

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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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