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. She helps project professionals to become great by providing training and coaching in hard and soft skills that are founded on a People First Mindset. Priscilla is an Authorized Training Partner Instructor (ATP-I) of the Project Management Institute, the PMO Officer at Ricoh Europe Supply Chain BV and a certified Mindset Coach and Change Facilitator by The Arbinger Institute. Her professional vision is captured in the name of her company, Go ROHO, which stands for Go Reach One Help One. Three words that best describe Priscilla's way of working are Engagement, Communication, and Teamwork.

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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

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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

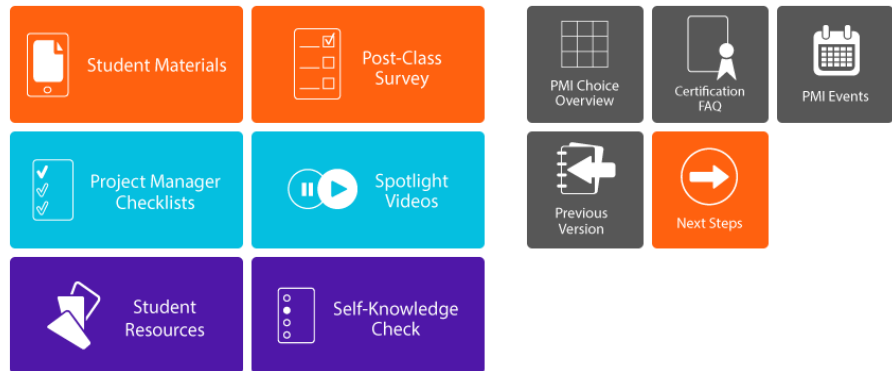It will take approximately 35 hours to complete the Bootcamp sessions.
Special Note for PMP Candidates: The Project Management Institute requires live, real-time attendance in our live instructor-led classes in order for your attendance to count. *For more information about attendance, see the PMP 5 Day and 8 Day Attendance video in your Bootcamp resources.*

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
- Lesson 1: Business Environment
  - Topic A: Foundation
  - Topic B: Strategic Alignment
  - Topic C: Project Benefits and Value

Session 2
- Lesson 1: Business Environment (cont.)
  - Topic D: Organizational Culture and Change Management
  - Topic E: Project Governance
  - Topic F: Project Compliance
- Lesson 2: Start the Project
  - Topic A: Identify and Engage Stakeholders
  - Topic B: Form the Team

Session 3
- Lesson 2: Start the Project (cont.)
  - Topic C: Build Shared Understanding
  - Topic D: Project Approach
- Lesson 3: Plan the Project
  - Topic A: Planning Projects
  - Topic B: Scope

Session 4
- Lesson 3: Plan the Project (cont.)
  - Topic C: Schedule
  - Topic D: Resources
  - Topic E: Budget

Session 5
- Lesson 3: Plan the Project (cont.)
  - Topic F: Risks
  - Topic G: Quality
  - Topic H: Integrate Plans
- Lesson 4: Lead the Project Team
  - Topic A: Craft Your Leadership Skills
  - Topic B: Create a Collaborative Project Team Environment
  - Topic C: Empower the Team

Session 6
- Lesson 4: Lead the Project Team (cont.)
  - Topic D: Support Team Member Performance
  - Topic E: Communicate and Collaborate with Stakeholders
  - Topic F: Training, Coaching and Mentoring
  - Topic G: Manage Conflict
- Lesson 5: Support Project Team Performance
  - Topic A: Implement Ongoing Improvements

Session 7
- Lesson 5: Support Project Team Performance (cont.)
  - Topic B: Support Performance
  - Topic C: Evaluate Project Progress

Session 8
- Lesson 5: Support Project Team Performance (cont.)
  - Topic D: Manage Project Issues and Impediments
  - Topic E: Manage Project Changes
- Lesson 6: Close the Project/Phase
  - Topic A: Project Phase/Closure
  - Topic B: Benefits Realization
  - Topic C: Knowledge Transfer

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.

Tracking Attendance and PDU Certificate

Check the Resources option in your Percipio channel **OR** GitHub https://github.com/Skillsoft-Content/PMP8Day for the following file that explains how to manually track your attendance and access your PDU certificate.

PMP Bootcamp 5-Day and 8-Day Attendance Tracker and Certificate Request Process.docx

Technical Support

We offer 24/7 support if you need assistance with your Percipio or Skillport learning platforms. To access support, click the arrow to the right of your profile and select "Help".

Percipio

Skillport

Course Contact

Email the mentoring team at mentoring@skillsoft.com.

Applying to take the PMP Exam?
You can start the application process from the following web page and working through the steps. If you are not yet certified, you will report your 35 hours *within* your PMP application.
https://www.pmi.org/certifications/project-management-pmp

Already PMP Certified? You can claim 35 PDUs from the Project Management Institute for this course!
You may self-report 35 PDUs under PMI's CCRS system by following these steps.

1. Log into https://www.pmi.org/
2. Click My PMI in the upper right-hand corner
3. Select Dashboard
4. Select Report PDUs
5. Choose Course or Training
6. In the Provider field type Skillsoft and select 1008 Skillsoft
7. In the Course field type Course Name type in the following: PMP® Exam Prep: PMI (ATP) Bootcamp
8. Leave the description field blank
9. Put in the dates for the course. Your certificate will have the date completed
10. Use the following values for the PDUs claimed

Ways of working - 19.00
Power Skills - 8.00
Business Acumen - 8:00

11. Click to the checkbox to agree that the claim is accurate
12. Click Submit

Note: If proof is required you took the training, you can provide PMI with a copy of your PDU certificate.