



## **Course Syllabus**

### **Project Management Professional Certification (PMP)® (2021 PMI ATP Aligned)**

We are glad you have joined us for this course! Here is some information that will help you to navigate your learning platform and locate course content.

#### **Zoom Access**

Before the first live session please confirm that you can access Zoom:

1. Visit <https://support.zoom.us> and click on **Getting Started**.
2. The **Join** link is available 45 minutes prior to the start of each class. Please click the **Join** link and then **Download and Run Zoom**.

#### **Course Description**

This course provides Project Managers with the knowledge and skills needed to attain the Project Management Professional (PMP®) certification. This course meets the 35-hour classroom requirement for the PMP® Exam. Classes are taught by badged Authorized Training Provider (ATP) instructors who have their PMP® credential, with real life experience in both traditional and agile Project Management approaches. In addition to the 35 classroom hours, students will receive access to a practice exam simulator and mentors who are available to provide guidance and answer questions about the PMP® curriculum.

#### **Target Audience**

This course is designed for the individuals who have on-the-job project management experience regardless of whether their formal job role is project manager, who are not certified project management professionals, and who might or might not have had formal project management training. The course enables candidates to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for the Project Management Institute's Project Management Professional (PMP)® certification.

#### **Skills/Objectives**

In this course, you will learn how to build and manage a team, and to plan, execute, and complete a project that is aligned to the business environment. You will learn the tools and techniques to:

- Create a high-performing team
- Plan and manage the project
- Execute and assess the project work
- Keep the team on track
- Keep the business environment in mind

## **PMP® Exam Prerequisites**

Before you apply, please review the following set of PMP® Certification requirements:

A four-year degree

36 months leading projects

35 hours of project management education/training or CAPM® Certification

— OR —

A high school diploma or an associate's degree (or global equivalent)

60 months leading projects

35 hours of project management education/training or CAPM® Certification

## **Authorized Training Partner (ATP) Training**

An Authorized Training Partner (ATP) is an organization that PMI has approved to offer PMP certification exam prep using the official PMI curriculum that is aligned with the exam.

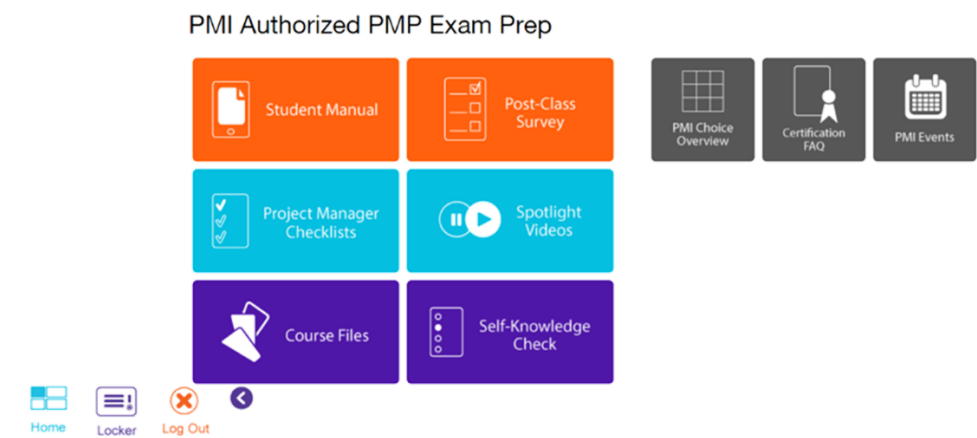
## **Attendance Requirements for Course Completion**

It will take approximately 35 hours to complete the Bootcamp sessions.

**Special Note for PMP Candidates:** The Project Management Institute requires live, real-time attendance in our live instructor-led classes in order for your attendance to count. *There is **no recorded/on-demand option** for this 35-hour Bootcamp to take the place of your live participation.*

## **Required PMP Learner Kit**

Please note that PMI requires all PMP candidates who take ATP training to have a **Learner Kit** prior to taking the PMP Certification Exam. Learner Kit vouchers must be **purchased through Skillsoft** and **redeemed through PMI**. Contact your corporate training staff for more information or watch the PMP Learner Kit Information Video in Percipio or [here](#). The video explains who does/does not need to purchase the kit, how to purchase the kit from Skillsoft and register the kit with PMI, as well as the contents and resources contained in the kit.



## **Bootcamp Syllabus**

### **Session 1**

- Introduction to Project Management and the PMP Exam
- Build a Team
- Define Team Ground Rules
- Negotiate Project Agreements
- Empower Team Members and Stakeholders

### **Session 2**

- Train Team Members and Stakeholders
- Engage and Support Virtual Teams
- Build a Shared Understanding About a Project
- Determine Appropriate Project Methodology/Methods and Practices
- Plan and Manage Scope

### **Session 3**

- Plan and Manage Schedule
- Plan and Manage Budget and Resources
- Plan and Manage Quality of Deliverables
- Integrate Project Planning Activities

### **Session 4**

- Plan and Manage Procurement
- Establish Project Governance Structure
- Plan and Manage Project/Phase Closure
- Assess and Manage Risks
- Execute Project to Deliver Business Value
- Manage Communications

### **Session 5**

- Engage Stakeholders
- Create Project Artifacts
- Manage Project Changes
- Manage Project Issues

- Ensure Knowledge Transfer For Project Continuity
- Lead a Team
- Support Team Performance

### **Session 6**

- Support Team Performance (contd.)
- Address and Remove Impediments, Obstacles, and Blockers
- Manage Conflict
- Collaborate with Stakeholders
- Mentor Relevant Stakeholders
- Apply Emotional Intelligence to Promote Team Performance
- Manage Compliance Requirements

### **Session 7**

- Evaluate and Deliver Project Benefits and Value
- Evaluate and Address Internal and External Business Environment Changes
- Support Organizational Change
- Employ Continuous Process Improvements
- Overview of Agile and Scrum

### **Session 8**

- Overview of Agile and Scrum (contd.)

### **Recommended Hours of Study**

It is recommended that you spend approximately 80-100 hours toward your PMP exam studies. This includes the hours of training, practice exams, and review of the PMBOK Guide and PowerPoint slide content. It is also recommended that you memorize all formulas and familiarize yourself with all of the vocabulary in the PMBOK guide glossary.

### **Certificate of Completion**

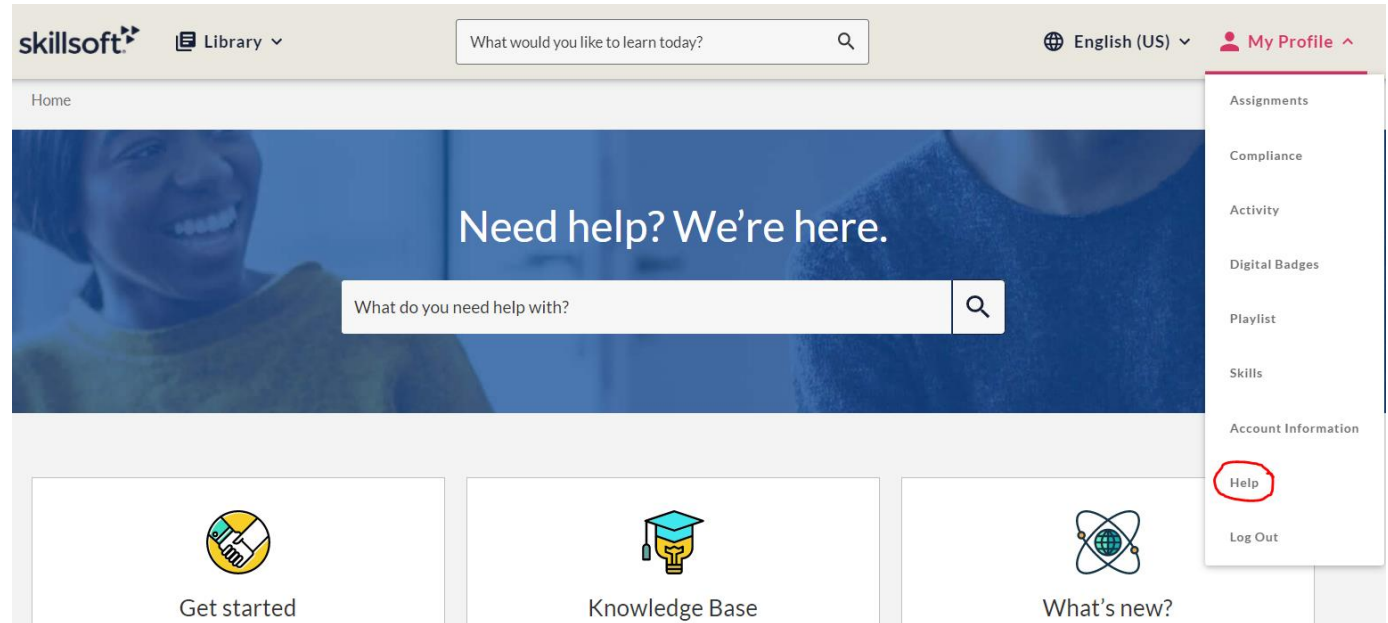
Once you have completed all live Bootcamp sessions, you can access your certificate of completion. The steps are as follows:

1. Visit <https://certificaterequest.skillsoft.com/>, click “Go to Certificate Request”, and enter the Course Title or Course ID to locate the course.  
**Course Title:** Project Management Professional (PMP®) Exam Prep: PMI Authorized Training Partner (ATP) Bootcamp  
**Course ID:** LLPM0015
2. Enter your **completion date** (date of last session) and enter **100** as your score
3. Upload a screenshot of your attendance showing all completed sessions (multiple screenshots are allowed if needed) from your Activity or Learner report within your training portal.

All Activity	PMI PDU	NASBA CPE	Journeys		
TITLE	TYPE	STATUS	STARTED	COMPLETED	SCORE
<a href="#">PMP ATP - June/July Cohort: Live Session 8</a> Live	Bootcamp - Linked Content	✓ Completed	6/2/2021	6/2/2021	
<a href="#">PMP ATP - June/July Cohort: Live Session 7</a> Live	Bootcamp - Linked Content	✓ Completed	6/2/2021	6/2/2021	
<a href="#">PMP ATP - June/July Cohort: Live Session 6</a> Live	Bootcamp - Linked Content	✓ Completed	6/2/2021	6/2/2021	
<a href="#">PMP ATP - June/July Cohort: Live Session 5</a> Live	Bootcamp - Linked Content	✓ Completed	6/2/2021	6/2/2021	

## **Technical Support**

We offer 24/7 support in the event that you need assistance with your Percipio learning platform. To access support, click the arrow to the right of your profile and select “Help”.



## **Course Contact**

Email the mentoring team at [Skillsoft\\_Mentoring@skillsoft.com](mailto:Skillsoft_Mentoring@skillsoft.com).

**Already PMP Certified? You can claim 35 PDUs from the Project Management Institute for this course!**  
You may self-report 35 hours under PMI's CCRS system at <https://ccrs.pmi.org/>.