



Project Management Professional Certification (PMP)

9314; 5 days, Instructor-led

Course Description

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course, and offers a job-related approach to successful project management across application areas and industries.

Audience Profile

This course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Course Completion

Upon successful completion of this course, students will be able to:

- Initiate a project
- Plan project work
- Develop project schedules, cost estimates, and budgets
- Plan project quality, staffing, and communications
- Plan project procurement
- Execute project work
- Monitor and control project work
- Monitor and control project schedule and costs
- Monitor and control project quality, staffing, and communications
- Monitor and control project risks and contracts
- Close the project

Prerequisites

To ensure your success, we recommend you first have equivalent knowledge:

- Project Management Fundamentals
- Microsoft Project Level 1
- Microsoft Project Level 2
- Microsoft Word Level 1
- Microsoft Word Level 2
- Microsoft Word Level 3

Course Outline

Lesson 1: Initiating a Project

- **Topic 1A:** Apply Project Management Processes
- **Topic 1B:** Create a Project Charter
- **Topic 1C:** Develop a Preliminary Project Scope Statement

Lesson 2: Planning Project Work

- **Topic 2A:** Develop Project Management Plan
- **Topic 2B:** Create a Scope Management Plan
- **Topic 2C:** Create a Scope Statement
- **Topic 2D:** Develop a Work Breakdown Structure (WBS)

Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets

- **Topic 3A:** Create an Activity List
- **Topic 3B:** Create a Project Network Diagram
- **Topic 3C:** Estimate Activity Resources
- **Topic 3D:** Estimate Activity Durations
- **Topic 3E:** Identify the Critical Path
- **Topic 3F:** Develop a Project Schedule
- **Topic 3G:** Estimate Project Costs
- **Topic 3H:** Establish a Cost Baseline

Lesson 4: Planning Project Quality, Staffing, and Communications

- **Topic 4A:** Create a Quality Management Plan
- **Topic 4B:** Document Roles, Responsibilities, and Reporting Relationships
- **Topic 4C:** Acquire Project Team
- **Topic 4D:** Create a Communications Management Plan

Lesson 5: Analyzing Risks and Planning Risk Response

- **Topic 5A:** Create a Risk Management Plan
- **Topic 5B:** Identify Project Risks and Triggers
- **Topic 5C:** Perform Qualitative Risk Analysis
- **Topic 5D:** Perform Quantitative Risk Analysis
- **Topic 5E:** Develop a Risk Response Plan

Lesson 6: Planning Project Procurement

- **Topic 6A:** Prepare a Contract Statement of Work
- **Topic 6B:** Prepare a Procurement Document

Lesson 7: Executing Project Work

- **Topic 7A:** Direct and Manage Project Execution
- **Topic 7B:** Perform Quality Assurance
- **Topic 7C:** Develop Project Team
- **Topic 7D:** Information Distribution
- **Topic 7E:** Request Seller Responses
- **Topic 7F:** Select Sellers

Lesson 8: Monitoring and Controlling Project Work

- **Topic 8A:** Monitor and Control Project Work
- **Topic 8B:** Manage Changes to Performance Baselines
- **Topic 8C:** Review Deliverables and Work Results
- **Topic 8D:** Control Project Scope

Lesson 9: Monitoring and Controlling Project Schedule and Costs

- **Topic 9A:** Control the Project Schedule
- **Topic 9B:** Control Project Costs

Lesson 10: Monitoring and Controlling Project Quality, Staffing, and Communications

- **Topic 10A:** Perform Quality Control
- **Topic 10B:** Manage Project Team
- **Topic 10C:** Report Project Performance
- **Topic 10D:** Manage Stakeholders

Lesson 11: Monitoring and Controlling Project Risk and Contracts

- **Topic 11A:** Monitor and Control Project Risk
- **Topic 11B:** Administer a Contract

Lesson 12: Closing the Project

- **Topic 12A:** Close a Project
- **Topic 12B:** Close a Contract