

PMP TRAINING COURSE CONTENT

SECTION1: INTRODUCTION – PMI, PMP AND PMBOK

- What is PMI, PMP, and PMBOK?
- What do I get out of PMP?
- How do I get certified?
- Exam qualifications and PM experience
- Guidelines to submit application
- PMP exam information
- How do I maintain certification?
- PMP costs and fees
- Your commitments
- Commitments from Credosystemz

SECTION2: PROJECT MANAGEMENT FRAMEWORK

- Definition of a project
- Characteristics of a project
- Reasons for authorizing a project
- What does a project create?
- Some examples of projects
- What is project management?
- Project Vs Operations
- What is Program management?
- Portfolio Management
- A relationship between projects, programs, portfolios and Operations management
- Organizational structure and types
- Project Management Office (PMO)
- PMO types and functions
- Role of a Project manager
- Project manager's sphere of influence
- Project manager competencies
- Leadership styles and personality
- Project Lifecycles
- Project phases and gates
- Project management knowledge areas, process groups and processes
- Project management Data and Information

- Tailoring
- Business Documents
- Environmental influences
- Project Governance
- Some additional topics:
 - Important roles of a project team
 - Organization structure types comparison
 - Project stakeholders
 - Stakeholders and PM's role
- Quiz
- Case Study1: Project, program, portfolio (Scenario will be given)

SECTION3: PROJECT INTEGRATION MANAGEMENT

- Project Integration Management overview
- Project Integration Management processes
- Project Integration Management processes mapped to Process Groups
- Develop project charter
 - Business case
 - Project charter contents
- Develop Project Management plan
 - Data gathering techniques
 - Interpersonal and team skills
 - Project management plan contents and documents
- Direct and manage project work
 - Deliverables
- Manage Project Knowledge
 - Lessons learned register
 - Organizational process assets update
- Monitor and Control Project Work
 - Data Analysis techniques
 - Work Performance reports
- Perform Integrated change control
 - Change control tools
 - Decision making techniques
- Close Project or Phase
 - Benefits management plan
 - Final product, service or result transition
 - Final report
- Quiz
- Exercise 1: Writing a project charter

SECTION4: PROJECT SCOPE MANAGEMENT

- Product scope and project scope
- Project scope management processes
- Scope in predictive vs adaptive environments
- Plan Scope management
 - Scope management plan
 - Requirements management plan
- Collect Requirements
 - Decision making techniques
 - Data representation
 - Requirements Documentation
 - Requirements traceability matrix
- Define Scope
 - Project scope statement
- Create Work Breakdown structure
 - Decomposition
 - Work breakdown structure template
 - Scope baseline
- Validate scope
 - Accepted deliverables
- Control Scope
- Quiz
- Exercise 2: Writing a project scope statement

SECTION5: PROJECT SCHEDULE MANAGEMENT

- Overview and processes
- Plan Schedule management
 - Schedule management plan
- Define Activities
 - Rolling wave planning
 - Activity list
 - Activity attributes
- Sequence Activities
 - Precedence Diagramming method
 - Dependency determination and Integration
 - Leads and Lags
 - Project schedule network diagrams
- Estimate Activity Durations
 - Estimating techniques
 - Reserve analysis

- Duration estimates
- Basis of estimates
- Develop Schedule
 - Schedule network analysis
 - Critical Path Method
 - Resource Optimization
 - Schedule compression
 - Agile release planning
 - Project schedule
 - Bar charts/Gantt charts
- Control schedule
 - Earned value analysis
 - Iteration burndown chart
 - Schedule forecasts
- Quiz
- Exercise 3: Calculate float and finding critical path

SECTION6: PROJECT COST MANAGEMENT

- Overview and processes
- Types of Costs
- Cost estimates
- Plan Cost management
 - Cost management plan
- Estimate Costs
 - Estimating techniques
 - Cost of quality
 - Cost estimates
- Determine Budget
 - Contingency reserves and management reserves
 - Cost aggregation
 - Reserve analysis
 - Funding limits reconciliation
 - Cost baseline
 - Project budget
- Control Costs
 - Earned value analysis
 - Variance analysis
 - Trend analysis
 - Cost Forecasts
- Some additional topics

- Opportunity cost
- Sunk cost
- Benefits Cost Ratio
- Net Present Value
- Present Value
- Internal Rate of Return
- Payback period
- Lifecycle costs
- Quiz
- Exercise 4: Scenario based problem sums
- Case Study 2: Getting your project back on track (Scenario will be given)

SECTION7: PROJECT QUALITY MANAGEMENT

- Quality theories
- Overview and processes
- Plan Quality management
 - Cost-benefit analysis
 - Cost of quality
 - Quality management plan
 - Quality metrics
- Manage Quality
 - Quality assurance vs Quality control
 - Data gathering – Checklists
 - Data representation techniques
 - Quality audits
 - Quality improvement methods
 - Quality reports
- Control Quality
 - Inspection and Testing/Product evaluation
 - Control charts
 - Verified deliverables
- Some Quality terms
- Quiz

SECTION8: PROJECT RESOURCE MANAGEMENT

- Overview and processes
- Plan Resource management
 - Hierarchical charts

- Assignment matrix (RACI chart)
- Resource management plan
- Estimate Activity Resources
 - Resource Breakdown structure
- Acquire Resources
 - Multicriteria decision analysis
 - Negotiation
 - Resource calendars
- Develop team
 - Five stages of team development
 - Rewards and recognition
 - Team performance assessments
- Manage team
 - Conflict resolution techniques
- Control Resources
 - Problem solving
- Quiz

SECTION9: PROJECT COMMUNICATIONS MANAGEMENT

- Overview and processes
- Communication types
- 5 C's of communication
- Plan Communication management
 - Communication technology
 - Communication models and methods
 - Major forms of communication
- Manage Communications
 - Communication skills
 - Project communications
- Monitor Communications
- Communication channels
- Quiz

SECTION10: PROJECT RISK MANAGEMENT

- Overview and processes
- Individual project risks and overall project risks
- Plan Risk management
 - Risk management plan
 - Risk Breakdown structure
 - Probability and Impact matrix

- Identify Risks
 - Data analysis
 - Prompt Lists
 - Risk register
 - Risk report
- Perform Qualitative Risk Analysis
 - Assessment of risk parameters
 - Risk categorization
- Perform Quantitative Risk Analysis
 - Representations of Uncertainty
 - Data Analysis – Simulation, Sensitivity analysis, Decision tree analysis and Influence diagrams
- Plan Risk responses
 - Strategies of Threat and Opportunities
 - Contingency response strategies
- Implement Risk Responses
- Monitor Risks
 - Technical performance analysis
 - Reserve analysis
 - Audits
- Quiz

SECTION11: PROJECT PROCUREMENT MANAGEMENT

- Overview and processes
- Contract and features
- Types of contracts
- Plan Procurement management
 - Procurement responsibilities and steps
 - Source selection analysis
 - Procurement strategy
 - Bid documents
 - Procurement SOW
 - Make or buy decisions
- Conduct Procurements
 - Seller proposals
 - Bidder conferences
 - Proposal evaluation
- Control Procurements
 - Claims administration
- Quiz

SECTION12: PROJECT STAKEHOLDER MANAGEMENT

- Overview and processes
- Identify Stakeholders
 - Stakeholder analysis
 - Stakeholder categorization techniques
- Plan Stakeholder engagement
 - Stakeholder engagement assessment matrix
- Manage Stakeholder engagement
 - Communication skills
 - Interpersonal and team skills
- Monitor Stakeholder engagement
- Quiz
- Case study 3: Stakeholder identification and engagement (Scenario will be given)

SECTION13: PROFESSIONAL AND SOCIAL RESPONSIBILITY

- Benefits of code of conduct
- Whom does the code apply?
- Values
- Responsibility
- Respect
- Fairness
- Honesty
- General terms

SECTION14: AGILE PROJECT MANAGEMENT

- Introduction to Agile
- Characteristics of Lifecycles
- Hybrid approach
- Tailoring
- Agile practices and agile environment
- Reports
- Quiz

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Know more about [PMP](#)



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