



Dear Delegate,

Thank you for confirming the following 4 day course with The Knowledge Academy:

Course: PMP Exam Prep Boot Camp

We kindly advise that you arrive at the training venue at 08:15am for a prompt start. The course timings may vary slightly in accordance with the requirements of the course and our delegates.

During this course, you will need a copy of ***A Guide to the Project Management Body of Knowledge: PMBOK Guide, 5th Edition (ISBN 978-1935589679)***, which delegates will need to purchase separately.

In addition, you are expected to read pages 1 through 63 before the first day of class. During the four-day class, you should also expect on average of up to two hours of homework each evening, as determined by the instructor before the end of each day.

Please advise if you have any learning disabilities that you wish to be taken into account or if there are any special access requirements.

Refreshments will be provided throughout the course excluding lunch.

This booking is subject to the standard terms and conditions which are available at www.theknowledgeacademy.com/us/terms

The PMP Exam Prep Boot Camp course overview and agenda are also attached.

Yours Sincerely,

The Knowledge Academy

PMP Exam Prep Boot Camp – Course Overview

Duration – 4 Days

The Project Management Institute (PMI) sets standards in project management and provides project managers with certification recognized around the world.

This course delivers the knowledge needed to take the PMP exam. It covers the Knowledge Areas, Process Groups, Inputs, Tools/Techniques, and Outputs contained in the PMBOK, as well as a broad spectrum of project management concepts expected of project managers in today's demanding environments.

During this course, you will need a copy of ***A Guide to the Project Management Body of Knowledge: PMBOK Guide, 5th Edition (ISBN 978-1935589679)***, which delegates will need to purchase separately.

All delegates **MUST BRING** the PMBoK to the course.

In addition, you are expected to read pages 1 through 63 before the first day of class. During the four-day class, you should also expect as much as two hours of homework each evening, as determined by the instructor before the end of each day.

The training is delivered by highly experienced project management trainers, with participation by the delegates being integral to the learning process. Delegates will explore project management issues via group discussion.

The syllabus covers a wide breadth of topics, from the essential management tools required to monitor and control a project through to the wider context in which the project is being managed in terms of social and environmental issues, finance, organization, procurement, and people management.

Prerequisites

All delegates must have a good understanding of the basic principles of project management.

To apply for the PMP exam, the PMI requires that you have either: A university degree and at least three years of project management experience, with 4,500 hours leading and directing projects and 35 hours of project management education.

or

A secondary diploma (high school or the global equivalent) with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education.

Course Goals

- Understand in detail the structure and flow of the PMBOK
- Understand specific content of the PMBOK that is most likely to appear on the PMP examination
- Understand material that is “derived from” or “implied by” the PMBOK known or considered most likely to appear on the PMP exam
- Learn test-taking techniques that will increase the delegate's chances of passing the exam on the first try
- Pass the PMP Examination.

Format

This course is an intensive 4 day workshop resulting in a certificate for the 35 Professional Development Units (PDUs) required to apply for the PMP exam. Delegates should be advised that they will be required to undertake individual assignments in the form of homework during the course.

PMP Exam Prep Boot Camp – Course Agenda

Day One	Introductions. Section 1, PMBOK Introduction.
	Section 2, Organizational Influences and Project Life Cycle. Section 3, Project Management Processes.
	Integration Knowledge Area and Processes, Develop Project Charter, Develop Project Management Plan
	Direct & Manage Project Work, Monitor & Control Project Work, Perform Integration Change Control, Close Project or Phase, Sample Test Questions.
	Scope Knowledge Area and Processes, Plan Scope Management, Collect Requirements, and Define Scope.
	Create WBS, Validate Scope, Control Scope, Sample Test Questions.
Day Two	Time Knowledge Area and Processes, Plan Schedule Management, Define Activities, Sequence Activities, and Estimate Activity Resources.
	Estimate Activity Durations, Develop Schedule, Control Schedule, Sample Test Questions.
	Cost Knowledge Area and Processes, Plan Cost Management, Estimate Costs.
	Determine Budget, Control Costs, and Sample Test Questions.
	Quality Knowledge Area and Processes, Plan Quality Management, Perform Quality Assurance.
	Perform Quality Assurance (cont'd), Control Quality, and Sample Test Questions.
Day Three	Human Resource Knowledge Area and Processes, Plan Human Resource Management, Acquire Project Team.
	Develop Project Team, Manage Project Team, Sample Test Questions.
	Communication Knowledge Area and Processes, Plan Communication Management, Manage Communications, Control Communications, Sample Test Questions.
	Risk Knowledge Area and Processes, Plan Risk Management, Identify Risks, and Perform Qualitative Risk Analysis.
	Perform Quantitative Risk Analysis, Plan Risk Responses, Control Risks, and Sample Test Questions.
	Procurement Knowledge Area and Processes, Plan Procurement Management, Conduct Procurements.
Day Four	Control Procurements, Close Procurements, Sample Test Questions.
	Stakeholder Knowledge Area and Processes, Identify Stakeholders, Plan Stakeholder Management, Manage Stakeholder Engagement, Control Stakeholder Engagement, Sample Test Questions.
	Code of Ethics, Study & Exam Advice
	200-Question Simulated PMP Test
	Review of Questions

The order of the topics is listed for guidance only and is at the discretion of your Instructor. Sometimes changing the order of study is beneficial to a class.