

PMP Examination Preparation *PM Prep*[™]

Update your PMP® with 36 PDUs

The PM Prep[™] approach to preparing for the PMP® certification examination provides a comprehensive solution to interactively learning the material required to pass the PMP examination. The course was developed by one of the contributing editors of the 2000 edition of the Project Management Institute's Guide to the Project Management Body of Knowledge®.

This six-day course can be presented during five consecutive days or split across two sessions of three days each. The course also divides into twelve four-hour sessions. Hands-on exercises and a single case study provide a guide to reinforce the knowledge. The ten chapters of the course focus on the five process groups and the nine knowledge areas with an emphasis on the flow of information and work within the project environment.

Key Benefits include

- Comprehensive knowledge solution
- Practical Hands-on exercises based on a single case study
- Instructor lead interactive sessions

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Summary of Course Topics

Project Management

- The PMBOK® model
- Six domains
- Five process groups
- Project manager competencies
- Nine knowledge areas
- Life cycle models
- Organizational structures
- Project teams
- Socioeconomic influences

Project Integration Management, Part 1

- Developing the project plan
- Creating the concept of operations
- Gathering requirements
- Influencing the organization
- Building the business case
- Baseline the project
- Working within triple constraints
- Effective change management
- Project management information system
- Using configuration management

Scope Management

- Initiating the project
- Building the project objectives statement
- Aligning to the strategic plan
- Obtaining project approval
- Writing the project charter
- Selecting the project manager
- Involving the customer

- Implementing requirements
- Identifying alternative solutions
- Creating the work breakdown structure
- Defining work packages and activities
- Differentiating product and project scope
- Verifying scope correctness
- Applying scope change control
- Taking corrective action

Human Resources Management

- Implementing organizational behavior
- Managing with force field analysis
- Running project oriented organizations
- Identifying project roles and responsibilities
- Influencing without authority
- Understanding project interfaces
- Working within organizational structures
- Negotiating techniques
- Building project teams
- Assigning team responsibilities
- Resolving conflict
- Developing reward systems

Time Management

- Effective estimating techniques
- Defining activity dependencies
- Scheduling project activities

Scheduling with CPM

- Applying PERT techniques
- Building network diagrams
- Calculating the critical path
- Calculating total float
- Scheduling free float
- Implementing Theory of Constraints
- Using expert judgment
- Leveling resources for efficiency
- Developing templates for repeatability
- Measuring project performance
- Differentiating between effort and duration
- Measuring lead and lag time
- Simulating the project for accuracy
- Expediting with fast track methods
- Crashing the project's critical path

Cost Management

- Creating a rough estimate
- Building a cost baseline
- Defining cost terminology
- Performing analogous estimates
- Budgeting techniques
- Applying rolling wave estimating
- Estimating at the grassroots level
- Developing the budgetary estimate
- Financial analysis with NPV and IRR
- Determining project feasibility
- Developing the cost baseline

- Modeling with statistical techniques
- Learning curve techniques
- Measuring project efficiency with EVA
- Implementing a chart of accounts
- Applying cost change control
- Pooling resources for efficiency
- Assigning resources to activities
- Calculating estimate at completion

Communications Management

- Applying sender receiver models
- Planning communications
- Implementing communications methods
- Organizing effective meetings
- Determining proper communication style
- Identifying communications interfaces
- Working within constraints
- Filtering information
- Distributing information
- Retrieving information
- Reporting project performance
- Developing communications database
- Reviewing the project at closure
- Performing administrative closure

Procurement Management

- Making buy versus build decisions
- Planning solicitation
- Selecting potential vendors
- Choosing centralized and local procurement
- Understanding market conditions
- Applying procurement constraints
- Determining the right type of contract
- Writing the procurement management plan
- Soliciting bids
- Negotiating contract terms
- Obtaining estimates for goods and services
- Deciding warranty terms
- Managing contract change requests
- Implementing payment systems
- Closing contracts when complete
- Performing procurement audits

Risk Management

- Planning risk management for the project
- Aligning with organizational risk policy
- Determining risk propensity
- Identifying risk sources
- Finding types of risk
- Discovering new opportunities
- Applying qualitative risk analysis
- Developing weighting factors
- Calculating quantitative risk values
- Simulating the project
- Mitigating to reduce impact and probability
- Actively accepting inevitable risk

- Passively accepting risk
- Avoiding potential risks
- Reducing residual uncertainty
- Developing precision ranking
- Discovering with the Delphi technique
- Monitoring risk triggers
- Implementing risk responses
- Controlling risk occurrence

Review Examination

- Review the sample examination

Please contact us by email at courses@rhymingplanet.com or by telephone at 720.904.7809 for additional information about course pricing and customization.