



## **PMP Examination Course Outline**

The Project Management Professional Exam Prep course provides a comprehensive review of the ten Project Management Body of Knowledge (PMBOK) areas covered on the Project Management Institute's Project Management Professional (PMP) exam.

### **COURSE LENGTH**

5 days

### **MAJOR COURSE OBJECTIVES**

1. Understand the ten PMBOK areas and how they are related
2. Successfully sit for the PMP exam

### **TARGET AUDIENCE**

Project management personnel preparing to take the Project Management Professional (PMP) exam given by the Project Management Institute (PMI): 35 contact hours for this course.

### **Module 1 – INTRODUCTION & PROJECT STAKEHOLDER MANAGEMENT**

Provides definitions, discussion of the broad context in which a project operates and addresses project management processes. The project life cycle, organizational influences on a project and linkage between the initiating, planning, executing, controlling and closing processes are addressed.

Stakeholder Management provides a discussion on the critical requirement for projects to meet the needs of those involved in the project and how a project manager can 'manage; these requirements.

### **Module 2 – PROJECT INTEGRATION MANAGEMENT**

Project Integration Management involves ensuring that the various elements of the project are properly coordinated. The processes, tools, and techniques used to integrate project management processes include project plan development, project plan execution and overall change control.

### **Module 3 – PROJECT SCOPE MANAGEMENT**

Project Scope Management involves ensuring that the project does all the work required, and only the work required to achieve the purpose of the project successfully. It is primarily concerned with defining and controlling what is or is not included in the project. The process includes: initiation, scope planning, scope definition, scope change control and scope verification.

### **Module 4 – PROJECT TIME MANAGEMENT**

Project Time Management includes the processes required to ensure timely completion of the project. The process includes: activity definition, activity sequencing, activity duration estimating, schedule development and schedule control.

### **Module 5 – PROJECT COST MANAGEMENT**

Project Cost Management includes the processes required to ensure that the project is completed within the approved budget. The process includes: resources planning, cost estimating, cost budgeting and cost control.

### **Module 6 – PROJECT QUALITY MANAGEMENT**

Project Quality Management includes the processes required to ensure that the project will satisfy the needs for which it was undertaken. It includes "all activities of the overall management function that determine the quality policy, objectives, and responsibilities and implements them by means such as quality planning, quality control, and quality assurance within the quality system."

### **Module 7 – PROJECT HUMAN RESOURCE MANAGEMENT**

Project Human Resource Management includes the processes required to make the most effective use of the people involved with the project. It includes all the project stakeholders - sponsors, customers, individual contributors, and all others. The process includes: organizational planning, staff acquisition and team development.

### **Module 8 – PROJECT COMMUNICATIONS MANAGEMENT**

Project Communications Management provides the critical links among people, ideas and information that are necessary for success. Everyone involved in the project must be prepared to send and receive communications in the project "language" and must understand how the communications they are involved in as individuals affect the project as a whole.

### **Module 9 – PROJECT RISK MANAGEMENT**

Project Risk Management includes the processes concerned with identifying, analyzing, and responding to uncertainty. It includes maximizing the results of positive events and minimizing the consequences of adverse events. The process includes: risk identification, risk quantification, risk response development and risk response control.

### **Module 10 – PROJECT PROCUREMENT**

Project Procurement (& Contract) Management is the knowledge area that deals with acquiring goods and services from outside the immediate project organization. For simplicity, goods and services, whether one or many will generally be referred to as "product." The process includes: procurement planning, solicitation planning, solicitation, source selection, contract administration and contract close-out.