented in conjunction with Global Knowledge Ltd.**

In this course, you'll gain the essential preparation needed to pass the PMP and CAPM exams. Concentrating on exam content from the Guide to the Project Management Body of Knowledge-Fourth Edition (PMBOK® Guide) and other sources, this course includes a wide variety of learning tools and study aids, all using PMI® terminology. Learning activities in this Boot Camp target each of the three major learning styles: visual, auditory, and kinesthetic. With the help of a simple tool in the study guide, you can identify your learning style and the learning exercises most closely aligned with your style. You will receive three suggestions for approaches to studying for the exam that focus on the strengths of each learning style.

This interactive course includes:

- PMBOK® Guide-Fourth Edition
- Over 600 practice questions
- PMP Exam prep study guides
- Exercises throughout to reinforce PMP and CAPM exam concepts
- Handy reference charts
- Exercises to increase memory recall
- Flash cards for each knowledge area

As of June 30, 2009, the PMP exam will be based on the Guide to the Project Management Body of Knowledge-Fourth Edition (PMBOK® Guide).

### **What You'll Learn**

- Prepare to take the PMP or CAPM exams
- Become familiar with PMBOK® Guide terms, definitions, and processes
- Master test-taking techniques
- Learn styles and types of questions found on the PMP or CAPM exams
- PMBOK® Guide's five process groups, nine knowledge areas, and the area of professional and social responsibility

**Course Code: 2780**

### **On-Site Learning:**

- 5 Day Course

### **Who Needs to Attend:**

Associate project managers, project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members seeking the PMP or CAPM certification.

### **Prerequisites**

Project Management (course 2868)

IT Project

Management (course 2819)

Applied Project Management (course 2807)

To be eligible for the CAPM or PMP certification, you must first meet specific education and experience requirements.

The PMP Prep Boot Camp satisfies the requirements for contact hours of instruction.

## Course outline

### 1. Introduction

- PMP and CAPM Exam Requirements
- Exam Questions
- Maintaining Certification
- Exam-Taking Tips
- Assessment Quiz

### 2. PM Foundation

- PM Definitions
- Project Life Cycle vs. Project Management Life Cycle
- Organizational Structure
- Practice Test

### 3. PM Process Groups and Knowledge Areas

- PM Process Groups
- PM Knowledge Areas

### 4. Project Integration Management

- Overview of Project Integration
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase
- Summary Exercise
- Practice Exercises
- Practice Test

### 5. Project Scope Management

- Overview of Project Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope
- Summary Exercise
- Practice Exercises
- Practice Test

### 6. Project Time Management

- Overview of Project Time Management
- Define Activity
- Sequence Activity
- Estimate Activity Resource
- Estimate Activity Duration
- Develop Schedule
- Control Schedule
- Summary Exercise
- Practice Exercises
- Practice Test

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## **7. Project Cost Management**

- Overview of Project Cost Management
- Estimate Costs
- Determine Budget
- Control Costs
- Summary Exercise
- Practice Exercises
- Practice Test

## **8. Project Quality Management**

- Overview of Project Quality Management
- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Summary Exercise
- Practice Exercises
- Practice Test

## **9. Project Human Resource Management**

- Overview of Project Human Resource Management
- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Summary Exercise
- Practice Exercises
- Practice Test

## **10. Project Communication Management**

- Overview of Project Communication Management
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectations
- Report Performance
- Summary Exercise
- Practice Exercises
- Practice Test

## **11. Project Risk Management**

- Overview of Project Risk Management
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Response
- Monitoring and Control Risks
- Summary Exercise
- Practice Exercises
- Practice Test

## **12. Project Procurement Management**

- Overview of Project Procurement Management
- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements
- Summary Exercise
- Practice Exercises

- Practice Test

### **13. Professional Responsibility**

- Overview
- History and vision of PMI's Code of Ethics and Professional Conduct
- PMI's Code of Ethics and Professional Conduct
- Professional and Social Responsibility
- Section Review
- Recurring Themes - PMP Exam
- Practice Test
- End of Course Review
- Simulated Practice Exam

### **Course Exercises**

- Each chapter contains practice exercises targeted at the range of learning styles (Visual, Kinesthetic, Auditory)
- Network Diagram Exercises
- Earned Value Exercises
- Practice Tests

Our PMP Exam Prep Boot Camp is the best in the industry. Our unique study methodology ensures your success.