Course Outline for the Project Management Body of Knowledge-Fourth Edition

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 Test

5. Project Scope Management

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

6. Project Time Management

- Overview of Project Time Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimating Activity Durations
- Develop Schedule
- Control Schedule
- Summary Exercise
- Practice Exercises
- Practice Test

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 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 Test

10. Project Communication Management

- Overview of Project Communication Management
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectation
- Report Performance
- Summary Exercise
- 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 Responses
- Monitoring and Control Risks
- Summary Exercise
- Practice Test

12. Project Procurement Management

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

13. Professional Responsibility

- Overview
- The Meaning of Professional Responsibility
- Section Review
- End of Course Review
- Play Review Game
- Computer-simulated Practice Test

Course Exercises

- Network Diagram Exercises
- Earned Value Exercises
- Practice Tests
- Miscellaneous Exercises Throughout