

## PMP® and CAPM® Certification Exam Preparation

**Course Code:** 1310

**Course Duration:** 4 or 5 days

Has your role changed to become more focused on project management? Perhaps you have been managing projects in your work group and are ready to take your knowledge to the next level. Maybe obtaining your PMP® certification will allow your organization to win more contracts or help you personally get a better job. This intensive, interactive course will prepare you for the Project Management Institute's (PMI)® Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® certification exam. Participants will review potential exam material, take practice tests and complete exercises and reviews. This course can also be used as a project management refresher course and to earn Professional Development Units (PDUs).

**Course Description:** This course is designed for people who want to pass the PMP® or CAPM® certification exam the first time. Everything needed to pass both exams is included in this class. All of the key project management knowledge areas and processes as outlined by PMI in the *PMBOK® Guide*, 6<sup>th</sup> edition, will be taught in this class, including industry good practices. This course offers tried-and-true study tips and mnemonic devices, which have earned Forward Momentum's students the exceptional PMP® exam pass rate of 92%. The class includes a student manual, practice tests, practice exercises, online study tools, various reference cards and index cards. The course is designed to minimize your self-study time.

### Topics List:

- Project integration management
- Project scope management
- Project schedule management
- Project cost management
- Project quality management
- Project resources management
- Project communications management
- Project risk management
- Project procurement management
- Project stakeholder management
- Professional and social responsibility
- Tips for studying and passing the exam

### Outline

1. PMP® and CAPM® Certification Exam Requirements and Study Tips
  - a. PMP® and CAPM® application requirements and tips
  - b. Types of exam questions
  - c. Study tips
  - d. Exam-taking tips
  - e. Maintaining certification and earning Professional Development Units (PDUs)
2. Project Foundations and Environment
  - a. Project management terms
  - b. Lifecycles and terms

- c. Tailoring project management approach
  - d. Project management business documents
  - e. Organizational Process Assets (OPAs) and Enterprise Environmental Factors (EEFs)
  - f. Project governance and success
  - g. Organizational structures and influence
  - h. Project manager role, influence, leadership style
  - i. Project management office
  - j. Project selection methods
3. Project Management Knowledge Areas and Processes
    - a. Life cycles
    - b. Understanding inputs, tools and techniques and outputs (ITTOs)
    - c. Process groups and knowledge areas
  4. Project Integration Management
    - a. Project integration management processes and ITTOs
    - b. Defining and using the project charter versus the project management plan
    - c. Project Statement of Work (SOW)
    - d. Change management
    - e. Completing a formal close
  5. Project Scope Management
    - a. Project scope management processes and ITTOs
    - b. Defining product scope versus project scope
    - c. Requirements gathering
    - d. Identifying components of a scope statement
    - e. Work breakdown structure (WBS) and benefits
  6. Project Schedule Management
    - a. Project schedule management processes and ITTOs
    - b. The schedule management plan
    - c. Understanding network diagrams, critical path and float
    - d. Defining activities, decomposition and rolling wave planning
    - e. Arrow and precedence diagramming methods
    - f. Methods for estimating
    - g. Critical chain method
  7. Project Cost Management
    - a. Project cost management processes and ITTOs
    - b. Types of cost
    - c. Estimating and budgeting
    - d. Manipulating earned value (EV) formulae
    - e. Cost terminology
  8. Project Quality Management
    - a. Project quality management processes and ITTOs
    - b. Defining quality and fitness for use
    - c. Quality theories including Zero Defects, Kaizen, Just-in-Time, etc.

- d. The seven basic quality tools
  - e. Prevention versus inspection
  - f. Quality terminology
  - g. Benchmarking and design of experiments
  - h. Quality assurance tools
9. Project Resource Management
- a. Project resource management processes and ITTOs
  - b. Organizational charts
  - c. Leadership and motivational theories
  - d. Resources management plan and staffing management plan
  - e. Understanding the phases of team development
  - f. Roles and responsibilities in resource management
  - g. Conflict management methods
10. Project Communications Management
- a. Project communications management processes and ITTOs
  - b. Communications models and communications analysis
  - c. Stakeholder register
  - d. Communications methods
  - e. Information management systems
  - f. Performance reporting
  - g. Managing and controlling communications
11. Project Risk Management
- a. Project risk management processes and ITTOs
  - b. Identifying risks, information gathering and diagramming techniques
  - c. Data gathering and representation
  - d. Analyzing risks qualitatively and quantitatively
  - e. Risk response strategies
  - f. Risk terminology
12. Project Procurement Management
- a. Project procurement management processes and ITTOs
  - b. Requirements for a legally binding agreement
  - c. Contract types and risk
  - d. Make-or-buy analysis
  - e. Procurement statement of work (SOW) and other procurement documents
  - f. Source selection criteria
  - g. Contract administration activities
  - h. Procurement terminology
13. Project Stakeholder Management
- a. Project stakeholder management processes and ITTOs
  - b. Analyzing stakeholders
  - c. Engaging with stakeholders
  - d. Managing stakeholders

14. PMI® Code of Ethics
  - a. Knowing to whom the Code applies
  - b. Aspirational versus mandatory standards
  - c. Core values of practitioners

**Who Should Attend:** Project managers, project engineers, functional managers, business managers, sponsors, PMO directors, PMO staff members, team leads, team members, subject matter experts, executives, senior managers and resource managers.