PROGRAM OVERVIEW

OVERVIEW	FULL PMP Syllabus covered in 35 hours

- Concepts explained in EXTREME details such that more than 50% preparation is done at completion of training
- Real life example based approach to explain everything.
- Highly interactive encouraging participants to question and contribute to discussions
- 100% exam focus, PMP Question orientation
- 35 Contact Hours certificate required to apply for PMP certification

OBJECTIVE

The PMP® is the gold standard of project management certification. Recognized and demanded by organizations worldwide, the PMP® validates your competence to perform in the role of a project manager, leading and directing projects and teams

This is a uniquely designed program which blends PMP® exam preparation with practical learning.

- PMP® exam preparation
- Learn best practices in Project Management

WHY GET CERTIFIED

The median salary for PMP® holders in the U.S. is 25% higher than those without PMP® certification, according to PMI's most recent *Project Management Salary Survey*

CIO magazine ranked the PMP® as the top project management certification

ELIGIBILITY

To apply for PMP® certification candidates must meet following criteria:

- 35 contact hours of formal project management education
- Project Management Experience

- **Bachelor's degree** - Minimum 3 years/36 months unique non-overlapping professional project management experience during which at least 4500 hours are spent in leading and directing project tasks

- **Secondary degree/High school Diploma/Associate's degree** - Minimum 5 Years/60 months unique non-overlapping professional project management experience during which at least 7500 hours are spent leading and directing project tasks

OUTCOME

After the completion of the course, the participants would be able to:

- Gain a deep understanding of PMBOK®
- Learn how to interpret PMP® questions
- Learn mistakes that you currently commit, bridge gaps in your knowledge contributing towards an overall improvement in your PM capability.
- Feel more confident to manage projects.

DELIVERABLES

Deliverables of this program include:

- Coure notes aligned to Jan 2021 exams in soft copy

- Chapter End Questions
- 35 contact hours, a pre-requisite to PMP® certification
- PMP® Application assistance
- Flash Cards – Project Documents & Flash Cards
- ITTO Sheet & Formula Sheet
- Session recording for 3 months

MODE OF DELIVERY

The complete program is designed to be delivered ONLINE.

HIGHLIGHTS

Key aspects of the Program include:
- Each section has definitions, examples, exercises, to facilitate the learning and application of the contents
- Real life examples are used to explain the concepts
- Highly experienced Trainer with rich experience in Project Management

DURATION

35 Hours

Program Outline & Contents

INTRODUCTION

- Getting to know the participants
- Introduction to PMI®
- PMP® Certification – advantages
- PMP® certification – process and fees related information
- PMP® Application procedures – instructions on how to fill in the form
- PMP® examination – information on the split of questions, question pattern
- PMP® examination – Tips on how to prepare and take the examination (this theme will be reiterated throughout the course)
- PMP® - Fulfilling the CCR requirements
- Familiarization with course outline
- Familiarization with the protocols and timings
- Expectation setting and clarifications
- Introductory Quiz – to assess the current level of familiarization of the participants with PMBOK® concepts and assess the gaps.

PROJECT MANAGEMENT CONTEXT

- Structure of PMBOK®
- Project Management vs. Product oriented Processes
- Description of five process groups in the Project Lifecycle and their interactions
- Characteristics and components of Process groups
- Mapping of Project Management Processes across the Process Groups and Knowledge Areas
- What are Projects?
- Projects vs. Operations
- Project Management
- Constraints and Assumptions
- The concept of Progressive Elaboration and Rolling wave planning

- The concept of Program Management and Portfolio Management
- The concept of Project Management Office (PMO)
- Types of PMO
- Tailoring PM Methodology
- Organizational Project Management
- Different Life cycles models - Predictive, Iterative & Agile
- The Agile Mindset – Values & Principles
- Various Agile Approaches
- When to use Agile
- Transitioning to Agile
- Mixing Agile Approaches
- Agile Events – Iteration Planning, Daily Stand-ups, Iteration Review, Retrospective
- Scrum Roles - Product Owner, Scrum Master, Agile Team
- Time boxing
- Agile Triple constraint theorem
- Varying types of Project organizational structures – Functional, Matrix and Projectized – their advantages and disadvantages
- Project Management Business Documents
- Enterprise Environmental Factors
- Organizational Process Asset
- Introductory Quiz – Project Management Context.

PROJECT INTEGRATION MANAGEMENT

- The role of Integration Management in Project execution
- Description of multiple ways in a Project can arise
- Project Charter – its characteristics
- Description of various Project selection methods – like mathematical models and financial criteria like ROI, NPV, IRR etc.
- Project Management Plan Development
- Contents of the Project Management Plan
- Managing Project knowledge
- Lessons Learned Register
- PMIS – its role in effective Project Management
- Directing and Managing Project Work
- The role of Configuration Management system in a Project environment
- Monitoring and Controlling Project Work
- Monitoring in Agile - Kanban board, WIP Limits, Cumulative Flow Diagram (CFD)
- Performing Integrated Change Control
- How to manage changes in a Project?
- Closing a Project (or a Phase)
- Final Report preparation
- Emerging trends in Integration Management
- Considerations for Agile
- Quiz – Project Integration Management

PROJECT SCOPE MANAGEMENT

- Project Scope vs. Product Scope and their interrelationships
- Importance of Scope Management Plan in the Project
- Collect Requirements process
- Requirement gathering techniques
- Requirement Traceability Matrix
- Product Backlog
- Product Roadmap
- Epics/Feature/Story, Story cards, Definition of Done (DoD)
- Product Vision
- Requirement Prioritization
- Backlog Grooming
- Define Scope Process
- Project Scope statement – how to prepare and update?
- WBS – its key role in Project Management
- Creating and Managing WBS
- Validate Scope process
- Scope Validation vs. Quality Control
- Control Scope process
- Emerging trends in Scope Management
  Quiz – Project Scope Management

PROJECT SCHEDULE MANAGEMENT

- Importance of Schedule Management in a Project environment
- Plan Schedule Management Process
- Define Activities process
- Sequence Activities process
- Multiple types of dependencies across activities
- Precedence Diagramming Method
- Estimating Activity Duration process
- Various duration estimating procedures – Top-Down, Bottom-up, Analogous, Parametric, Sprint planning meeting etc.
- The concept of Contingency in Schedule Management
- Agile Estimation – Relative Sizing and Story Points
- T-Shirt sizing, Planning Poker
- Develop Schedule Process
- The importance of calendars in the Scheduling process
- The importance of Critical Path in Project Management
- Critical Path computation and explanation of its characteristics
- Application of techniques like Fast tracking, Crashing, Resource Optimization, PERT etc in schedule development
- Use of Modeling techniques in Scheduling
- Minimum Viable Product (MVP)
- Agile Release Planning
- Velocity

- Schedule baseline
- Control Schedule process Revision of schedules
- Control schedule techniques
- Burn-up and Burn-down Charts
- Emerging trends in Schedule Management
- Quiz – Project Schedule Management

PROJECT COST MANAGEMENT

- The importance of Cost Management in Projects
- Project Lifecycle costing vs. Product Lifecycle costing
- Cost Management Plan and its use in Cost control
- Estimating Costs process
- Cost Management Plan and its use in Cost control
- Analogous, Parametric and Bottom-up methods of Cost estimating
- Determine Budget process
- Cost Baseline and its management
- Control costs process
- Cost and Schedule Performance Indices and their use in Forecasting
- Emerging trends in Cost Management
- Cost Management in Agile Methodologies
- Quiz – Project Cost Management

PROJECT QUALITY MANAGEMENT

- Project Quality vs. Product Quality
- Concepts of Quality Management
- Project Management vis-à-vis Quality Management
- Current themes in Quality Management
- Planning Quality Management process
- Project Quality Management Plan and Process Improvement Plan
- Manage Quality process
- Perform Control Quality process
- Tools of Quality Control – including Control Charts, Cause and Effect diagrams, Stratification, Checklists, Histograms, Scatter diagrams etc.
- Cost of Quality/ Cost of Non-Quality concepts
- Emerging Trends in Quality Management
- Agile common Execution Practices - Continuous Integration, Test Driven Development, using Spikes, Pair programming, Refactoring, Automated Testing
- Quiz – Project Quality Management

PROJECT RESOURCE MANAGEMENT

- Developing Resource Management Plan process
- Organizational Planning & Structures
- Description of OBS and RBS
- RAM and RACI Charts

- Team Charter
- Estimate Activity Resources
- Resource estimation techniques
- Acquire Resources Process
- Managing Virtual teams in a Project environment
- Building effective Project teams
- Develop Team process
- Importance of Trainings in Project team development
- Delegation for effective management
- Multiple stages of Team Development
- Manage Team process
- Interpersonal skills
- Servant Leadership
- Servant Leader responsibilities
- Role of PM in Agile
- Agile Teams
- Agile Roles
- Emotional Intelligence
- Conflict Handling – multiple models
- Control Resources process
- Conducting Performance reviews
- Trends in HR Management
- Agile considerations
- Quiz – Project Resource Management

PROJECTCOMMUNICATION MANAGEMENT

- Planning Communications Management Process
- Project Communications structures
- Communications requirements analysis in the Project environment
- Communication Channels in a Project
- Communications Management Plan
- Sender Receiver models in the Project environment
- Manage Communications process
- Communication Methods – Push, Pull and Interactive
- Monitor Communications Process
- Reporting Performance
- Obstacles in cross-cultural communication
- Trends in Communication Management
- Information Radiators
- Kanban Board
- WIP Limits
- Quiz – Project Communications Management

PROJECT RISK MANAGEMENT

- Risk Management cycle in a Project environment

- Plan Risk Management process
- Importance of Risk Management Plan in the Risk Management Lifecycle
- Types of Risks which can impact a Project
- Identify Risks process
- Risk identification facilitators – Brainstorming, Delphi techniques, SWOT Analysis, Documentation Review, Checklist Analysis etc
- Risk Register preparation and updation
- Risk report
- Perform Qualitative Risk Analysis process
- Probability Impact Matrix and its use in Risk Management
- Perform Quantitative Risk Analysis process
- Use of varying Simulation Techniques
- Application of Decision Tree analysis and Sensitivity Analysis tools to Risk Management
- Plan Risk Responses process
- Strategies of Risk response for positive and negative risks
- Different types of Risks – Primary Risks, Secondary Risks, Residual Risks etc.
- Implement risk responses process
- Monitor Risks process
- Use of Risk Audits and Reserve Analysis for monitoring of Risks
- Corrective and Preventive Actions in Risk Management process
- Emerging trends in Risk Management
- Agile considerations
- Quiz –Project Risk Management

PROJECT PROCUREMENT MANAGEMENT

- Why Procurement is important for Projects?
- Procurement Management lifecycle
- Project Manager's Procurement Management responsibilities
- Plan Procurement Management process
- Make or Buy analysis
- Major types of Contracts – including FFP, Cost plus, T& M and their variations
- Risks associated with various types of contracts
- Importance of Procurement Management Plan
- Creating Procurement SOW and Bid Documents
- Conduct Procurements Process
- Source Selection criteria to analyze vendor responses
- Source selection process
- Bidder Conferences
- Use of Independent Estimates
- Contract negotiations process
- Multiple negotiation tactics
- Contracts – their legal implications
- Control Procurements process
- Contract change - how to manage them more effectively
- Procurement Audit and Inspection
- Claims administration processes

- Discharge of contracts
- Emerging trends in Procurement Management
- Agile considerations
- Quiz – Project Procurement Management

PROJECT STAKEHOLDER MANAGEMENT

- Stakeholders in Project and their importance
- Identify Stakeholders Process
- Conducting Stakeholder Analysis – Power-Interest Grid
- Creating the Stakeholder Register
- Plan Stakeholder Engagement Process
- Stakeholder Engagement Levels
- Developing Stakeholder Engagement Plan
- Stakeholder Engagement Assessment Matrix
- Manage Stakeholder Engagement process
- Use of interpersonal skills in stakeholder engagement
- Control Stakeholder Engagement Process
- Monitoring effectiveness of stakeholder engagement
- Adjusting strategies and engagement modes
- Considerations in Agile
- Trends in Stakeholder Management
- Quiz: Stakeholder Management

PRFESSIONAL RESPONSIBILITY

- Professional Responsibilities of the Project Manager
- Professional responsibilities towards
  - Self
  - Profession
  - Stakeholders
  - Society
- Quiz: Professional Responsibilities