

PROJECT MANAGEMENT



 **BTS**
Training & Consultancy

Certified Project Management Professional: The PMP Certification Exam Preparation

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Certified Project Management Professional: The PMP Certification Exam Preparation

Introduction:

This 5-day certification programme takes participants through the phases of a project, using the PMI's process groups and integration framework. It is suitable for anyone who requires a working knowledge of the PMI's approach to project management and is considering professional project management certification. This highly interactive programme will provide individuals with coaching and practice questions in order to prepare themselves for the specific requirements of the Project Management Professional (PMP) exam. The PMP designation following your name tells current and potential employers that you have demonstrated a solid foundation of knowledge from which you can competently practice project management.

Pre-Requisites & Information

Please note that the Project Management Institute defines experiential and academic prerequisites for both its PMP and CAPM™ exams. Delegates should visit the certification section of the PMI website www.pmi.org to check on these prerequisites to identify suitability and consider on-line application for the exam before the programme begins. Also, please read the PMP Certification Handbook - available online, before attending the programme.

EXAM

Delegates are responsible for applying for the examination themselves. The exam can be taken through the PMI website and lasts a maximum 4 hours. Exam information and application procedures can be found on the following document: - PMP Exam Information

The rigorous multiple-choice examination is designed to objectively assess and measure your ability to apply project management knowledge in the following six domains: initiating the project, planning the project, executing the project, monitoring and controlling the project, closing the project, and professional and social responsibility. This computer-based examination is administered globally with translation aids in 10 languages.

Methodology

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration.

Who Should Attend?

- Personnel who have a working knowledge of project management and who are working in a project environment
- It has been developed to address the needs of professional project managers
- The PMP extends beyond the contents of the Guide to the Body of Knowledge to incorporate leadership and direction of projects

Course Objectives:

- establish how all project activities are interrelated
- understand the Professional Responsibilities of project managers

- know when and how to use recognised tools and techniques on projects
- understand specific PMI? definitions, acronyms and terminology
- feel comfortable with the examination format and typical question styles
- have gained essentials skills necessary to work as project managers or project team members
- have developed their interpersonal and general project management skills
- have attempted a practice examination in hard copy format
- have prepared a study plan for passing the PMP or CAPM™ exam
- satisfy the 35 hour formal project management training requirement for future professional certification with the PMI.

Programme Outline

Programme Introduction, Setting the Scene and Personal Objectives

- A chance to familiarise delegates with the programme content, desired outcomes and individual requirements

Examination Structure

- The PMP Exam requires a particular approach if candidates are to be successful. This session introduces key aspects

Context and Framework of Project Management

- A foundation session which enables delegates to contextualise the PMI's approach to project management such as the process groups, knowledge areas and their interaction

Professional Responsibility

- A session which focuses on the Codes of Ethics and Conduct which are included in the exam

Project Integration

- This session considers the interaction of various processes and the need to prioritise and consolidate them for optimal satisfaction of stakeholder needs

Investment Appraisal

- Projects should only begin when a sound business case exists. This session looks at various methods of appraisal to ensure the initial and ongoing feasibility of a project

Initiation and the Project Charter

- This session follows the Initiation process through to the production of the Project Charter which marks the formal authorisation of a project

Core Planning Processes

- This session deals with the fundamental building blocks of the Project Management Plan:-
 - Scope Planning including WBS
 - Scheduling and Budgeting

Project Facilitating Planning

- This session deals with ensuring that the critical success factors will be in place and includes:
 - Management of Risk
 - Quality
 - Procurement
 - Communications
 - Organisation Planning

Project Plan Development

- The ingredients of the previous sessions are brought together into the baseline plan

Project Plan Execution

- This session moves on from the planning activities considered so far and considers the processes used to complete the work specified in the Project Plan

Team Development

- Project success depends on people and particularly functional teams. This session considers issues of team building, motivation and behaviour

Performance Reporting and Earned Value

- This session looks at the gathering and distribution of data relating to project performance and the need to predict and review the probable outcome of the project on an ongoing basis

Overall Change Control

- Change in projects is inevitable but it must be controlled. This session looks at the importance of an effective change control system

Scope Verification

- Agreement must be reached on the deliverables in the context of the acceptance criteria agreed at the beginning of the project. This session looks at methods of ensuring compliance

Closing

Projects can slowly fade away as the deliverables drift into use. This session highlights the importance of formal handover and closure and objective reviewing and recording of performance