

Project Management / PMP® Exam Prep

Duration: 4.5 days

Price: \$2095

Discounts: We offer multiple discount options. [Click here](#) for more info.

Delivery Options: Attend face-to-face in the classroom, [remote-live](#) or [on-demand streaming](#).

Students Will Learn

- Defining the core concepts of Project Management
- Identifying and managing key stakeholders affected by a project
- Developing a project management plan
- Creating baselines for project management, and monitoring progress
- Breaking down the work involved to accomplish the goals of a project
- Realistically estimating the time and cost to complete a project
- Developing a project schedule
- Planning for quality of the project
- Planning corrective or proactive actions
- when a process is not within control
- Considering and using appropriate communications to stakeholders
- Using techniques to identify and plan for risks
- Planning and conducting the procurement process
- Closing projects and ensuring that lessons learned are documented
- Using computer software to track projects and generate reports
- Generating visual tools and charts
- Microsoft Project fundamentals
- PMP Exam Prep

Course Description

This project management course applies to government/military, construction/deployment, financial, information technology, health care and other commercial applications, providing a firm grasp of specific steps in the project management process. Successfully managing a project requires effective planning and management using best practices in each phase of the project's life cycle. This course emphasizes practical approaches to effective project management consistent with the Project Management Body of Knowledge (PMBOK)®. The course thoroughly analyzes techniques for dealing with stakeholders throughout the project, managing scope, time, cost, resources, milestones, quality and risk.

Exercises provide practice creating baseline documents, forecasting staff requirements, managing communications, modularizing work assignments, sequencing activities, implementing quality assurance, managing risk, controlling scope, planning procurement and controlling costs.

Students will utilize Microsoft Project as a practical introduction to the use of software tools that are

available to assist with creating a project plan, setting up time lines and deliverables, tracking costs, monitoring resources and managing the impact of changes to the plan.

Participants are encouraged to discuss how the concepts and skills can be applied to project work in their application domain. The course includes sample PMP test questions and several hours of preparation for exams.

This course provides 35 contact hours as required for the [Project Management Professional \(PMP\)®](#) exams. There are numerous requirements needed for certification outside of classroom training. The cost of the PMI certification exam is not included. Please visit the [PMI website](#) for details on certification, certification testing centers and PDU requirements. This class helps towards earning the required project management education hours needed for PMI® certifications such as [Project Management Professional \(PMP\)®](#) and [Certified Associate in Project Management \(CAPM\)®](#) as well as earning PDU's required for maintaining PMI certification.

Course Prerequisites

This course is designed for project managers, team members, and senior managers looking to acquire a firm grasp of specific steps in the project management process.

Course Overview

Project Management Basics And Terminology Initiating The Project

- Project Life Cycle – Planning, Implementation and Control
- Skills Required for a Project Manager
- Project Manager's Responsibilities
- Project Evaluation and Selection
- Identifying Project Phases
- Planning and Obtaining Funding
- Identifying Project Stakeholders
- Building and Sustaining Commitment

Planning Project Work To Meet Stakeholders' Goals

- Scope Statement
- Organizing the Project into Manageable Chunks
 - Work Breakdown Structure (WBS)
- Developing a Flexible Project Management Plan
- Project Management Software Tools
- Using the Work Breakdown Structure (WBS) to Modularize Work
- Using the Delphi Technique to Improve Project Design

Human Resource Management

- Developing a Human Resource Plan
- Using the Work Breakdown Structure (WBS) to Identify Team Members Needed for a Project
- Using Rewards and Recognition to Motivate Employees

Developing Project Schedule, Cost Estimates And Budget

- Defining and Sequencing Work Activities
 - PERT Activity Sequencing
- Activity Resource Assessment and Planning
- Activity Duration Estimates

Planning Project Quality, Staffing And Communications

- Developing the Quality Plan
 - Differences Between Quality and Grade
 - Using Root Cause Analysis (RCA) to Solve Problems

- Critical Path Methodology (CPM)
 - Gantt Chart Schedule Development
- Cost Estimates and Cost Baselines
 - Analogous Cost Estimation
 - Bottom Up Estimating
- Time Management
 - Sequencing Activities
 - Parametric Estimating
- Project Team Member Acquisition
- Developing the Communications Plan
 - Internal Progress Reporting
 - External Marketing Messages
 - Stakeholder Updates

Analyzing Risk And Planning Risk Responses Planning Project Procurements

- Risk Identification and Management Plan
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Responses
- Statements of Work
- Awarding Contracts
- Procurement Documentation and Tracking

Managing for Optimal Results

- Quality Assurance
- Project Team Management
- Anticipating and Avoiding Problems
- Recovering from Setbacks

Monitoring And Controlling Work Toward Deliverables

- Quality Control
- Stakeholder Management
- Monitoring and Controlling Project Risk
- Avoiding Schedule Slippage
- Contract Administration

Monitoring And Controlling Project Scope, Schedule And Cost

- Managing Change Requests
- Controlling Project Scope
- Controlling Project Schedules
- Monitoring and Controlling Project Costs
 - Monitoring Schedule and Cost Variances Using Earned Value Technique (EVT)
- Project Performance Reporting

Closing The Project

- Closing Individual Phases
- Closing Procurements
- Closing the Project

Using Microsoft Project 2013

- Creating and Grouping Tasks
- Scheduling Tasks and Milestones
- Assigning Resources to Tasks
- Adapting to New Requirements
- Cost Analysis Reporting

PMP Exam Prep

- PMP Simulation Tests
- Test Preparation Activities
- Assistance with Exam Application Form

Hands On Technology Transfer, Inc.
 1 Village Square, Suite 8
 14 Fletcher Street
 Chelmsford, MA 01824
 1-800-413-0939 | 1-978-250-4299
www.traininghott.com

Copyright© 2017 Hands On Technology Transfer, Inc.