Launch into Project Management
Updated for PMBOK Version 4

Course Summary

Description

This course is designed to provide participants with the critical aspects of the project management discipline while preparing them for Project Management Professional (PMP) certification. As a result, participants receive both practical, hands-on training on how to make projects succeed and exposure to essential PMBOK concepts required for passage of the PMP exam. The course covers all project management life-cycle processes including: project initiation, planning, executing, monitoring and control, and closing.

Topics

- Project Management Terminology
- Stakeholder Management
- Project Charter
- Triple Constraint Model
- Project Requirements
- Scope Definition and Decomposition
- Work Breakdown Structure (WBS)
- Activity Definition and Sequencing
- Time and Schedule Estimating
- Schedule Development
- Critical Path Method
- Cost Estimating and Control
- Earned Value Analysis
- Team Roles and Responsibilities
- Resource Allocation and Loading
- Project Risk Planning
- Risk Assessment
- Risk Response Planning
- Project Change Management and Control
- Quality Planning and Control
- Lessons Learned

Audience

This course will be of special value to anyone who is preparing for the PMP or CAPM exam and would like more hands-on training than is typically provided. Other who will benefit include newly assigned project managers and team leads, project managers who are looking for a refresher on basic concepts and techniques, and Project Management Office staff..

Prerequisites

This course assumes minimal experience with project work.

Duration

Five days

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... to Your Success!"

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Course Outline

I. Introduction to PMP and CAPM Certifications
- A. Preliminary Assessment (Practice Test)
- B. Application Requirements
- C. Exam Fee Structure
- D. Exam Specifications and Requirements
- E. Continuing Certification Requirements
- F. Exam Overview

II. Project Management Essentials
- A. Basic Terms and Definitions
- B. Triple Constraint Model
- C. Stakeholder Analysis
- D. Project Organizations
- E. Team Exercise: Portfolio Review and Project Selection

III. Project Management Knowledge Areas & Processes
- A. PM Guide Layout
- B. Life-Cycle Process Groups (5)
- C. Project Management Processes (44)
- D. Project Management Knowledge Areas (9)
- E. Team Exercise: Stakeholder Identification & Analysis
- F. Practice Quiz – Project Management Foundation

IV. Integration Management
- A. Develop Project Charter
- B. Team Exercise: Develop Project Charter
- C. Develop Preliminary Project Scope Statement
- D. Develop Project Management Plan
- E. Direct and Manage Project Execution
- F. Monitor and Control Project Work
- G. Perform Integrated Change Control
- H. Close Project or Phase
- I. Practice Quiz – Integration Management

V. Scope Management
- A. Scope Planning
- B. Define Scope
- C. Create Work Breakdown Structure (WBS)
- D. Team Exercise: WBS
- E. Verify Scope
- F. Control Scope
- G. Practice Quiz – Scope Management

VI. Time Management
- A. Define Activities
- B. Sequence Activities
- C. Team Exercise: Activity Definition & Sequencing
- D. Estimate Activity Resources
- E. Estimate Activity Durations
- F. Team Exercise: Activity Duration Estimating
- G. Develop Schedule
- H. Team Exercise: Network Diagramming & Critical Path
- I. Control Schedule
- J. Network Diagramming
- K. Practice Quiz – Time Management

VII. Cost Management
- A. Estimate Costs
- B. Determine Budget
- C. Team Exercise: Cost Planning
- D. Control Costs
- E. Earned Value Analysis
- F. Practice Quiz – Cost Management

VIII. Quality Management
- A. Plan Quality
- B. Perform Quality Assurance
- C. Perform Quality Control
- D. Team Exercise: Root Cause Analysis
- E. Practice Quiz – Quality Management

IX. Human Resource Management
- A. Develop Human Resource Plan
- B. Acquire Project Team
- C. Develop Project Team
- D. Manage Project Team
- E. Practice Quiz – Human Resources Management

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Course Outline (cont'd)

X. Communications Management
A. Identify Stakeholders
B. Plan Communications
C. Team Exercise: Communications Management Plan
D. Distribute Information
E. Manage Stakeholder Expectations
F. Report Performance
G. Practice Quiz – Communications Management

XI. Risk Management
A. Plan Risk Management
B. Identify Risks
C. Perform Qualitative Risk Analysis
D. Perform Quantitative Risk Analysis
E. Plan Risk Responses
F. Monitor and Control Risks
G. Team Exercise: Risk Assessment & Response Planning
H. Practice Quiz – Risk Management

XII. Project Procurement Management
A. Plan Procurements
B. Conduct Procurements
C. Administer Procurements
D. Close Procurements
E. Practice Quiz – Procurement Management

XIII. Professional and Social Responsibility
A. PMI Code of Ethics and Professional Conduct
B. Sources for the "Sixth Domain"
C. Practice Quiz – Professional and Social Responsibility

XIV. Conclusion
A. Course Review and Summary
B. Course Evaluations
C. Simulation Exam

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