

## Course 179: Project Management Professional (PMP®): Certification Exam Boot Camp (4 days)

### Course Description...

This is not just a test prep course; we do not create paper PMPs. Attendees receive skills-based training to meet their PMP goals while developing and reinforcing real-world project management skills. Through practice exams, workshops and overnight study, attendees learn essential PMBOK® Guide terminology, tools and techniques.

The boot camp is divided logically into two parts. The first part reinforces the Project Manager's understanding of project management, while at the same time introducing PMI's precise terminology and project management philosophy. The second part drills into the specific topical knowledge needed to pass the PMP examination.

*This course is aligned to the new PMBOK Guide 4th edition.*

### Learning Objectives...

- Greatly enhance your project management skills and infuse that knowledge with the precise language and standardized terminology of PMI®
- Understand the Project Management Life Cycle using the context of the PMI Process Groups
- Utilize and build upon your existing knowledge base and experience to more efficiently pass your PMP certification exam through skills development and focused memorization exercises
- Gain 35 PMP PDUs upon successful course completion— the amount you need to meet the PDU criteria for sitting the PMP exam— extended days to cover all the materials
- Review the PMBOK® Guide (Fourth Edition) in class
- Learn the specific skills of project management through the lens of the Nine Knowledge Areas
- Acquire the skills, knowledge, and confidence to pass the PMP certification test — it's a difficult, specialized exam, but our methodology teaches you through your PM experience

### Who should attend...

Experienced Project Managers preparing to take the PMP certification exam. Participants should be aware of exam eligibility criteria established by the PMI®.

### Suggested Prerequisite Training...

- *Course #150, Project Management Essentials*

### Special note...

To be eligible for the CAPM or PMP certification, you must first meet specific education and experience requirements. Visit the PMI website ([www.pmi.org](http://www.pmi.org)) for details.



## **Not Just Test Prep — Skills-Based Training**

Learn Project Management using the context of the PMI Process Groups - Study exam topics through the lens of the Nine Knowledge Areas.

## **We Know You Have Experience:**

The PMP Certification Exam Boot Camp is constructed to help project managers master the material needed to obtain PMI's PMP certification. It was designed with the recognition that because of the specific requirements of your organizations, practicing project managers (PMs) often have great expertise in some areas but would greatly benefit from the review of the entire project management field.

## **Using Your Experience:**

The first part leads you through the Project Management Life Cycle using the context of the PMI Process Groups. It teaches project management the way it's practiced, from start to finish. This methodology builds on your existing knowledge base to enable you to adopt the precise language and standardized terminology of PMI, and build real-world project management skills.

## **Preparing for the Exam:**

The second part of the course examines the specific skills of project management through the lens of the Nine Knowledge Areas. Special importance is given to those concepts which historically have been emphasized by PMI, including memorization of guides and diagrams. Intense question review and focused memorization are an integral part of this section.

## **Putting it all Together:**

The PMP Certification Exam Boot Camp is an intensive 4-day course. You need to come prepared to put in a full day, with study assignments in the evenings. Frequent practice exams, reviews and written exercises will enable you to master the test-taking skills needed for the PMP examination.

## **In-Class Practice Exams and Exercises**

In-class practice exams help you learn not only the project management knowledge, but also the nature of the Project Management Professional exam, the types of questions asked, and the form the questions take. Through practice exercises you will gain valuable information, learn how to rapidly recall important facts, and generally increase your test-taking skills. Specifically, you will:

- Learn the subject matter of the PMP examination
- Memorize the important test information that has a high probability of being on your examination
- Develop time management skills necessary to complete the PMP exam within the allotted time
- Leverage your existing Project Management Skills
- Extrapolate from your real world experiences to the PMP examination subject matter
- Learn to identify pertinent question information to quickly answer examination problems



## Course Outline...

### *Part I — The Project Management Life Cycle*

#### **1. Introduction**

An introduction to the format and scope of the Course

1. PMP Certification Boot Camp Process

#### **2. PMP Certification: the Credentials**

An overview of the PMI requirements for the PMP certification

1. The Project Management Institute
2. The PMP Certification
3. Applying for the Examination
4. The PMP Examination
5. The Professional Code of Conduct
6. Test Subject Areas

#### **3. Project Management Overview**

An introduction to Project Management, what it is, and what it isn't

1. What is a "Project"?
2. Project Portfolio Management
3. Programs versus Projects
4. Project Management Office
5. Project Phases
6. Project Life Cycles
7. The Process Groups
8. Knowledge Areas
9. Stakeholders and Stakeholder Management
10. Project Sponsor, Project Manager, Project Definitions

#### **4. The Project Environment**

An overview of the various organizational structures in which a project might operate

1. Organizational Types
2. Functional Organizations
3. Matrix Organizations
4. Projectized Organizations

#### **5. The Project Management Life Cycle**

The five process groups that make up the Project Management Life Cycle

1. Initiating Process Group
2. Planning Process Group
3. Executing Process Group
4. Monitoring & Controlling Process Group
5. Closing Process Group

*See next page for Part II of the course...*



## *Part II — The PMI Knowledge Areas*

### **1. The Knowledge Areas**

The nine knowledge areas that operate within the five process groups

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management

### **2. The Elements of Project Management**

A detailed look at each of the Process groups by means of the Knowledge Areas

1. Initiating Process Group Inputs and Outputs
2. The Project Charter
3. The Preliminary Project Scope Statement
4. Planning Process Group Inputs and Outputs
5. Project Management Plan
6. Executing Process Group
7. Deliverables, Changes, Corrective Actions
8. Monitoring and Controlling Process Group Inputs and Outputs
9. Integration Management
10. Integrated Management
11. Scope Management
12. Earned Value, Planned Value, Actual Value
13. Cost Performance Index, Schedule Performance Index
14. Closing Process Group Inputs and Outputs

### **3. Exam Memorization Guide**

Useful memorization charts to aid in test taking

1. Plan-Do-Check-Act-Cycle
2. The Nine Knowledge Areas
3. Project Integration Management Activities
4. Project Scope Management Activities
5. Triple Constraints Model
6. Time Management Activities
7. Cost Management Activities
8. Earned Value Analysis
9. Quality Management Activities
10. Pareto Diagram
11. Sigma Values
12. The Control Chart
13. Ishikawa Diagram



14. Quality versus Grade
15. Human Resource Management Activities
16. Communications Management Activities
17. Risk Management Activities
18. Risk Responses
19. Procurement Management Activities