



Overview

The **Project Management Professional (PMP)®** is the most important industry-recognized certification for project managers with the demand for skilled project managers reaching critically urgent level.

Once you have completed your **PMP®** certification this will demonstrate that you possess the project management knowledge to complete projects on time, on budget and meeting original goals. This will give you an understanding of the global language of project management. Become a **PMP®** and become a project hero.



Duration

5 Days (08:30 – 16:00)



Pre-requisites

Candidates must also have a minimum high school diploma or equivalent and meet one of the following:

- 7,500 hours leading or directing project experience
- 35 hours of project management education completed by the time you sit for the exam

-OR-

Four year degree

- 4,500 hours leading and directing projects
- 35 hours of project management education



Course Outline

Initiating

- Analytical skills
- Benefit analysis techniques
- Elements of a project charter
- Estimation tools and techniques
- Strategic management

Planning

- Change management planning
- Cost management planning, including project budgeting tools and techniques
- Communications planning
- Contract types and selection criteria
- Estimation tools and techniques
- Human resource planning
- Lean and efficiency principles
- Procurement planning
- Quality management planning
- Requirements gathering techniques (e.g., planning sessions, brainstorming, and focus groups)
- Regulatory and environmental impacts assessment planning
- Risk management planning
- Scope deconstruction (e.g., WBS, Scope backlog) tools and techniques
- Scope management planning
- Stakeholder management planning
- Time management planning, including scheduling tools and techniques
- Workflow diagramming techniques

Executing

- Continuous improvement processes
- Contract management techniques
- Elements of a statement of work
- Interdependencies among project elements
- Project budgeting tools and techniques
- Quality standard tools
- Vendor management techniques

Monitoring and Controlling

- Performance measurement and tracking techniques (e.g., EV, CPM, PERT, Trend Analysis)
- Process analysis techniques (e.g., LEAN, Kanban, Six Sigma)
- Project control limits (e.g., thresholds, tolerance)
- Project finance principles
- Project monitoring tools and techniques
- Project quality best practices and standards (e.g., ISO, BS, CMMI, IEEE)
- Quality measurement tools (e.g., statistical sampling, control charts, flowcharting, inspection, assessment)
- Risk identification and analysis techniques
- Risk response techniques
- Quality validation and verification techniques

Closing

- Archiving practices and statutes
- Compliance (statute/organization)
- Contract closure requirements
- Close-out procedures
- Feedback techniques
- Performance measurement techniques (KPI and key success factors)
- Project review techniques
- Transition planning technique