



Project Management Professional Certification (PMP)[®] (2021 PMI ATP Aligned)

Instructors

Name: Orlando Sequera

Bio: Orlando is a certified Project Management Professional (PMP)[®] and PMI Agile Certified Practitioner (PMI-ACP)[®] with over 15 years in IT. He has worked as a Project Manager in different industries including Travel and Tourism, Healthcare, and Aerospace. In Aerospace, he manages software development projects for the Artemis program with NASA to land the first woman and the next man on the Moon. Orlando received his bachelor's degree in Systems Engineering from Universidad Santa Maria – Venezuela and his master's degree in Project Management from Boston University.

Image:



Instructors Cont'd

Name: Priscilla Bakx-Kabai

Bio: Priscilla is passionate about People and Projects. Aside from being the PMO Officer at Ricoh Europe Supply Chain Management, she is also a Business Owner, a Project Management Institute Authorized Training Partner Instructor, and a certified Mindset Coach and Change Facilitator by The Arbinger Institute. Her professional mission is captured in the name of her company, Go ROHO, which stands for Go Reach One Help One. She aims to be an individual who creates collective value by helping individuals and teams to break old patterns, embed new behaviors and sustain results through embracing a people first approach to Project Management.

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Instructors Cont'd

Name: Susan Daniels

Bio: Susan Daniels, MBA, PMP, DASSM, ATP-I served on the Project Management Institute's (PMI) global task force to define certification requirements. She also contributed to the framework of the PMP exam and PMBOK 7th edition.

In her career Susan has served as an Executive Director for a multimillion-dollar social services agency and a Sr. Strategy Integrator for a \$12 billion enterprise in the healthcare field. Most recently she has been engaged with the University of North Florida and Brenau University to lead their Project Management programs at the undergrad and graduate levels. When Susan is not teaching certification courses via global webinars, she is consulting with fortune 500 companies on how to deliver value sooner.

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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.

Joining the Session

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

1. Visit <https://support.zoom.us> and click on **Getting Started**.
2. Attn Percipio Users - The **Join Now** option is available where you registered for the session in Percipio 15 minutes prior to the start of class.
3. Attn Skillport Users - The **Join** link is available 45 minutes from the Live Session # Details prior to the start of each class. Please click the **Join** link and then **Download and Run Zoom**.
4. Attn All Other Learning Platform Users – Please check with your training provider for information about joining the session.

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 degree (or global equivalent)

60 months leading projects

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

— OR —

Bachelor's or post-graduate degree from a GAC accredited program *(bachelor's degree or master's or global equivalent)

Minimum two years/24 months unique non-overlapping professional project management experience

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

Note: If you are a graduate of a GAC accredited degree program, you will receive a 12-month credit towards the work experience requirement. Also, you can use the GAC course work to fulfill the 35-education contact hour requirement. [Learn more about the PMI Global Accreditation Center for Project Management Education Programs \(GAC\)](#).

If you have any questions about your situation regarding the PMP Exam Prerequisites, please contact [PMI Customer Care](#) directly.

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.

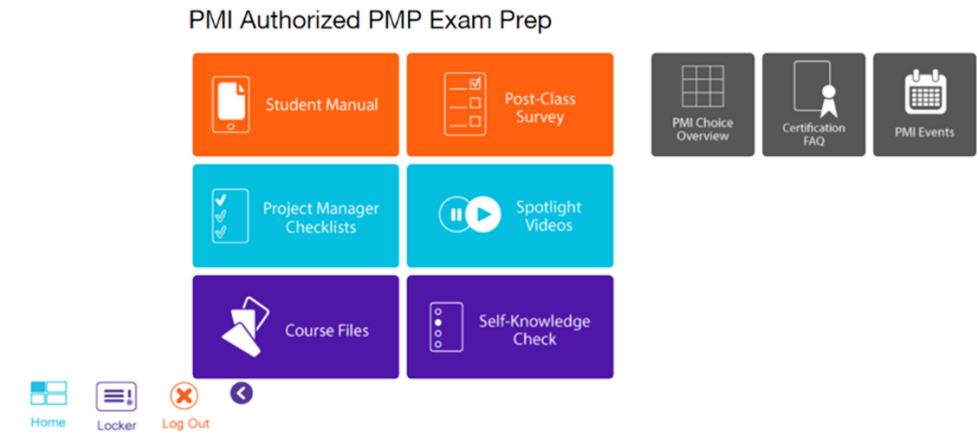
Attendance Requirements for Course Completion

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** [here](#) in GitHub. 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
- Train Team Members and Stakeholders
- Engage and Support Virtual Teams
- Build a Shared Understanding About a Project
- Determine Appropriate Project Methodology/Methods and Practices

Session 2

- Plan and Manage Scope
- Plan and Manage Schedule
- Plan and Manage Budget and Resources
- Plan and Manage Quality of Deliverables

Session 3

- Integrate Project Planning Activities
- 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
- Engage Stakeholders
- Create Project Artifacts
- Manage Project Changes
- Manage Project Issues

Session 4

- Ensure Knowledge Transfer For Project Continuity
- Lead a Team
- Support Team Performance
- 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 5

- 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

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 the vocabulary in the PMBOK guide glossary.

Certificate of Completion

After you have completed the Bootcamp by attending live and making up for any missed sessions according to the attendance requirements, you are eligible to send a certificate request through the Certificate Request Center. The Mentoring Team is unable to confirm your live attendance. Once you submit your certificate request, your live attendance will be verified along with your Attendance Tracker and a 35-hour (PDU) certificate of completion will be emailed to you. Here are the steps to submit your Certificate Request.

Step 1. Navigate to the following web page, click the Request button, read the information, and click Proceed to Request Certificate.

<https://certificaterequest.skillsoft.com/>

Leave the Certificate Program as PMI (PDU). In the Search by Course Id or Course Title field copy and paste the ID, click the checkbox for the course, and click the magnifying glass.

Course Title: PMP® Exam Prep: PMI (ATP) Bootcamp

Course ID: LLPM0015

Click the checkbox under PMI (PDU) and click Next.

Step 2. Select the Completion Date for the Bootcamp based on the date of your last live session attended and enter 100 for the score. If you had to make up a session or two by watching a recording(s) put in the date of the last recording watched.

Step 3. Provide a copy of your attendance tracker. Your attendance tracker is a Word document file that is part of your Bootcamp resources that you can use to manually keep track of when you joined or left a session as well as when you watched the recording to make up for missing up to one live session (for a 5-Day Bootcamp). If you used different names on different days, be sure to record these in the Display Name field. To upload a copy click Browse, navigate to the file, and upload it. If you had to make up a session by watching the recording, be sure to include the date and indicate in one of the fields that you watched the recording.

Note: When you see the message to upload your activity report this is where you upload your attendance tracker in its place.

Step 4. Fill in your user profile and click Next. Be sure to include your first name, last name and email address used from your learning portal and or Zoom. If you used different names/email addresses on different days, be sure to use the name/email address used most often. If the person processing your certificate request has any questions, they will reach out to you.

Step 5. Review the information and submit your request.

Note: Generally, it takes 10 "business days" to receive your certificate by email assuming you haven't been contacted about issues related to your attendance. Please check your Spam or Junk folder for the email address you used for your profile, when submitting your certificate request, in case you were sent an email and it was delivered there instead of your Inbox. If there is no email, you can use the following site to calculate the business days between two dates.

<https://www.timeanddate.com/date/workdays.html>

If you haven't received your certificate by the end of the 10th business day, please do the following.

1. Check the Spam or Junk folder again to see if the email is in that folder.
2. If it's not in your Spam or Junk folder please email certificate.requests@skillssoft.com for a status update.

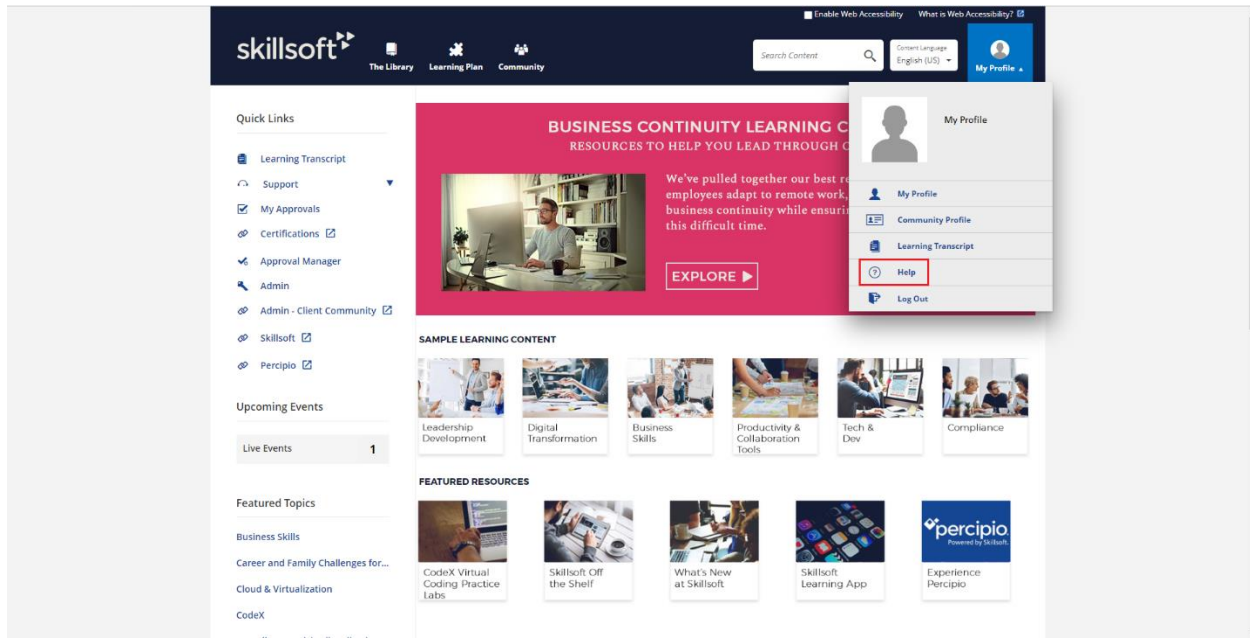
Technical Support

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".

Percipio

The screenshot displays the Percipio learning platform interface. At the top, there is a navigation bar with a 'Library' dropdown, a language selector set to 'English (US)', and a user profile icon labeled 'CM My Profile'. Below the navigation bar is a large orange banner with the text 'What would you like to learn today?' and a search bar labeled 'Search our library'. The main content area is divided into several sections: 'My Assignments' with a 'View Compliance' link, 'Resume Learning' with a grid of course cards, and 'My Skill Benchmarks' with a progress bar for 'CySA+ Incident Response Competency'. A dropdown menu is open from the user profile icon, showing options: 'Assignments', 'Compliance', 'Activity', 'My Live Courses', 'Digital Badges', 'Playlists', 'Skills', 'Account Information', 'Help' (highlighted with a red box), and 'Log Out'.

Skillport



Course Contact

Email the mentoring team at 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/>.