



PMP® EXAM PREP BOOTCAMP

Session 1

**PMI
Authorized Training Partner**

ATTENDENCE TRACKING

Percipio Users:

Name is based on your log in information in Percipio

Using Zoom:

Enter your first and last name

Your Instructor

Orlando Sequera, MSPM, PMP®

www.linkedin.com/in/orlando-sequera-mspm-pmp®-pmi-acp-dasm-dassm-psm-3414478

Orlando Sequera is a certified Project Management Professional (PMP)®, Disciplined Agile Scrum Master (DASM)®, and PMI Agile Certified Practitioner (PMI-ACP)® with over 15 years experience in IT and Aerospace.

Most recently, he managed 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 María – Venezuela and his Master's degree in Project Management from Boston University.



Your Instructor

Priscilla Bakx-Kabai

Go ROHO: www.goroho.com
priscilla.bakx-kabai@goroho.com

www.linkedin.com/in/pkabai

Priscilla is **passionate about people and projects**. She is an **Authorized Training Partner Instructor (ATP-I)** of the Project Management Institute (PMI), and a certified **Mindset Coach** and **Change Facilitator** by The Arbinger Institute.

She is the **Founder and CEO** of Go ROHO, a Netherlands based organization that offers **VPMO (Value Project Management)** and **Consultancy Services** that are founded on a People First Mindset.

Go ROHO stands for **Go Reach One Help One**. This embodies Priscilla's professional vision: **helping individuals thrive!** Three words that best describe her way of working are **Engagement, Communication, and Teamwork**.



YOUR INSTRUCTOR



Global Webinar Instructor

15,000+ students a year in Project Mgmt. certification bootcamps



Program Director

Project Mgmt. graduate degrees



Sr. Strategy Integrator

For a \$12 billion enterprise in the healthcare field



Executive Director

For a multimillion-dollar social services agency



PMI Global Consultant

- Certification Requirements Global Taskforce
- 7th edition PMBOK Standards
- PMP Core Curriculum Co-author
- Northeast Florida Chapter Board of Directors



Susan Daniels MBA, PMP, PMI-ACP

[linkedin.com/in/susandanielspmp](https://www.linkedin.com/in/susandanielspmp)

TARGET AUDIENCE

This Exam Preparation Bootcamp is designed for:

- Anyone preparing to take their PMP exam and need their 35 contact hours for their PMP application.

This Bootcamp is not designed for:

- Anyone preparing for the CAPM exam.
 - Check with your Training Coordinator for the Skillsoft CAPM training. Percipio users use the CAPM self-paced courses.

- Note: Most of the topics in this training are aligned to the CAPM exam objectives
- Missing: The Business Analysis Framework topics are not covered in this Bootcamp.



BREAKS

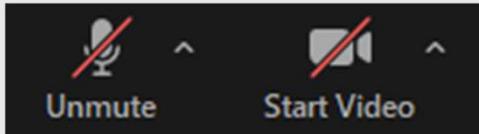


Yes! We will have periodic breaks.

For attendance purposes, please stay logged in during all breaks.

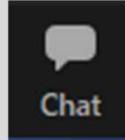


We are saving
everyone's
bandwidth
usage
by
disabling
cameras and
microphones

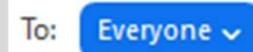


WAYS TO PARTICIPATE

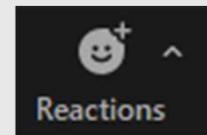
Find the **Chat option** in your Zoom command bar



Change the **To:** field in the blue box to **Everyone**.



Explore the **Reactions option** in your Zoom command bar



This is a fun way to provide quick and easy feedback

CHAT vs Q & A

Please use the **Chat** for:

- **Greetings** before the session starts and during breaks
- Once the session starts , the chat may be closed or changed to *Hosts & Panelists Only* to minimize disruptions and focus on important information.
- The instructor may open the chat during the session for student **to respond to the instructor's questions** and create a group dialog.



CHAT vs Q & A

Please use the **Q&A** for:

- **Technical assistance** – Begin with: Percipio or Non-Percipio student
- Guidance on how to **access course material** – Begin with: Percipio or Non-Percipio
- Clarification and **questions on lecture points**, if not answered by instructor
- The Q&A may be open and closed throughout the session to allow us to address questions/issues in a timely manner.
- **Please be very patient, the support team responds to many inquiries per session**



ACCESSING COURSE MATERIALS

This Bootcamp 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...

[View More ▾](#)

The screenshot shows a course page for "PMP ATP: PMP ATP". At the top, there's a banner with the text "PMP ATP is the Option for the Current Bootcamp". Below the banner, there are navigation links: Courses, Books, TestPrep, Register and Join Sessions, Watch (highlighted with a red border), Read, Practice, Attend, and Resources. A sidebar on the left says "Best Practices for attendance!" and includes a "You are here!" location pin icon. The main content area shows a course titled "PMP ATP Attendance 5-Day and 8-Day" with a duration of "8m 33s". The course description states: "Learn how attendance is tracked." To the right of the course title, there are three small icons: a person icon, a gear icon, and a three-dot menu icon.

If you are part of the Onward to Opportunity program,

and you are not sure how to find your resources in Percipio, ...

please check with your O2O advisor about locating your resources or use GitHub



ACCESSING COURSE MATERIALS

<https://github.com/Skillsoft-Content/PMP5Day>

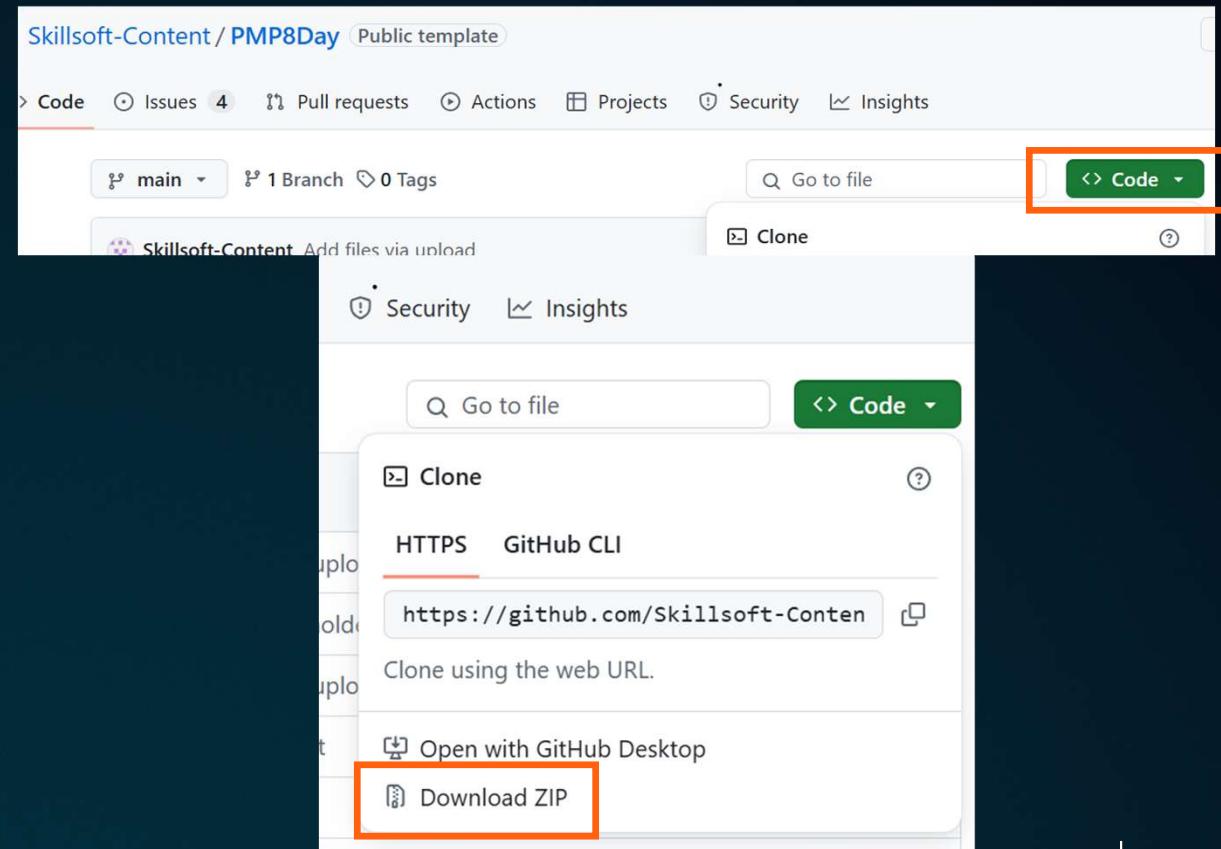
Or

<https://github.com/Skillsoft-Content/PMP8Day>

Any user can access the resources from GitHub even Percipio users.

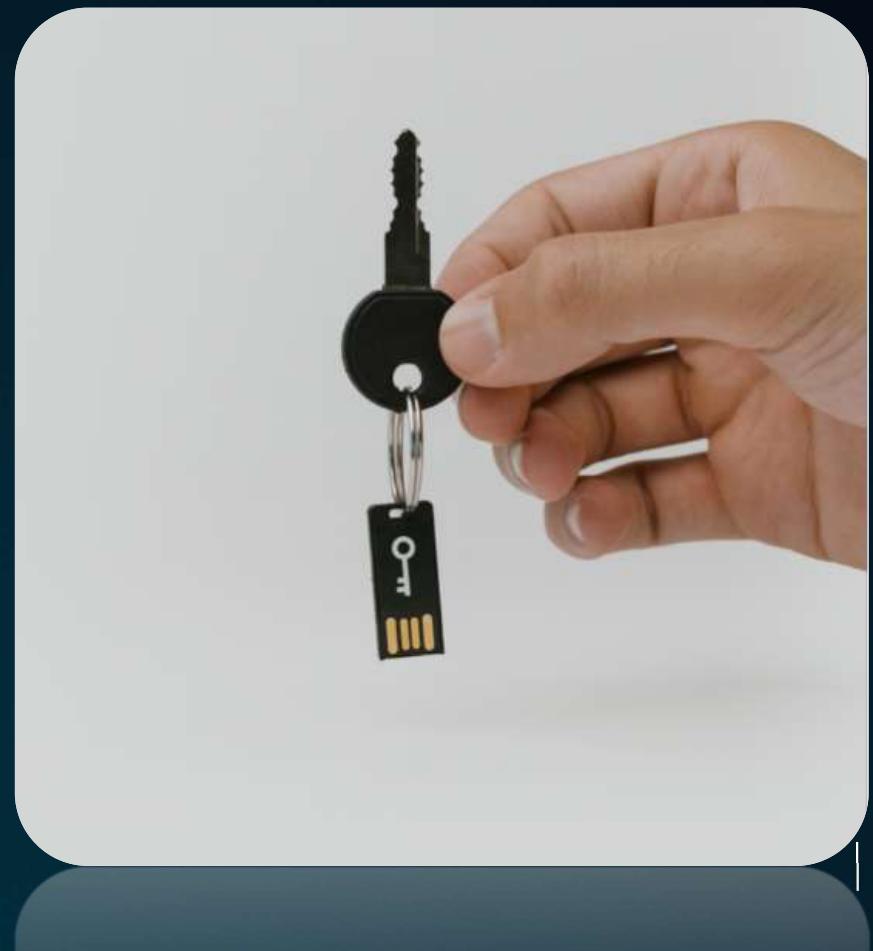
1. Click <> Code
2. Download Zip.
3. Right click to unzip the downloaded .zip file.
4. Access the files from the folders.

Also check your learning portal for any available courses, books or test-prep exams



PMI LEARNER KIT

- If you intend to take the PMP exam, you are required to have your own Learner Kit before submitting this training on your application to PMI for the hours to be recognized as authorized training.
- *This is a PMI Requirement as part of the Authorized Training Partner Agreement (ATP) agreement between Skillsoft and PMI.*
-



PMI LEARNER KIT

- The PMI Learner Kit must be purchased through Skillsoft and redeemed through PMI.
 - Please see the **PMI Learner Kit Instructions** file in your Bootcamp documents in Percipio or GitHub..
 - Please contact your corporate training administrator for support.



- WHAT IF,...
 1. Your organization isn't providing you access to the kit
 2. You have an individual subscription to Percipio, or
 3. You are not a Percipio user, then
You can purchase a kit using the following URL: <https://www.skillsoft.com/pmp-voucher-offering>

IS LIVE ATTENDANCE REQUIRED?

- **YES**, if you are taking this training to register for the PMP exam
- You are **allowed to miss up to two sessions IF** you make up the sessions by **watching the video replays**.
- A **missed session means** you were disconnected for **more than a total of 15 mins** for the duration of the session.
- If you **miss three or more sessions**, you will need to make up the missed time by **attending live in another 8-day cohort**.
- *Please see the Bootcamp Calendar for information about upcoming sessions at: <http://calendar.skillsoft.com/>



ACCESSING THE

VIDEO REPLAYS

1. Go to: <https://github.com/Skillsoft-Content/PMPReplay>
2. Replays will be available within 2 business days after the session ends.
3. Click on the Excel file for the year you attended the Bootcamp. You won't see a *file open* option, but it is selected.
4. Click the *Download raw file* button on the far left-hand side.
5. Open the downloaded file using this password: pmpB00tcampReplay!

Those are zero's not the letter O. The password is case sensitive.

7. Locate and open the worksheet tab that corresponds with the bootcamp you attended
8. Make a note of the passcode.
9. Paste the provided link into your browser.
10. Complete the required registration steps
11. Input the passcode when prompted
The password to open the Excel file is NOT the passcode to access the replay.

Note: Replays will be available for 1 year.
They are not available for download.

No limit to watch replays to study



STAYING CONNECTED

Disconnecting from Percipio or Skillport on a regular basis in the Live Session?

- Please contact **Customer Support** directly
<https://support.skillsoft.com/bootcamps> for assistance.
- **Ask for the Zoom details** in the session through the Q&A to join directly through Zoom **as a backup** (good for all sessions in your Cohort).
- **Track** your total **time missed**/disconnected from the session over the 4 hours
- **No need to let us know you have rejoined the session** after being disconnected or that you have missed time. These messages will be dismissed.



LOG IN W/ CORRECT NAME

Joining from your Learning Portal:

- Check your first and last name is correct in your Learning Portal.
- If it is not visible in your learning portal, check a **course completion certificate** (if available) or ask the **Admin** within your training organization.
- If you don't know whom that person is, please reach out to Skillsoft Support support@skillsoft.com to see if they can provide their contact details.

Joining through Zoom:

- If you join through the browser link, please enter your First and Last Name when prompted
- If you join through Zoom using the Desktop Client or Phone App, please use a Zoom account created through Zoom that has your First and Last Name.



ATTENDANCE TRACKING

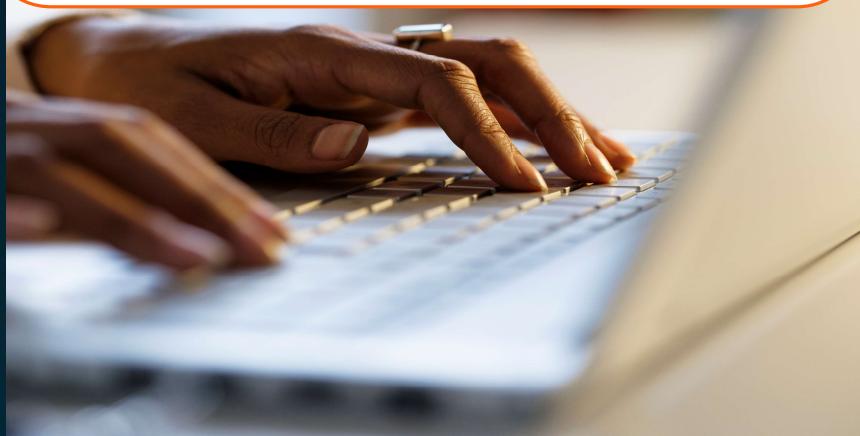
1. Although Percipio and Zoom systems track your grand total time logged in.
 - **YOU HAVE TO TRACK YOUR OWN ATTENDANCE**
2. The mentors can't see/verify that information for you.
3. The attendance tracker is **submitted at the end of the 5 day or 8-week course and not before.**
4. PMI-ACP Attendance Tracker file is a Word document with instructions. It **does not** have your attendance recorded.
5. You will need to fill out the table on page 1 and upload it if you must manually request your certificate of completion. Information on manually requesting certificates is covered in an upcoming slide.



THE ATTENDANCE TRACKER

Percipio Users:

Check the **Resources tab** to the right of Attend tab in your Bootcamp channel to download it to your computer.



All Users:

<https://github.com/Skillsoft-Content/PMP5Day>

Or

<https://github.com/Skillsoft-Content/PMP8Day>

1. Click <> Code
2. Download Zip
3. Right click to unzip the downloaded .zip file.
4. Access the files in the folders

TRACKING ATTENDANCE EXAMPLE

On Page 1 of your Attendance Tracker
for each session:

- Record total missed time
- Or
- Record 0, zero, if you have not missed time in a session.

Calculation Example

Session Starts

- Disconnected: 11:00 AM
Rejoins: 11:05 AM
- Disconnected: 1:15 PM
Rejoins: 1:17 PM

Session Ends

Time Missed $11:05 - 11:00 = 5 \text{ mins}$

Time Missed $1:17 - 1:15 = 2 \text{ mins}$

Total Time Missed = 7 mins



CERTIFICATE OF COMPLETION

Percipio Users:

When attending live,...
always login through Percipio even
if you are simultaneously logged in
through Zoom.

- This helps ensure
Percipio auto generates the
certificate at the end.

To check your certificate auto-generated after the last session:

- Log into Percipio
- > Select **My Learning** in the upper right corner
- > Select **Learning activity**
- > Select the "**PMI PDU**" tab
- > Locate your **ATP PMP Bootcamp**
- > Select the **three vertical dots** to the far right
- > Click **Download Certificate**.



CERTIFICATE OF COMPLETION

PERCIPPIO USERS

Your **certificate will not auto generate** after the last session ends **IF** the following situations happen:

1. You didn't log into the Bootcamp through Percipio or the Percipio calendar link for one or more sessions.
2. You missed too much time in one or more sessions.
3. Your organization turned off certificates.

Then you will have to manually submit an application for the certificate of completion.



CERTIFICATE OF COMPLETION

NON PERCIPIO USERS and

PERCIPIO USERS (who don't have their certificate auto-generated)

- To manually request your official certificate:

Review the instructions in the Attendance Tracker file, which explains how to **manually request a certificate. DO NOT** manually request a certificate until **after the Bootcamp is over** and you have **made up any missed session(s)** if applicable.

Attendance Tracker Word document file can be found at:

<https://github.com/Skillsoft-Content/PMP5Day>

<https://github.com/Skillsoft-Content/PMP8Day>

1. Click <> Code
2. Download Zip.
3. Right click to unzip the downloaded .zip file.
4. Access the files in the folders.



VIDEOS TO WATCH

We recommend watching the following videos in between the 1st and 3rd sessions

Percipio Users:

- PMP ATP Certificates of Completion
- PMP ATP Learner Kit Information

All Users Via GitHub:

- Certificates of Completion
- PMP ATP Learner Kit Information

Attendance Tracker Word document file can be found in GitHub:

<https://github.com/Skillsoft-Content/PMP5Day> or

<https://github.com/Skillsoft-Content/PMP8Day>

1. Click <> Code
2. Download Zip.
3. Right click to unzip the downloaded .zip file.
4. Access the files in the folders.



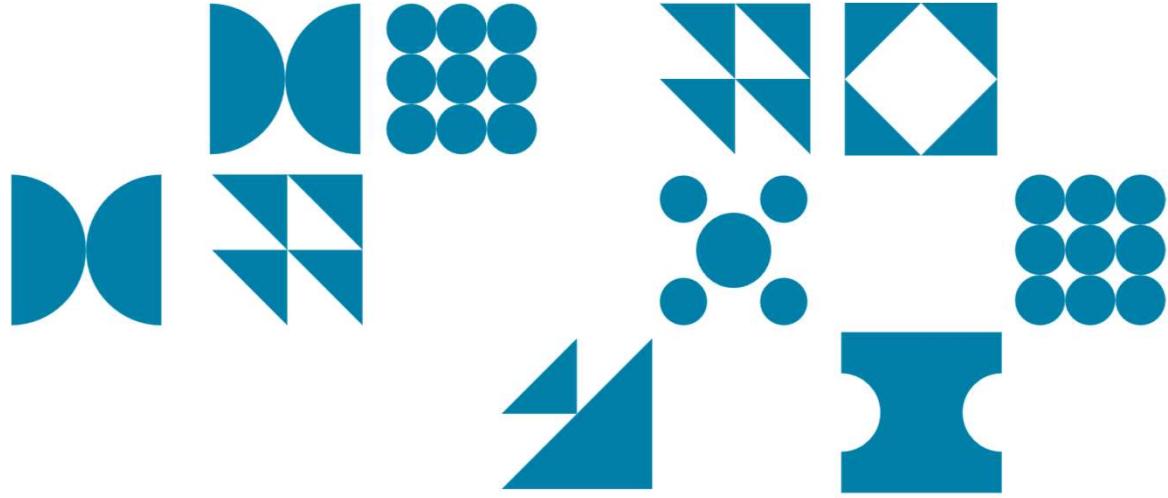


PMI® AUTHORIZED PMP® EXAM PREP COURSE

Version 3.2 | 2023 Release



©2023 Project Management Institute, Inc. All rights reserved.
This material is being provided as part of a PMI® course.



Welcome

Thank you for joining the PMI® Authorized PMP® Exam Prep course.

If you've earned your CAPM® certification with us, welcome back!

Or if you're coming from another project management background, certification or work experience, we are pleased to welcome you to PMI's community of learning.

We are proud of our 50-year history of peer-to-peer learning and membership and wish you the best of luck as you undertake your PMP® exam preparations.



You, Getting Certified



- Four-year degree
- 36 months leading projects
- 35 hours of project management education/training or CAPM® certification

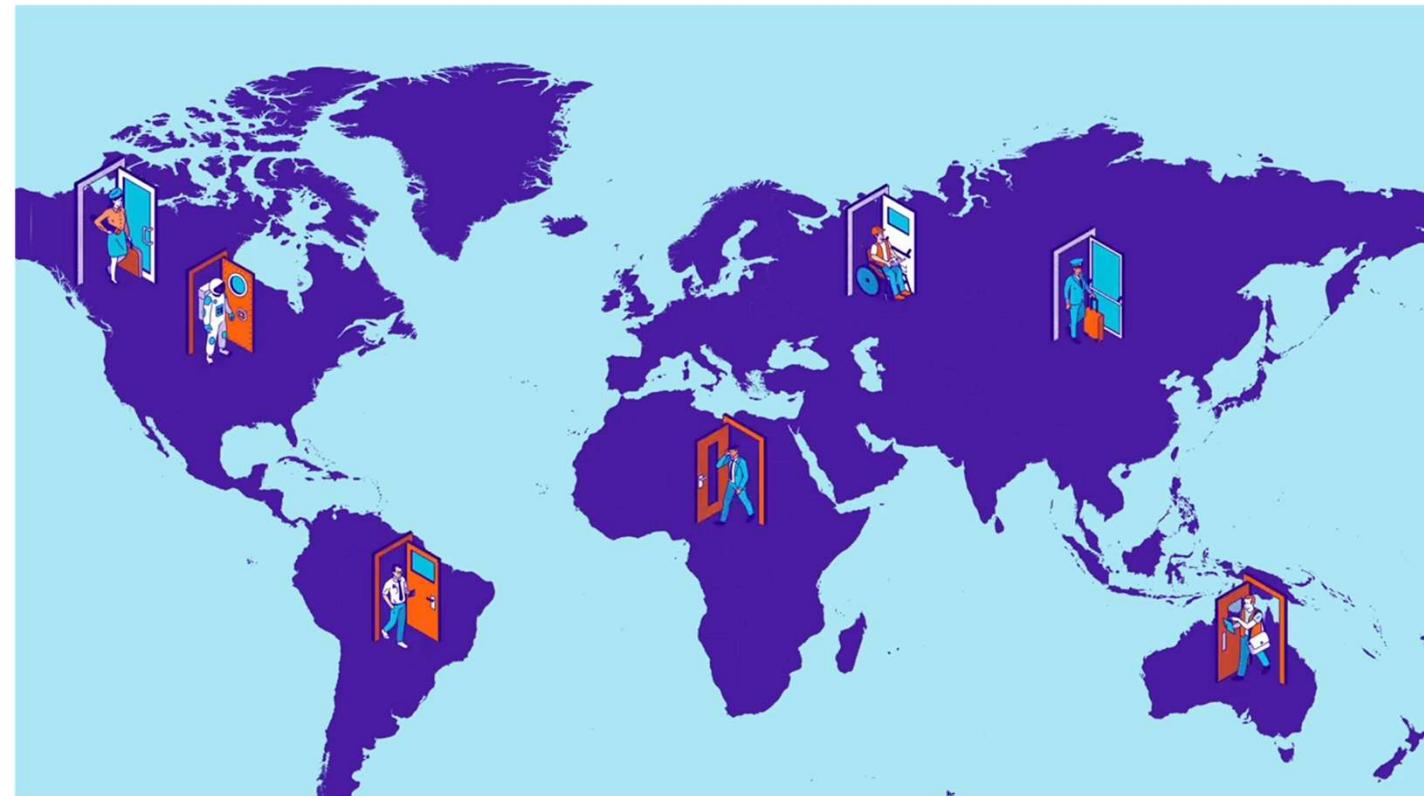
— OR —

- 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

The Project Economy

The Project Economy backs the most important work all over the world.

No matter where you are, learning our core principles means you have a guided, lifetime practice in project management.



The PMP® Certification Exam

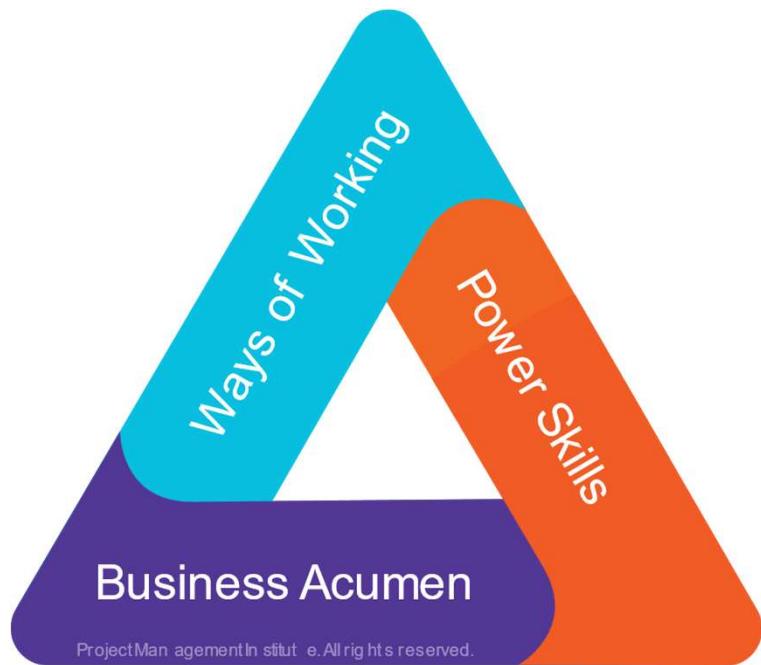
The PMP® exam includes content that spans the value delivery spectrum, including **predictive**, **adaptive** and **hybrid** approaches. It was updated in 2021 to reflect the fuller complement of skills and approaches found in our dynamic and global profession.

Just like the sides of the PMI Talent Triangle®, we focus on three performance domains in project management:

People | Power Skills – 42%

Process | Ways of Working – 50%

Business Environment | Business Acumen – 8%



Learning Topics



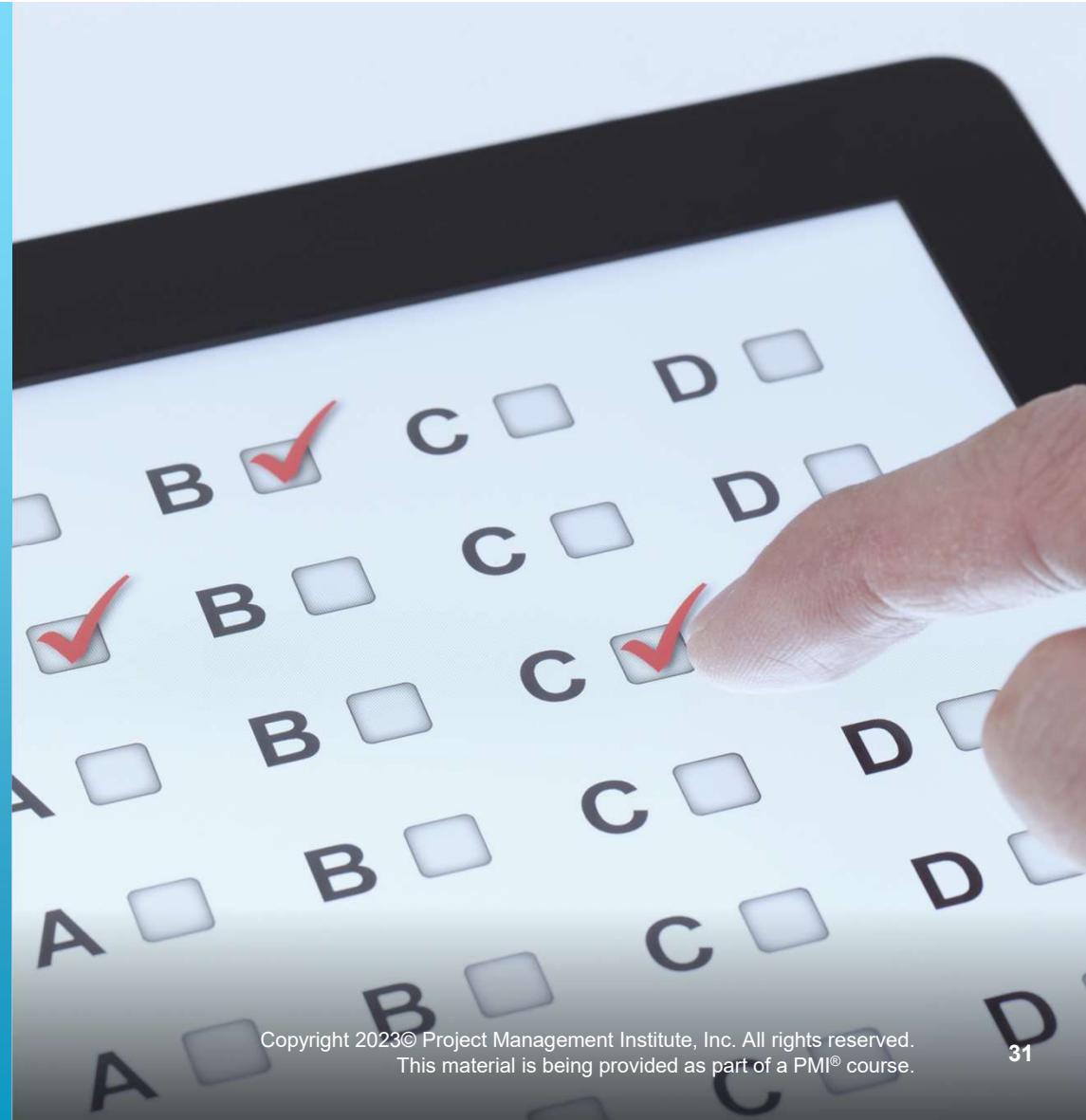
The learning topics in this training come directly from the PMP® exam content outline (ECO). The ECO is the basis for the PMP® exam.

The relevant ECO content appears at the end of each topic, for your reference.

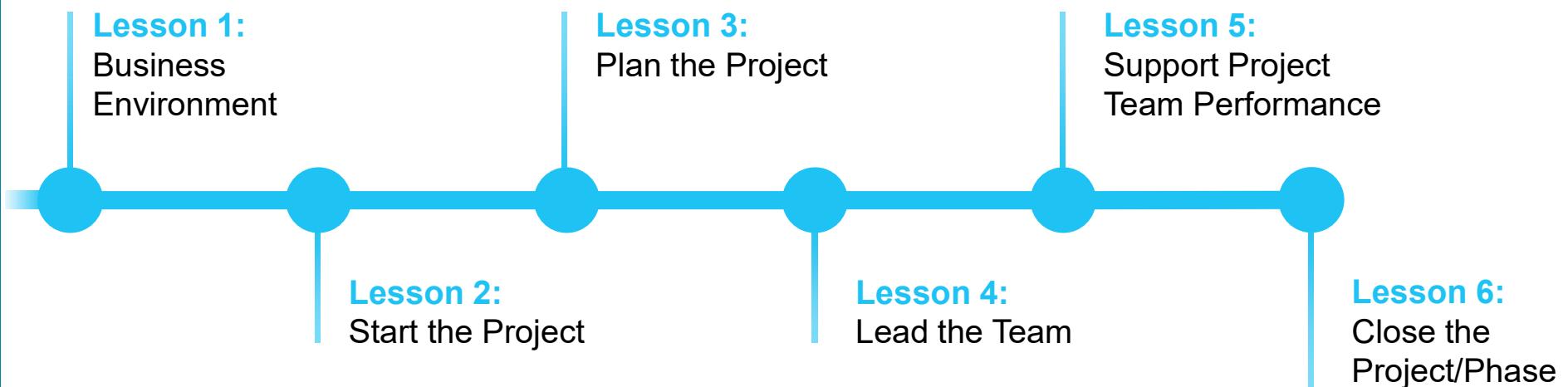
The ECO was created by a global selection of PMI members who hold the PMP® certification and work in diverse industries. It includes what they think you need to know to do the job, including experience and broader business concepts.

The PMP® Exam Format

- 180 questions
- 230 minutes to complete the exam
- Two optional 10-minute breaks for computer-based (online-proctored) tests, including center-based tests; paper-based exams have no breaks
- Questions are multiple-choice, multiple response, matching, hotspot and fill-in-the-blank

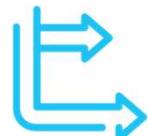


Contents



About This Course

Life cycle icons: To help highlight and differentiate concepts typical or unique to a certain life cycle, we use the corresponding icon:



Predictive



Adaptive



Hybrid

Other icons



Important



Interactive



Use Expert Judgment



Tools / Techniques



Question



Discussion



Note

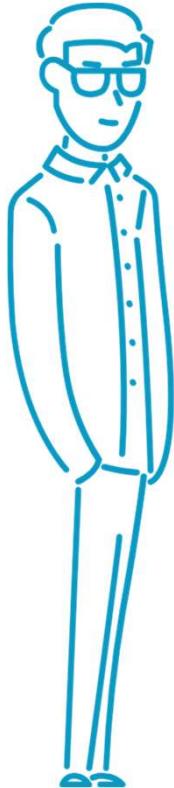
Project management terminology: A course glossary is included as a PDF file. Your instructor may show definitions from the glossary on slides during the course.

Example: Project Management | Defined words are colored or an asterisk () is placed next to them.*

Definition Slider

Project Case Study:

Student Resource



SHAWPE

— INDUSTRIES —

Meet our **project manager, Ang Fen** and interact with him, the project team and stakeholders!

This is an immersive, fictional scenario of a hybrid project which includes review and reinforcement of project management concepts and practice exam questions.

Shawpe Lifestyle Centre (SLC) Project



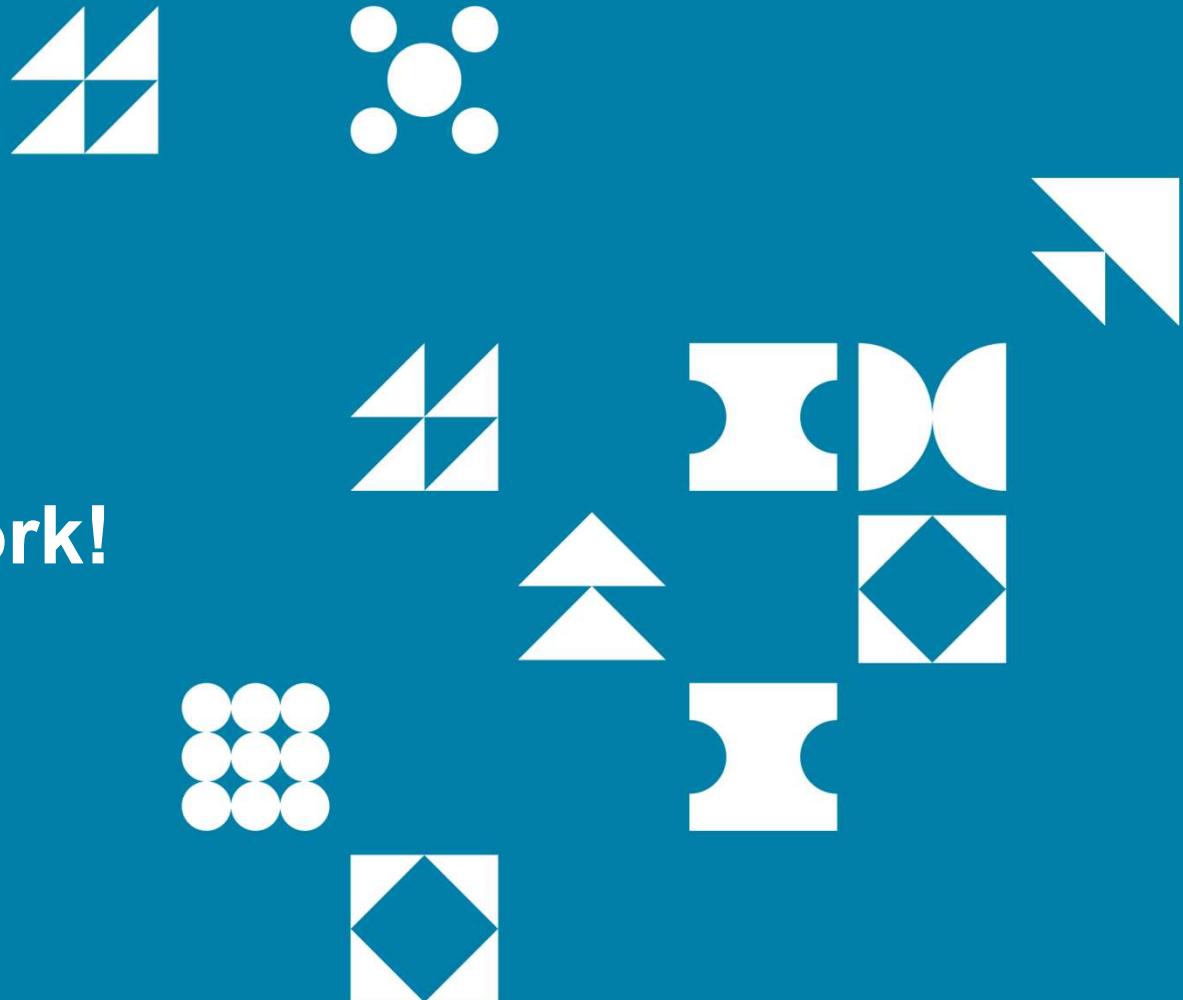
LIFESTYLE CENTRE

The project team will develop and build a “lifestyle centre” in the historic Oasestown district, including design and occupancy of retail and community spaces

- Funding partner: Oasestown Municipality
- Development partner: Oases Architects
- US \$7 million initial capital budget
- 36-month timeline



Let's Get to Work!



©2023 Project Management Institute, Inc. All rights reserved.
This material is being provided as part of a PMI® course.

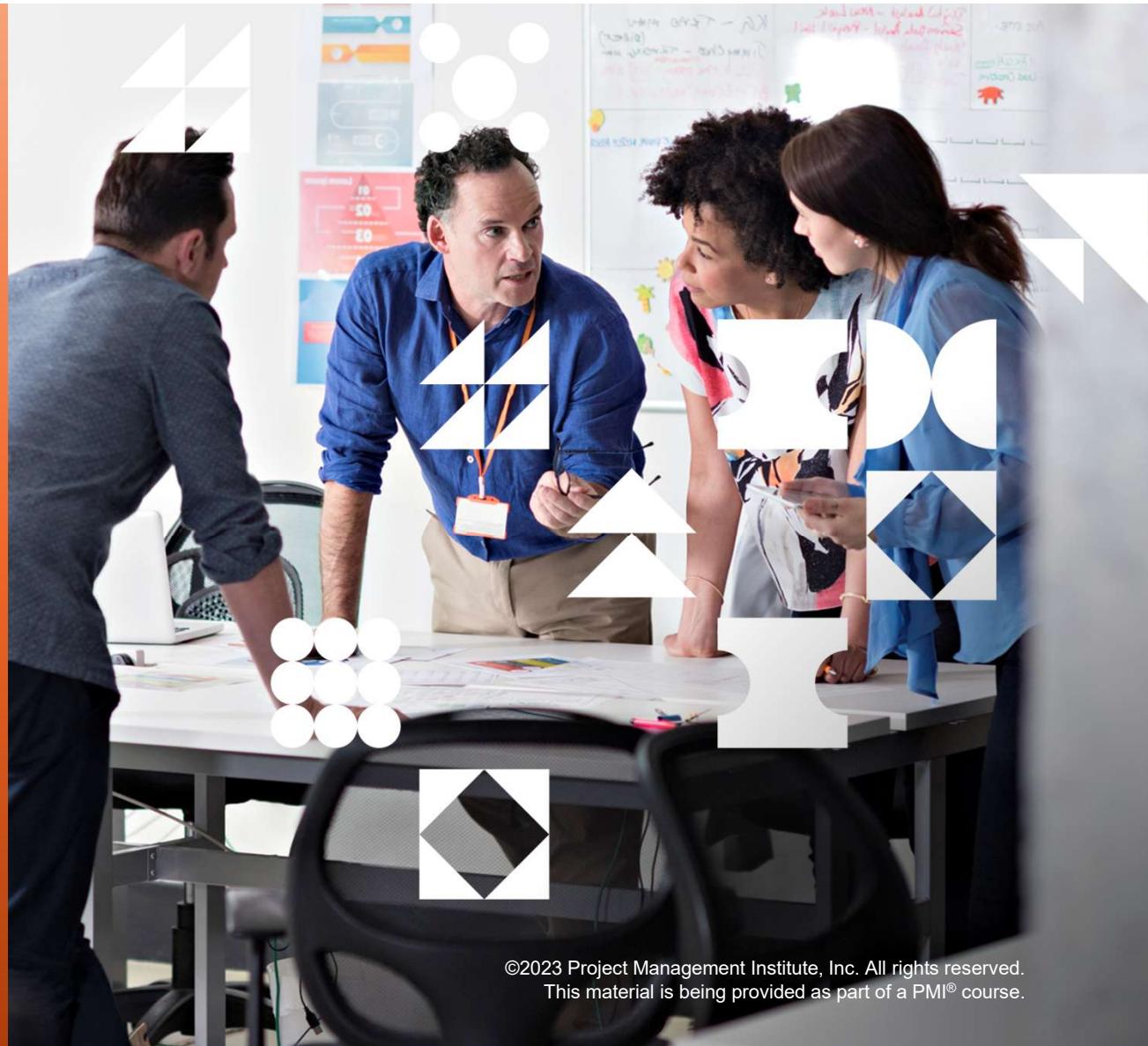
Mapping this course to the Student Workbook

	Business Environment Lesson 1	Start the Project Lesson 2	Plan the Project Lesson 3	Lead the Project Team Lesson 4	Support Project Team Performance Lesson 5	Close the Project/Phase Lesson 6
Topic A	(IA) Foundation	(2A) Identify and Engage Stakeholders	(3A) Planning Projects	(4A) Craft Your Leadership Skills	(5A) Implement Ongoing Improvements	(6A) Project Phase/Closure
Topic B	(IB) Strategic Alignment	(2B) Form the Team	(3B) Scope	(4B) Create a Collaborative Project Team Environment	(5B) Support Performance	(6B) Benefits Realization
Topic C	(IC) Project Benefits and Value	(2C) Build Shared Understanding	(3C) Schedule	(4C) Empower the Team	(5C) Evaluate Project Progress	(6C) Knowledge Transfer
Topic D	(ID) Organizational Culture and Change Management	(2D) Project Approach	(3D) Resources	(4D) Support Team Member Performance	(5D) Manage Project Issues and Impediments	
Topic E	(1E) Project Governance		(3E) Budget	(4E) Communicate and Collaborate with Stakeholders	(5E) Manage Project Changes	
Topic F	(1F) Project Compliance		(3F) Risks	(4F) Training, Coaching and Mentoring		
Topic G			(3G) Quality	(4G) Manage Conflict		
Topic H			(3H) Integrate Plans			

LESSON 1

BUSINESS ENVIRONMENT

- Foundation
- Strategic Alignment
- Project Benefits and Value
- Organizational Culture and Change Management
- Project Governance
- Project Compliance



Learning Objectives

- Define ‘project’ and how it relates to the larger discussion of project management.
 - Discuss the different types of organizational structures and how they relate to your project’s management.
 - Discuss the principles of project management.
 - Discuss the principles of agile and how they relate to your project’s management.
- Discuss strategic alignment and its elements.
 - Explain the impact of business factors on strategic alignment.
 - Determine how projects align with business strategy.
 - Identify types of business value.
- Describe change management theory and its relation to organizational change.
- Define and discuss project governance.
- Explain project compliance and its importance.



Foundation

TOPIC A

Project

A project:

- Creates a unique product, service or result
- Is time-limited
- Drives change
- Enables value creation for a business or organization

Project success depends on:

- Organizational project maturity
- Project manager effectiveness
- Funding and resource availability
- Team member skill levels
- Collaboration and communication within the team and with key stakeholders
- Understanding of the core problem and related needs

The Evolution of Project Management



Can you describe, in your own words, how project management has changed during this time?



ca. 1969 – PMI founded

The application of knowledge, skills, tools and techniques to project activities to meet the project requirements

2022 - Toward a systems view

“Projects do not simply produce outputs, but more importantly, enable those outputs to drive **outcomes** that ultimately deliver value to the organization and its stakeholders.”

- *PMBOK® Guide* - Seventh Edition

Project Management Life Cycles and Development Approaches

	Description	Key Roles	Value Delivery Proposition
	<p>Plan-based approach:</p> <ul style="list-style-type: none">Activities completed in a distinct or linear fashionNew phase begins only when the previous phase is completed	<ul style="list-style-type: none">Project sponsor authorizes projectTeam led by project manager	<ul style="list-style-type: none">Deliverables transitioned to customer at completionValue realized in both short and long term
	<p>Change-based approach:</p> <ul style="list-style-type: none">Agile, incremental or iterative developmentTimeboxed cadence (iterations/sprints) or continuous flow	<ul style="list-style-type: none">Product owner controls value propositionProject team delivers workProcess roles include team lead, scrum master, agile coach, facilitator	<ul style="list-style-type: none">Iterative or incremental delivery to customer during life cycleRegular customer feedback cycle enables continuous development of value toward a "final" product
	Any combination of the above		

Project Management Office (PMO)*



Many large and established project-oriented organizations have a PMO, but PMOs are not a requirement for project management practice.

PMOs can be:

Supportive

- Develop best practices, methodologies, standards and templates
- Coach, mentor, train, guide project managers

Controlling

- Monitor compliance with project management standards, policies, procedures and templates via project audits

Directive

- Manage shared resources
- Coordinate communication across projects

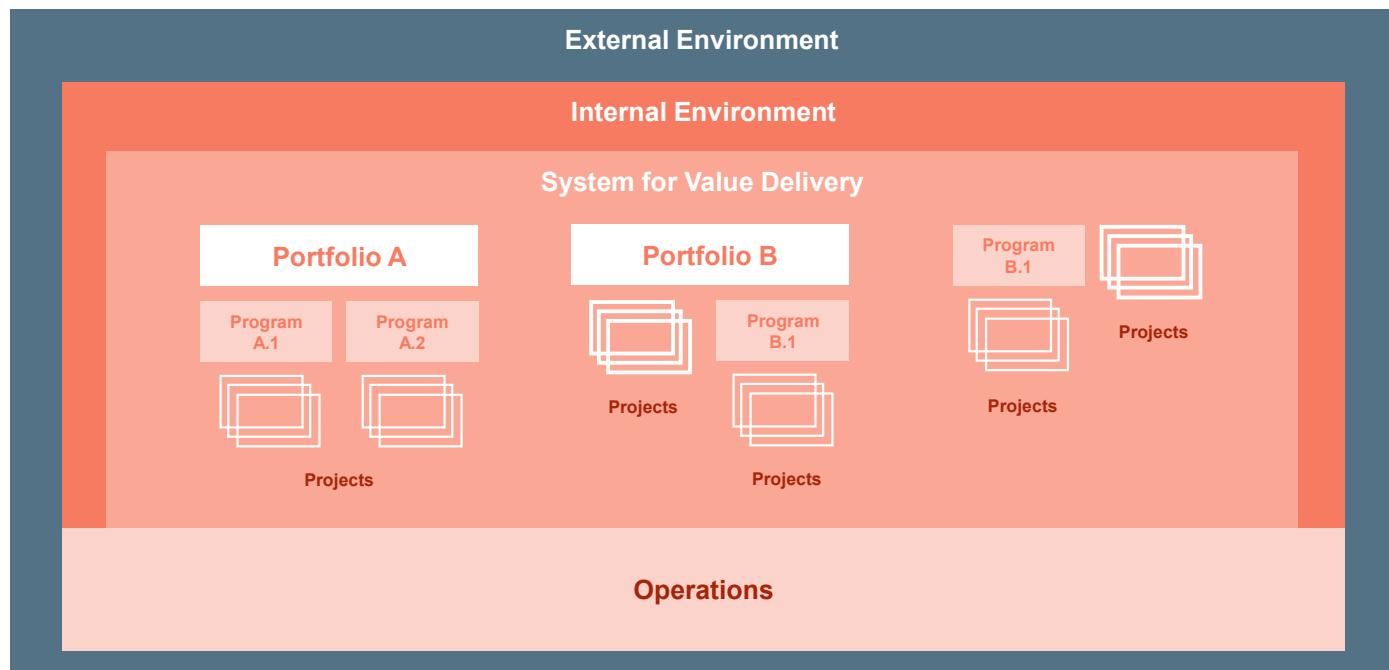
Agile Centers of Excellence (ACoEs)
aka Value Delivery Office (VDO)

ACoEs enable, rather than manage, project efforts:

- Coach teams
- Build agile mindset, skills and capabilities throughout the organization
- Mentor sponsors and product owners

OPM: A System for Value Delivery

Organizational project management (OPM) – strategy execution framework that coordinates project, program, portfolio and operations management, and which enables organizations to deliver on strategy



Projects, Programs, Portfolios

Portfolio Management

Collection of projects, programs, subsidiary portfolios and operations managed in a group to achieve strategic objectives

Aligns with business strategies

Program Management

Group of related projects, subsidiary programs and program activities managed in a coordinated manner to obtain benefits not available from managing them individually

Controls components and interdependencies to realize benefits

Project Management

Part of a broader program, portfolio or both

Enables achievement of organizational goals and objectives



Organizational Structures

- Functional
- Matrix
- Project-oriented
- Composite

Organizational structure and governance affects/determines:

- How organizational groups and individuals interrelate
- How much authority the project manager has
- What resources will be available
- How the project will be conducted

Relative Authority in Organizational Structures

	Functional	Matrix	Project-oriented
Team member loyalty	Functional department	Conflicted loyalty	Project
Team member reporting	Functional manager	Both functional manager and project manager	Project manager
Project manager role	Seldom identified	Coordinator to full project manager	Full-time and responsible
Team member role	Part-time on project	Part-time on project	Full-time on project (preferred)
Control of project manager over team members	Nonexistent (functional manager controls)	Medium – shared with functional manager/sponsor	High

Interactive/Activity



Think of your current or a recent project. Can you identify the organizational structure type and describe how it affects your project in the following ways?

- How organizational groups and individuals **interrelate**
- The project manager's authority
- **Resource** availability
- How the project is **conducted**



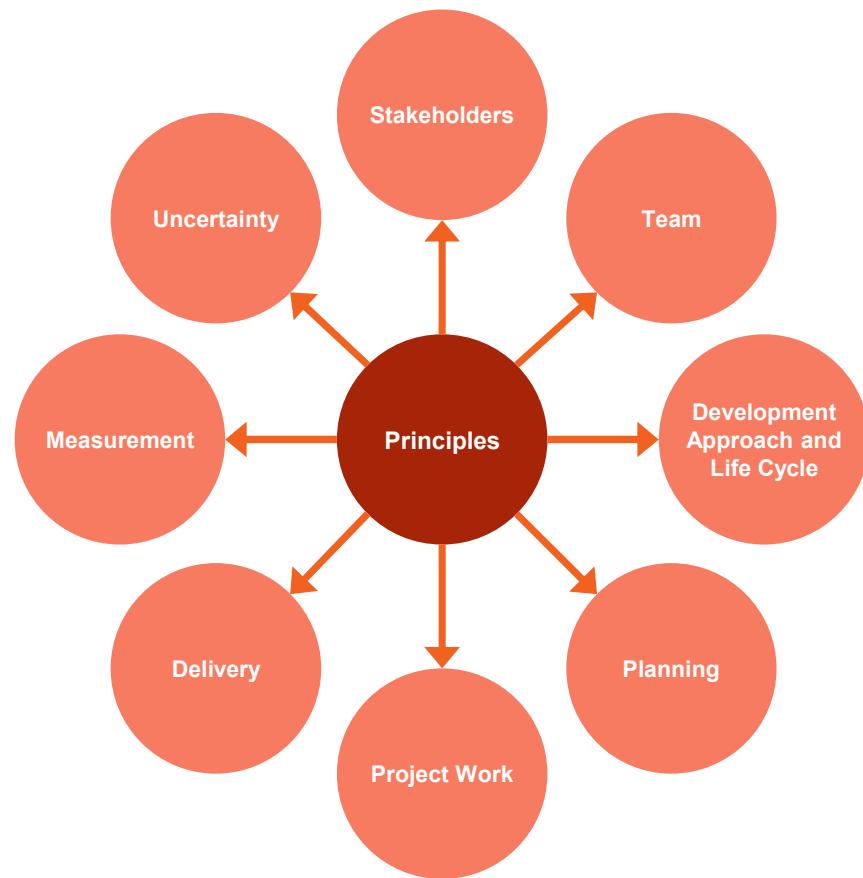
Project Management Principles

Guidance for All Project Practitioners

-
- a. Be a diligent, respectful and caring steward
 - b. Recognize, evaluate and respond to system interactions
 - c. Navigate complexity
 - d. Create a collaborative project team environment
 - e. Demonstrate leadership behaviors
 - f. Optimize risk responses
 - g. Effectively engage with stakeholders
 - h. Tailor based on context
 - i. Embrace adaptability and resiliency
 - j. Focus on value
 - k. Build quality into processes and deliverables
 - l. Enable change to achieve the envisioned future state

From Principles to Performance Domains

Use the 12 principles to guide behavior in the 8 project performance domains



Agile

Derived from:

- Four values from the Agile Manifesto
- 12 principles



There are more than 50 known agile practices and methods in use!



The Agile Manifesto for Software Development

“We are uncovering better ways of developing software by doing it and helping others do it.

Through this work we have come to value:

Individuals and interaction	over	Process and tools
Working software	over	Comprehensive documentation
Customer collaboration	over	Contract negotiation
Responding to change	over	Following a plan

That is, while there is value in the items on the right, we value the items on the left more.”

-2001

Principles Behind the Agile Manifesto

1 to 6

-
1. Our highest priority is to satisfy the customer through early and continuous delivery of valuable software.
 2. Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage.
 3. Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.
 4. Businesspeople and developers must work together daily throughout the project.
 5. Build projects around motivated individuals. Give them the environment and support they need and trust them to get the job done.
 6. The most efficient and effective method of conveying information to and within a development team is face-to-face conversation.

Principles Behind the Agile Manifesto

7 to 12

-
- 7. Working software is the primary measure of progress.
 - 8. Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely.
 - 9. Continuous attention to technical excellence and good design enhances agility.
 - 10. Simplicity – the art of maximizing the amount of work not done – is essential.
 - 11. The best architectures, requirements, and designs emerge from self-organizing teams.
 - 12. At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behavior accordingly.

Agile:

The “Far Side” of Adaptive Approaches



“Doing Agile vs. Being Agile”

Agile means:

- Iterations are likely to be shorter
- Product is more likely to evolve based on stakeholder feedback

Still used for software development, and agile principles have been applied to other kinds of development projects, vis-à-vis *the agile mindset*.

- Adopt a flexible, change-friendly way of thinking and behaving
- Understand the purpose of these practices
- Select and implement appropriate practices based on context
- Internalize agile values, mindset and behavior

Tailor* Projects to Contexts

Because each project is unique, we adapt methods to the unique project context to determine the most appropriate ways of working to produce the desired outcomes.



Tailor iteratively and continuously throughout the project



Tailor Hybrid Approaches, Processes, Practices and Methods



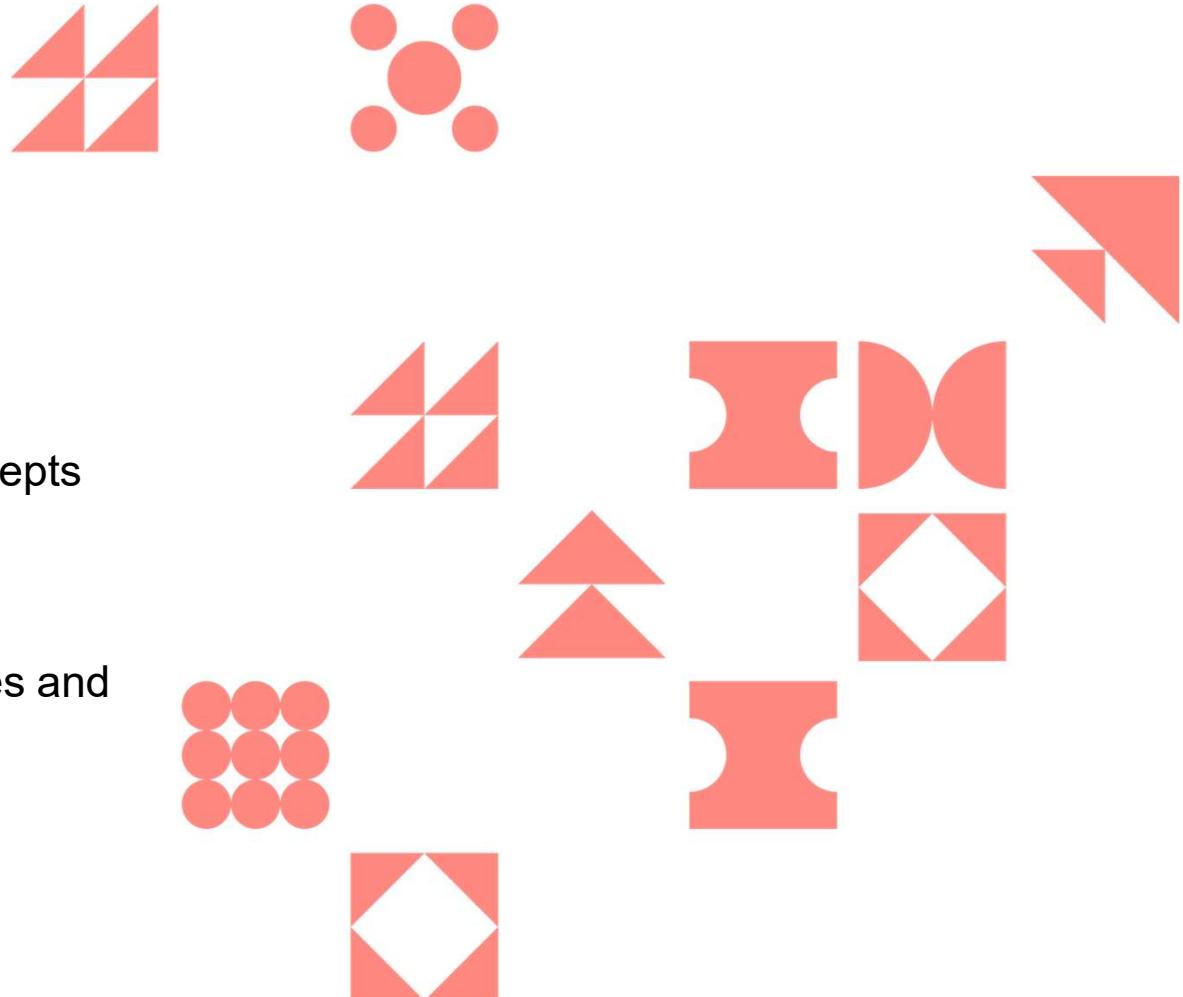
Apply product knowledge, delivery cadence and awareness of the available options to select the most **appropriate development approach**

Tailor **processes** for the selected life cycle and development approach; include determining which portions or elements should be added, modified, removed, blended, and/or aligned

Tailor **practices and methods** to the environment and culture

Topics Covered

- Foundational project management concepts
- Project management principles
- The Agile mindset
- Tailoring – hybrid approaches, processes and practices in project management



©2023 Project Management Institute, Inc. All rights reserved.
This material is being provided as part of a PMI® course.



Strategic Alignment

TOPIC B

PMI Talent Triangle®



The PMI Talent Triangle® reflects the skills needed by today's project professionals and changemakers as they navigate the evolving world of project management.

Ways of Working

Mastering diverse and creative ways (predictive, adaptive, design thinking) to get any job done

Power Skills

The critical interpersonal skills required to apply influence, inspire change and build relationships

Business Acumen

Effective decision-making and understanding of how projects align with the big picture of broader organizational strategy and global trends

Strategic Alignment and Business Management Skills

Do you:

- Know your organization's **strategic plan**?
- Understand how project goals matter to an organization's long-term vision and mission?
- See a high-level overview of the organization?
- Have a working knowledge of business functions?
- Have pertinent product and industry expertise?

Can you:

- Explain the essential business aspects of a project?
- Work with SMEs and a sponsor to develop an appropriate project delivery strategy?
- Implement strategy to maximize the business value of project?

Strategic Management Elements and Frameworks



Some agile projects use a goal-setting framework such as OKRs (Objectives and Key Results) that describes the organization's objectives and desired key results.

Note: From PMI's *Standard for Portfolio Management*

Organizational Influences

Enterprise Environmental Factors (EEFs)

- Internal and external to the organization

Organizational Process Assets (OPAs)

- Project policies, procedures and templates
- Historical project information

Influences

Internal and External EEFs (Click to show definition)

External

Internal

Internal OPAs (Click to show definition)

Process,
Policies and
Procedures

Corporate
Knowledge
Base

Get to Know the External Business Environment



Use frameworks or prompts to understand external factors that can introduce risk, uncertainty, or provide opportunities and affect the value and desired outcomes of a project:

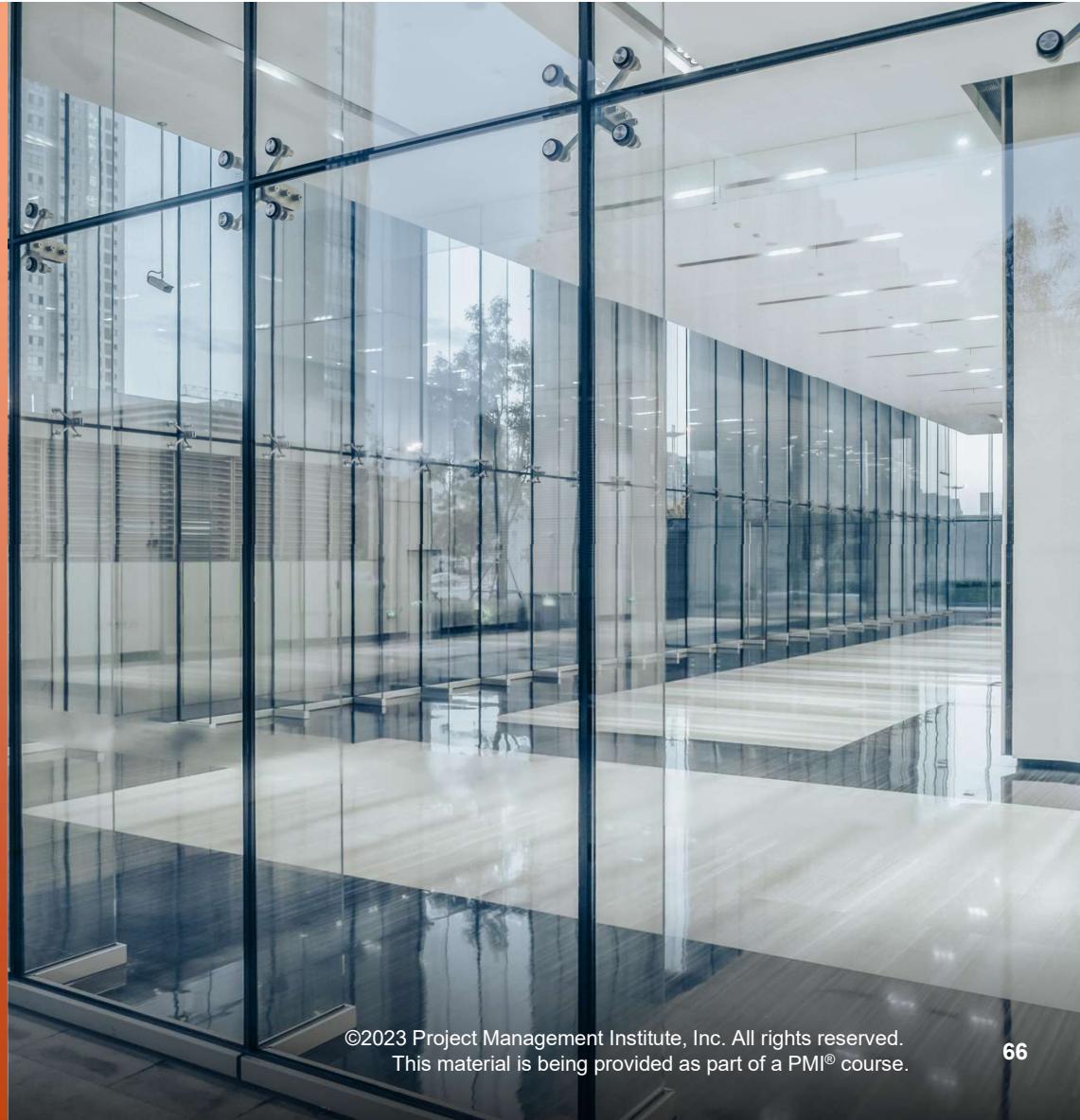
- **PESTLE:** Political, economic, socio-cultural, technical, legal, environmental
- **TECOP:** Technical, environmental, commercial, operational, political
- **VUCA:** Volatility, uncertainty, complexity, ambiguity

In addition, review:

- Comparative advantage analysis
- Feasibility studies
- SWOT (strengths, weaknesses, opportunities and threats) analysis
- Assumption analysis
- Historical information analysis
- Risk alignment with organizational strategy

Internal Business Environment Factors

- **Organizational changes** can dramatically impact **scope**
- The **project manager, project sponsor or product owner** need to be familiar with business plans, reorganizations, process changes and other internal activities
- Internal business changes might cause:
 - Need for new deliverables
 - Reprioritization of value, including removal of existing deliverables



OPAs and EEFs

OPAs

Processes, policies and procedures

Examples—

- Organizational charts
- Procurement rules
- Hiring and onboarding procedures

Organizational knowledge bases

Examples—

- Engineering wikis
- Libraries or archives
- Lessons learned repositories

EEFs

Internal

Examples—

- Resource capabilities
- Organizational culture
- IT software
- Distribution of facilities

External

Examples—

- Marketplace conditions
- Laws, regulations and standards
- Operating conditions
- Social and cultural influences

Activity:

Identify OPAs and EEFs



Project name: Shawpe Lifestyle Centre

List of EEFs and OPAs:

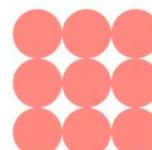
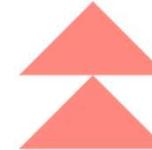
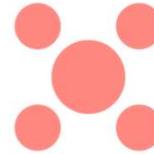
- a. Economic demand for a new shopping area
- b. Historical society (conservation) building regulations
- c. Local neighborhood demand for a better town center
- d. Archive of past large infrastructure projects
- e. Approved vendor and contractors list
- f. Tenant selection process



Which are EEFs? Which are OPAs?

Topics Covered

- Define strategic alignment and business acumen
- Follow guidelines for effective business decision-making
- Explore organizational influences on projects
- Explain how projects align with broader organizational strategy and global trends





Project Benefits and Value

TOPIC C

Business Value

- The net quantifiable benefit (tangible and/or intangible) identified from a business endeavor
- Part of the objectives or description of the project in the initiating agreements
- Benefits realization is based on declared business value



Examine Business Value

-
- Communicate with stakeholders, do the research and use expert knowledge
 - Examine, evaluate and confirm to determine exactly what is *or can be* of value!

Look especially at:

- Shareholder value (publicly traded companies) or business growth (private)
- Customer value
- Employee knowledge
- Channel or business partner value

Types of Business Value



Financial Gain



New Customers



Social Benefit



First to Market



Improvement
Technological,
process, etc.



Regularization
*Alignment or
compliance with
standards and
regulations*

Needs Assessment

Obtain Data for the Project

Note: From *Business Analysis for Practitioners: A Practice Guide*

-
- Usually performed by a **business analyst**
 - Precedes the business case
 - Involves understanding of:
 - Business goals and objectives
 - Issues and opportunities
 - Recommends proposals to address:
 - What should be done
 - Constraints, assumptions, risks and dependencies
 - Success measures
 - Implementation approach

Business Documents

- Are developed prior to project start (usually by a business analyst or key project stakeholder)
- Contain information about the project's objectives and contribution to the business goals
- Help the business to determine whether a project is worth the required investment of time, money, and resources



Review the business documents periodically

Business Documents

Business Case and Benefits Management Plan



Business case: justifies project and establishes boundaries

- Cost-benefit analysis
- Business need
- Quality specifications
- Schedule or cost constraints



Acceptance of the business case usually leads to creation of the project charter.

Benefits management plan should include:

- Processes for creating, maximizing and sustaining project benefits
- Time frame for short- and long-term benefits realization
- Benefits owner or accountable person
- Metrics
- Assumptions, constraints and risks



This is a business document, not part of the project management plan.

Benefit Measurement Methods



Cost-benefit analysis: How businesses justify the selection (authorization) of a project

Business - “smaller is better”

- Estimate payback period — Smallest number (duration) chosen
- Assess **opportunity cost** — What if we didn’t undertake the project?

Financial - largest number (profit) chosen - “bigger is better”

- Time value of money
 - Present value (PV)
 - Future value (FV)
 - Net present value (NPV)
- **Internal rate of return (IRR)**
- **Return on investment (ROI)**



You will not need to calculate any of these for the exam.

Project Selection Using Present Value (PV) and Net Present Value (NPV)

PV applies to projects that span several time periods when the value of money might change – e.g., inflation

Factors to determine PV include:

- Future value
- Interest rate
- Number of periods

Net present value (NPV):

- Is used for capital budgeting
- Accounts for inflation and macro-economic change (discount rate)
- Compares the value of a currency unit today to the value of the same currency unit in the future

Year	0	1	2	3	4
Net Cash Flows	-1200	+400	+800	+600	+1200
Factor	1	.91	.83	.75	.68
Net Present Value	-1200	+364	+664	+450	+816

How OKRs Help Deliver Business Value



-
- Start with organizational objectives
 - Decide key desired results
 - Refine further with objectives and key results (OKRs):
 - Objectives are goals and intents
 - Key results are time-bound and measurable milestones under these goals and intents

OKR best practices:

- Support each objective with between 3-5 measurable key results
- Aim for 70% success rate to encourage competitive goal-making. A 100% success rate should be re-evaluated as not challenging enough
- Write OKRs that are action-oriented and inspirational and include concrete, measurable outcomes

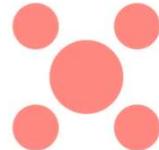
Incremental Value Delivery

An incremental development approach can:

- Enable value delivery sooner
- Attain higher customer value and increased market share
- Allow partial delivery (or previews) to customers
- Enable early feedback, allowing for adjustments to the direction, priorities and quality of the product



ECO Coverage

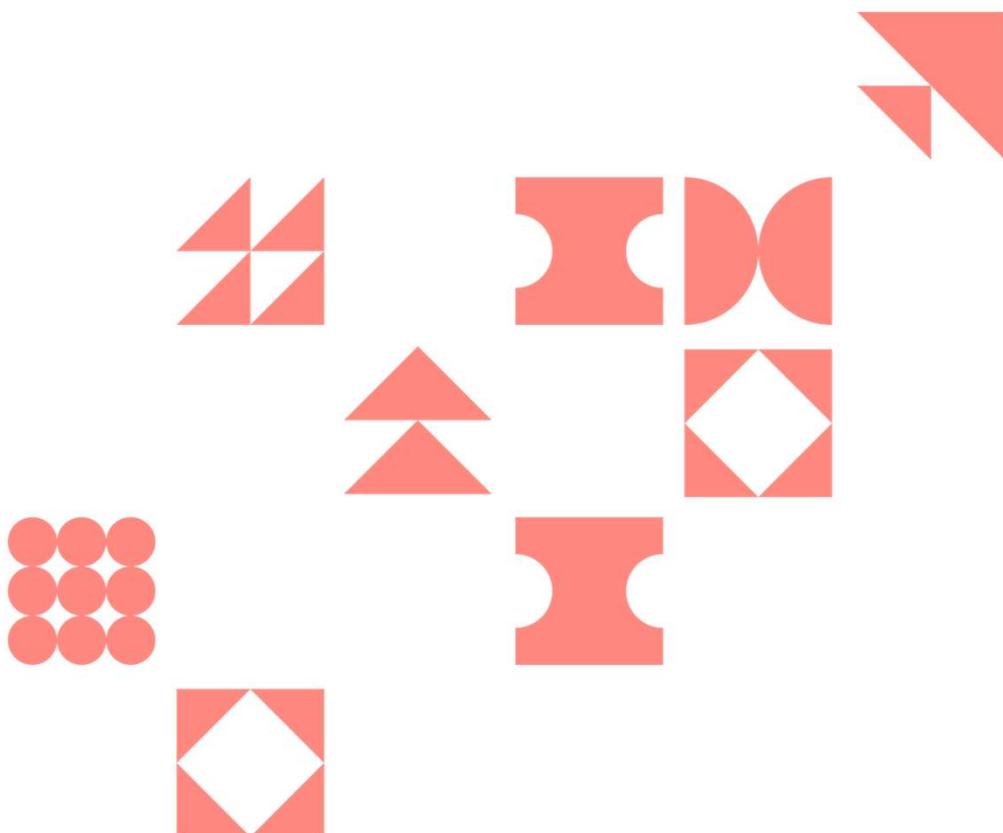


3.2 Evaluate and deliver project benefits and value

- Investigate that benefits are identified (3.2.1)
- Evaluate delivery options to deliver value (3.2.4)

2.1 Execute project with the urgency required to deliver business value

- Assess opportunities to deliver value incrementally (2.1.1)



©2023 Project Management Institute, Inc. All rights reserved.
This material is being provided as part of a PMI® course.

DAILY PMP BOOTCAMP SURVEY



LOOK FOR THE SURVEY LINK IN THE CHAT

- Our goal is to provide the best possible Bootcamp experience for a live streaming webinar, with hundreds of participants.
- For each Bootcamp session,
 - Let us know **what you liked** about the experience – your comments really matter.
 - Please include a thank you **to the mentor(s)** working off camera.
 - If you have **recommendations**, share those too!

We sincerely value your opinion!

Survey Scale

This Scale: 0 not at all likely- 10 extremely likely



On a scale of 0-10, how likely are you to recommend this bootcamp to someone else?

This Scale: 0 not at all likely - 10 extremely likely



PROJECT MANAGEMENT OFFICE (PMO)

A management structure that standardizes the project-related governance processes and facilitates the sharing of resources, methodologies, tools and techniques. PMOs are more common in larger organizations because of the number of projects that can be in process at the same time.



TAILORING

Tailoring is the deliberate adaptation of the project management approach, governance, and processes to make them more suitable for the given environment and the work at hand.



STRATEGIC PLAN

A high-level business document that explains an organization's vision and mission plus the approach that will be adopted to achieve this mission and vision, including the specific goals and objectives to be achieved during the period covered by the document.



BENEFITS MANAGEMENT PLAN

The documented explanation defining the processes for creating, maximizing, and sustaining the benefits provided by a project or program. It also describes how and when the benefits of a project will be derived and measured. Both the business case and the benefits management plan are developed with the benefits owner prior to the project being initiated. Additionally, both documents are referenced after the project has been completed. Therefore, they are considered business documents rather than project documents or components of the project management plan.



COST-BENEFIT ANALYSIS

Is one method of measuring or evaluating a project's benefit and value.



OPPORTUNITY COST

A concept applied to quantify the missed opportunity when deciding to use a resource (e.g. investment dollars) for one purpose versus another. Alternately opportunity cost is the loss of potential future return from the second-best unselected project. In other words, it is the opportunity (potential return) that will not be realized when one project is selected over another.



INTERNAL RATE OF RETURN (IRR)

The interest rate that makes the net present value of all cash flow equal to zero. This rate is a function of the cost of capital for project implementation.





RETURN ON INVESTMENT (ROI)

A financial metric of profitability that measures the gain or loss from an investment relative to the amount of money invested.