

Project Management Professional (PMP)® Certification Prep

Course Duration: 40 Hours (5 Days)

Overview

The Project Management Professional (PMP)® Certification Prep course is an extensive program designed to equip learners with the knowledge and skills essential for effective project management. It covers a comprehensive range of topics that form the basis of the PMP® exam content outline, from fundamental concepts like understanding what a project is, to more complex subjects such as risk, procurement, and Stakeholder management. Starting with an introduction to project management, learners will gain insights into the Project life cycle, the roles and responsibilities of a project manager, and contemporary trends in project management, including Agile considerations. The course is divided into modules that address how to create high-performing teams, initiate projects with strong governance, and execute work while keeping the team on track and maintaining a focus on the business context. Each module delves into critical areas such as scope, schedule, cost, quality, resource, communication, risk, procurement, and Stakeholder management. By understanding these facets, learners can effectively manage projects in various organizational structures and environments. By the end of the course, participants will be prepared not only to take the PMP® exam but also to apply best practices in their professional roles, ensuring that they can lead and direct projects that add value to their organizations and stakeholders.

Audience Profile

To ensure that you are well-prepared for the Project Management Professional (PMP)® Certification Prep course, the following prerequisites are recommended:

- A fundamental understanding of project management principles and practices.
- Some practical experience in project management, which can include leading and directing projects or being involved in project teams.
- Familiarity with common project management terminology and concepts as outlined in the Project Management Institute (PMI)® A Guide to the Project Management Body of Knowledge (PMBOK® Guide).
- Basic proficiency with project management tools and software is helpful, but not mandatory.
- Strong organizational and time management skills to manage study time effectively alongside any professional commitments.
- Effective communication skills, both written and verbal, as project management involves coordinating with team members and stakeholders.
- Willingness to engage in continuous learning and professional development to stay updated with the latest project management trends and methodologies.

While these are the recommended prerequisites, the course is designed to accommodate a range of experiences and backgrounds, with the aim of preparing all participants for the PMP® certification exam and a successful career in project management.

Course Syllabus

LESSON 1 – BUSINESS ENVIRONMENT

- Foundation
- Strategic Alignment
- Project Benefits and Value
- Organizational Culture and Change Management
- Project Governance
- Project Compliance

LESSON 2 – START THE PROJECT

- Identify and Engage Stakeholders
- Form the Team
- Build Shared Understanding
- Determine Project Approach

LESSON 3 – PLAN THE PROJECT

- Planning Projects
- Scope
- Schedule
- Resources
- Budget
- Risks
- Quality
- Integrate Plans

LESSON 4 – LEAD THE PROJECT TEAM

- Craft Your Leadership Skills
- Create a Collaborative Project Team Environment
- Empower the Team
- Support Team Member Performance
- Communicate and Collaborate with Stakeholders
- Training, Coaching and Mentoring
- Manage Conflict

LESSON 5 – SUPPORT PROJECT TEAM PERFORMANCE

- Implement Ongoing Improvements
- Support Performance
- Evaluate Project Progress
- Manage Issues and Impediments
- Manage Changes

LESSON 6– CLOSING THE PROJECT/PHASE

- Project/Phase Closure
- Benefits Realization
- Knowledge Transfer