

## Project Management Professional (PMP)® Training

### Overview

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This course is based on the 2021 PMP certification exam criteria. This course is designed for project managers at all levels of experience. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is essential to compete in today's fast-paced, highly technical, and dispersed workplace. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects. Additionally, this course can be a significant part of your preparation for the PMP certification exam. For those planning to sit the exam, this course comes with an exam simulator that contains over 500 online sample questions, 70 project management templates and over 300 flashcards based on PMI definitions.

### Prerequisite Comments

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Familiarity with basic project management concepts and some working experience with project management is preferred. Experience with a specific project management software tool is not required. Basic computing skills and some experience using Microsoft® Office is desirable but not required.

### Target Audience

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This course is designed for individuals who have on-the-job project management experience (regardless of whether their formal job role is project manager), who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, and seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI)® Project Management Professional (PMP)® certification

### Course Objectives

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In this course, you will be able to apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects.

You will:

- Define project management fundamentals.
- Define project management within the organization.
- Define the project management methodology.
- Initiate a project.
- Develop a project management plan and plan components.
- Plan a project schedule.
- Plan project costs.
- Plan for quality, resources, and procurement.
- Plan for risk.
- Plan stakeholder engagement and communications.
- Execute a project.
- Work with stakeholders.
- Monitor project work, scope, risks, stakeholder engagement, and communications.
- Control project changes, scope, schedule, costs, quality, resources, and procurement.
- Close a project.

## Course Outline

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### 1 - Defining Project Management Basics

Identify the Concepts of Project Management  
Identify the Relationship Between Project Management and the Business  
Identify Project Stakeholders and Governance  
Define Interpersonal and Team Skills

### 2 - Defining Project Management within the Organization

Identify Organizational Influences  
Identify the Project Team  
Define the Project Life Cycle  
Define Agile Methodology

### 3 - Defining the PMI® Project Management Methodology

Define the Project Management Processes  
Define the Knowledge Areas  
Identify Project Information

### 4 - Initiating a Project

Initiating Process Group Map  
Develop a Project Charter  
Identify Project Stakeholders

### 5 - Planning a Project

Planning Process Group Map  
Develop a Project Management Plan  
Plan Scope Management  
Collect Project Requirements  
Define Project Scope  
Create a Work Breakdown Structure

### 6 - Planning a Project Schedule

Planning Process Group Map  
Plan Schedule Management  
Define Project Activities  
Sequence Project Activities  
Estimate Activity Durations  
Develop a Project Schedule

## 7 - Planning Project Costs

Planning Process Group Map  
Plan Project Cost Management  
Estimate Project Costs  
Determine the Project Budget

## 8 - Planning Project Quality, Resources, and Procurements

Planning Process Group Map  
Plan Quality Management  
Plan Resource Management  
Estimate Activity Resources  
Plan Project Procurements

## 9 - Planning for Risk

Planning Process Group Map  
Plan Risk Management  
Identify Risks  
Perform Qualitative Risk Analysis  
Perform Quantitative Risk Analysis  
Plan Risk Responses

## 10 - Planning Stakeholder Engagement and Communications

Planning Process Group Map  
Plan Stakeholder Engagement  
Plan Communications Management

## 11 - Executing a Project

Executing Process Group Map  
Direct and Manage Project Work  
Manage Project Knowledge  
Manage Quality  
Implement Risk Responses  
Conduct Procurements

## 12 - Working with Stakeholders

Executing Process Group Map  
Acquire Resources  
Develop a Team  
Manage a Team  
Manage Stakeholder Engagement  
Manage Communications

### 13 - Monitoring a Project

Monitoring Process Group Map  
Monitor and Control Project Work  
Validate Project Scope  
Monitor Risks  
Monitor Stakeholder Engagement  
Monitor Communications

### 14 - Controlling a Project

Controlling Process Group Map  
Perform Integrated Change Control  
Control Project Scope  
Control the Project Schedule  
Control Project Costs  
Control Project Quality  
Control Resources  
Control Project Procurements

### 15 - Closing a Project

Closing Process Group Map  
Close Project or Phase

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