

PMP / CAPM Exam Preparation Programme

PROGRAMME DURATION:

Five days

PROGRAMME INTRODUCTION:

Project Management is a fast-developing international discipline. Much of modern business practice is being "projectised" in order to sharpen the focus on achieving high-standard results within the constraints of budget and tight deadlines.

With this increasing emphasis on a structured approach to project management, it is important for personnel to be acquainted with the fundamental principles and tools of project management. This applies to both team members and team leaders.

This Project Management Certification Programme has been designed to equip participants with both a theoretical understanding and practical tools and application projects in order to cement a solid project management skills set.

The PMP Exam Preparation Programme prepares participants to register for and write the internationally recognised Project Management Institute certification exam known as the "Project Management Professional" (PMP). Whether or not participants write this exam, the programme will nevertheless provide extremely useful skills and competencies for all who attend.

Full arrangements can be made (if so agreed) by the course providers for those who wish to write this online exam after the programme.

PROGRAMME OBJECTIVES:

This programme addresses all the fundamental principles of project management.

Participants on this programme will improve their competence and understanding in each of the areas outlined in the international Project Management standard (PMBOK – 3rd Edition). Specifically, participants should leave the course with the ability and confidence to lead or participate in medium sized projects.

WHO SHOULD ATTEND?

The programme is pitched at a level which will benefit anyone who is currently involved (or will soon be involved) in projects - either as a team member or as a project team leader. In particular, the programme will be appreciated by those who have had no formal project management training.

Personnel who interact with project teams will also benefit by gaining a better understanding of the fundamental concepts of project management, and why projects are managed the way they are.

In particular, it is suggested that this course should be directed towards those whose involvement in project management requires some basic understanding of the theory and concepts in order to enhance their success at work, including:-

- Project Team Leaders and team members
- Project admin. support staff
- IT support staff

- Contract Managers
- Engineering Professionals
- Technicians
- Procurement staff
- Negotiators
- Local Authority officials
- Public Relations personnel
- Sales and Marketing personnel

Please note that those intending to write the international PMI exam leading to the PMP qualification must have the following pre-requisites in place:-

If candidate has a Bachelor's degree or global equivalent:-

- a minimum of 4,500 hours of project management experience
- at least 36 months of non-overlapping project management experience in the past 6 years
- at least 35 contact hours of project management education (this course satisfies this criterion)

If candidate has a High School Diploma, Associate's degree or global equivalent:-

- a minimum of 7,500 hours of project management experience
- at least 60 months of non-overlapping project management experience in the past 6 years
- at least 35 contact hours of project management education (this course satisfies this criterion)

PROGRAMME METHODOLOGY:

The programme is interactive, allowing for lively participation and sharing of experience during sessions. There will be several short lectures, followed by case studies, videos, group discussions and practical assignments.

Each day consists of seven hours of training. Programme participants will be encouraged to apply their learning to their particular jobs. The programme also includes several practical assignments which have to be completed by participants after hours during the five days of training. The assignments are designed to facilitate an improved understanding of how the theoretical principles relate to the realities of day-to-day project management. Personalised feedback will be given to each participant.

This programme is intended to help prepare candidates to successfully write and pass the PMP exam. However, obviously candidates will have to put in considerable independent study hours in addition to this training in order to have a reasonable chance of passing the tough PMI exam. Wider reading is also highly advisable. The international PMI exam can be written within a month thereafter.

TOPICS TO BE COVERED:

1. Introduction to Project Management

- projects vs. products
- project management
- project phases and life cycles
- project processes

2. Project Initiation

- project proposals
- stakeholder identification & liaison
- accommodating organizational influences
- broader influences - socio/economic/political/cultural
- key competencies for project managers

- structuring and motivating proposals
- feasibility studies
- Project Charter

3. Project planning

- the five main project processes
- integrating these processes with each other
- agreeing goals, roles and responsibilities
- developing a project plan
- executing a project plan
- principles of project change control

4. Practical assignment

- project initiation

5. Project Management Information Systems

- selecting and using software tools
- documentation control
- documentation integration
- integrating changes into the information system

6. Project scope management

- scoping projects
- Scope Statements
- verifying scope
- defining a change control management system
- defining deliverables
- developing work breakdown structures
- phasing a project

7. Project scheduling

- defining project activities
- sequencing activities in order to optimize schedules
- estimating techniques
- scheduling methods
- network diagrams and Gantt charts
- controlling schedules

8. Practical assignments

- project scope management
- project scheduling and charting
- optimizing project schedules

9. Project cost management

- determining resource levels
- cost estimating techniques
- S-curves
- optimising, scheduling and levelling resources
- earned value management
- taking corrective action to control costs

10. Practical assignments

- project scheduling and charting
- integrated time and cost management
- cost management including escalations

11. Quality management

- quality specifications & standards
- project quality plans
- quality assurance
- controlling quality

12. Project team management

- selecting team members
- project leadership vs. project management
- personalities and social styles of team members and stakeholders
- interpersonal skills
- building trust
- developing project team members

13. Practical assignments

- HR management
- quality management

14. Communications in projects

- gaining & keeping stakeholder commitment & support
- communications media
- communicating information
- project performance reporting

15. Risk management

- contextual issues
- identifying risk factors
- analyzing and quantifying risk
- treatments for risk
- risk mitigation and contingency planning
- monitoring and controlling risk

16. Practical assignments

- risk management
- project communications

17. Procurement issues

- solicitation
- selection of sources
- contract law
- managing contracts
- remedies for breach
- liquidated damages
- closing contracts
- tendering

18. Project closure

- sign-offs
- handovers
- project performance indicators

19. Case studies

- further practical case studies, allowing an opportunity to exercise project planning and control techniques

20. Programme summary and exam preparation

- programme overview, integration and summary
- mock exam, consisting of 100 multiple-choice questions
- exam tips and techniques
- sample exam papers

Note:- It is recommended that course participants also attend the 4-day MS Project training course which provides skills in using practical project planning software. This course can be run consecutively with the Project Management Certification Programme, or as a separate course, by arrangement

CONTACT DETAILS:

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