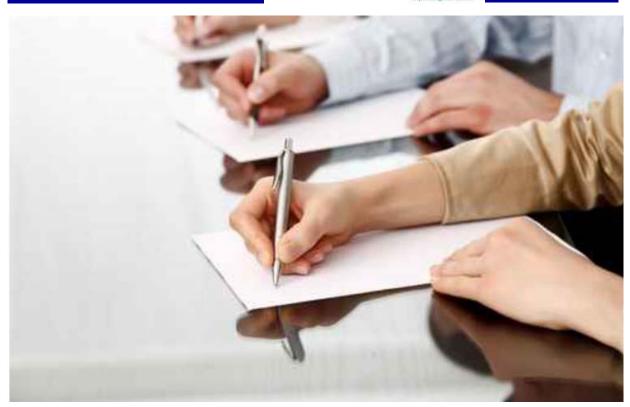# PMP and CAPM Exam Preparation Workshop

- A 5 Day Workshop (or five 1 Days) -

Delivered in Classroom or as an Internet

Receive 35 PDU's

PMI's Project Management Professional certification is one of the most valued and respected credentials in project management. Earning the PMP credentials will not only further your career but will also help you to build a solid foundation in effectively managing projects. This training course prepares participants to take the PMP® exam, which is administered independently of this class. Please visit the PMI website at www.pmi.org, to review exam eligibility requirements.

The course fulfills the minimum 35 hours of formal training, required as part of the PMP application. It will prepare participants for the Project Management Professional (PMP) and Certified Associate Project Manager (CAPM) exams. Concentrating on exam content from the Guide to the Project Management Body of Knowledge-Fourth Edition (PMBOK® Guide) and

other sources, the class includes a wide variety of learning tools and study aids, all using PMI® terminology.

This interactive course includes:

- PMBOK® Guide-Fifth Edition
- Practice questions
- PMP Exam prep study guides
- Exercises throughout to reinforce PMP and CAPM exam concepts
- Handy reference charts
- Exercises to increase memory recall

Participants will:

- Review and discuss concepts from the PMBOK Guide, 4th edition (2008) which are covered in the PMP certification exam
- Apply the PMBOK concepts through case studies and exercises
- Learn about PMBOK® Guide's five process groups, nine knowledge areas, and the area of professional and social responsibility
- Become familiar with PMBOK® Guide terms, definitions, and processes
- Practice for the examination through the use of an extensive bank of simulated questions
- Develop personalized study aids that meet your learning style
- Receive practical tips to prepare for, and take, the exam
- Assess your readiness to sit for the actual PMP exam Prepare for the CPMP or CAPM exams
- Learn styles and types of questions found on the CPMP or CAPM exams

Who Should Attend

This course is ideal for associate project managers, project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members seeking the PMP or CAPM certification.

Candidates for PMI's CPMP certification:

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and resources
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables.

Course Exercises

- Each chapter contains practice exercises targeted at the range of learning styles (Visual, Kinesthetic, Auditory)
- Critical Path Exercises
- Earned Value Exercises
- Practice Tests

Topics

1. Introduction

- CPMP and CAPM Exam Requirements
- Exam Questions
- Maintaining Certification
- Exam-Taking Tips
- Assessment Quiz

2. PM Foundation

- PM Definitions
- Project Life Cycle vs. Project Management Life Cycle
- Organizational Structure
- Practice Test

3. PM Process Groups and Knowledge Areas

- PM Process Groups
- PM Knowledge Areas

4. Project Integration Management

- Overview of Project Integration
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase
- Summary Exercise
- Practice Exercises
- Practice Test

5. Project Scope Management

- Overview of Project Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope
- Summary Exercise
- Practice Exercises
- Practice Test

6. Project Time Management

- Overview of Project Time Management
- Define Activity
- Sequence Activity
- Estimate Activity Resource
- Estimate Activity Duration
- Develop Schedule
- Control Schedule
- Summary Exercise
- Practice Exercises
- Practice Test

7. Project Cost Management

- Overview of Project Cost Management
- Estimate Costs
- Determine Budget
- Control Costs
- Summary Exercise
- Practice Exercises
- Practice Test

8. Project Quality Management

- Overview of Project Quality Management
- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Summary Exercise
- Practice Exercises
- Practice Test

9. Project Human Resource Management

- Overview of Project Human Resource Management
- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Summary Exercise
- Practice Exercises
- Practice Test

10. Project Communication Management

- Overview of Project Communication Management
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholder Expectations
- Report Performance
- Summary Exercise
- Practice Exercises
- Practice Test

11. Project Risk Management

- Overview of Project Risk Management
- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Response
- Monitoring and Control Risks
- Summary Exercise
- Practice Exercises
- Practice Test

12. Project Procurement Management

- Overview of Project Procurement Management
- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements
- Summary Exercise
- Practice Exercises

- Practice Test

13. Project Stakeholder Management

- Overview
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

Workshop Facilitator

Workshop facilitator (of Humansense.com Inc.) Harry Mingail (PMP, CBAP, PMI-PBA, LSS, Math/Comp Sci, Bus) brings 30 years of project management, business analysis, portfolio management and management consulting, is the author of several books, audios and videos (see www.amazon.com) and has delivered more than 500 workshops to companies and universities in North America, Europe and Asia.