

## Introduction:

Project Management Professional (PMP ®) has been a universally recognized accreditation in project management profession. Project Management Institute (PMI) conducts this examination. PMP examination is not only challenging but very satisfying.

The study is based on a Project Management Body of Knowledge (PMBOK ®) published by PMI. It is a framework bringing a structured approach to effectively managing projects and is based on experiences and practices of several projects across various domains and across geographies.

Although this workshop is aimed at preparing participants and giving them required confidence for clearing this examination in first attempt, it will also equip them with through knowledge of variety of tools and techniques which can make project manager's life more peaceful ☺

**Learning Objectives:** The course will enable participants to ...

- Learn a complete project management framework based on PMBOK ®
- Learn all 10 knowledge areas and 5 process groups
- Explore all 47 processes of project management framework
- Appreciate all tools, techniques and their inputs and outputs as described in PMBOK ®
- Relate all above with their practical relevance on day to day projects
- Confidently face the PMP examination

## Participants' profile:

- Participants who meet PMI's eligibility criteria and intend to appear for the exam in 2 to 3 months
- Participants who have worked on projects and wish to acquire formal knowledge about project management as a profession

**Duration:** 4 days (35 hours / PDUs)

## Course Outline:

Sr. No.	Day	Session Description / Learning Objectives
1	Day 1	<ul style="list-style-type: none"><li>• Introduction</li><li>• About PMP exam – procedure, eligibility, fees, etc</li></ul>
2	Day 1	<ul style="list-style-type: none"><li>• Introduction to project, program, portfolio</li><li>• Introduction to project management, life cycles, framework for PM</li><li>• Introduction to concept of knowledge area, process group and processes</li></ul>
3	Day 1	<ul style="list-style-type: none"><li>• Project Scope management Knowledge<ul style="list-style-type: none"><li>○ Understand collection of requirements</li><li>○ Defining scope, scope statement</li><li>○ Creating work breakdown structure and scope baseline</li></ul></li></ul>
4	Day 1	<ul style="list-style-type: none"><li>• Project Time Management<ul style="list-style-type: none"><li>○ Understand tasks, activities, milestones</li></ul></li></ul>

Sr. No.	Day	Session Description / Learning Objectives
		<ul style="list-style-type: none"> <li>○ Concept of sequencing tasks, network diagrams</li> <li>○ Duration and resource estimations</li> <li>○ Developing schedule using critical path method, critical chain method, leads, lags, fast tracking, crashing etc.</li> </ul>
<b>5</b>	Day 2	<ul style="list-style-type: none"> <li>● Project Cost Management                             <ul style="list-style-type: none"> <li>○ Understanding cost estimations</li> <li>○ Understand cost estimation vis-à-vis budgeting</li> <li>○ Earned value management</li> </ul> </li> </ul>
<b>6</b>	Day 2	<ul style="list-style-type: none"> <li>● Project Quality Management                             <ul style="list-style-type: none"> <li>○ Understand quality management planning</li> <li>○ Process improvement planning</li> <li>○ Seven basic quality tools</li> <li>○ Understand quality control, and various techniques</li> <li>○ Understand quality assurance along with its techniques</li> </ul> </li> </ul>
<b>7</b>	Day 2	<ul style="list-style-type: none"> <li>● Project Human Resource Management                             <ul style="list-style-type: none"> <li>○ HR planning</li> <li>○ Staffing management planning, RACI charts etc</li> <li>○ Acquiring teams</li> <li>○ Team building and development</li> <li>○ Managing teams</li> </ul> </li> </ul>
<b>8</b>	Day 3	<ul style="list-style-type: none"> <li>● Project Risk Management                             <ul style="list-style-type: none"> <li>○ Understand concept and importance of risk management</li> <li>○ Differentiate between issue from risks</li> <li>○ Risk identification techniques and its relevance</li> <li>○ Qualitative and quantitative risk analysis</li> <li>○ Risk response planning</li> <li>○ Monitoring and controlling risks</li> </ul> </li> </ul>
<b>9</b>	Day 3	<ul style="list-style-type: none"> <li>● Project Procurement Management                             <ul style="list-style-type: none"> <li>○ Procurement planning, types of contracts</li> <li>○ SOW, RFP</li> <li>○ Contracting</li> <li>○ Controlling contracts</li> <li>○ Closing contracts</li> </ul> </li> </ul>
<b>10</b>	Day 3	<ul style="list-style-type: none"> <li>● Project Communication Management</li> </ul>
<b>11</b>	Day 3	<ul style="list-style-type: none"> <li>● A quick set of PMP questions – revision</li> </ul>
<b>12</b>	Day 4	<ul style="list-style-type: none"> <li>● Stakeholder Management</li> </ul>
<b>13</b>	Day 4	<ul style="list-style-type: none"> <li>● Revision of entire PMBOK</li> </ul>
<b>14</b>	Day 4	<ul style="list-style-type: none"> <li>● A 1 hour test – solving PMP exam like questions</li> </ul>
<b>15</b>	Day 4	<ul style="list-style-type: none"> <li>● Questions discussion, explanation of answers etc.</li> </ul>

Note: This overall flow of the course is subject to change based on participants' interactions & queries.