



[www.delightlearning.com](http://www.delightlearning.com)

# PMP Certification Prep Workshop

[www.delightlearning.com](http://www.delightlearning.com), [info@delightlearning.com](mailto:info@delightlearning.com),

+919731135732, +91 9908496350

[Twitter@delightlearn](https://twitter.com/delightlearn), [www.facebook.com/delightlearn](https://www.facebook.com/delightlearn)

Project Management Certification has shaped thousands of professionals globally and is a workforce skill in high demand. PMI's **Project Management Professional (PMP)®** credential is the most important industry recognized certification for project managers. Globally recognized and demanded, the PMP® demonstrates that you have the experience, education and competency to lead and direct projects. The PMP recognizes demonstrated competence in leading and directing project teams. If you are an experienced project manager looking to solidify your skills, stand out to employers and maximize your earning potential, the PMP credential is the right choice for you.

Benefits of PMP Program:

- Learn to define and describe common terminology, manage projects faster while using fewer resources
- Avoid common mistakes in managing projects and learn the many tricks of the trade
- Apply International Project Management Standards from PMI® (the PMBOK® Guide) to real-world situations
- Study PMBOK® Guide's Five Process Groups, Ten Knowledge Areas, and 47 processes

- Gain skills needed to pass the PMI's Project Management Professional (PMP®) Certification Exam
- Prepare for PMP®/CAPM® exams and master test-taking techniques
- Learn PMBOK® Guide terms, definitions, and processes

### **Prerequisites:**

Here are the requirements for applying for the PMP Certification Exam:

**1(a).** For a person having a bachelor degree or equivalent university degree: Minimum of 4500 hours of project experience or Minimum of 3 years of project experience or

**1(b).** For a person who has a high school diploma or equivalent secondary school credentials: Minimum of 7500 hours of project experience or Minimum of 5 years of project experience.

And

**2.** Thirty Five 35 Contact Hours of Project Management Education (PMP Prep Program).

- Meet Qualifying Criteria as stated
- Undertake Formal Project Management Training
- 35 Contact Hours of Education
- Become PMI® Member
- Apply for PMP® Certification
- Schedule Exam at local Prometric Testing Center
- Appear for the exam
- Pass the Exam

**PMP exam** is of 4 hours duration. Yes 4 hours. It covers 200 multiple choice questions with only one correct answer. There is no negative marking. PMI uses rating system to evaluate understanding is given in each of the five process groups. The rating can be Below Proficient, Proficient, and Moderately Proficient

## PMP® Classroom Training Program (4 Days)

Duration: 4 Day - 35 PDUs

### Course Contents

Topic	Ref. PMBOK® Guide 5th edition
<b>Day 1 of 4</b>	
Introduction	<ul style="list-style-type: none"> <li>● Getting to know the participants</li> <li>● Introduction to PMI®</li> <li>● PMP® Certification – advantages</li> <li>● PMP® certification – process and fees related information</li> <li>● PMP® Application procedures – instructions on how to fill in the form</li> <li>● PMP® examination – information on the split of questions, question pattern</li> <li>● PMP® examination – Tips on how to prepare and take the examination (this theme will be reiterated throughout the course)</li> <li>● PMP® - Fulfilling the CCR requirements</li> <li>● Familiarization with course outline</li> <li>● Familiarization with the protocols and timings</li> <li>● Expectation setting and clarifications</li> <li>● Introductory Quiz – to assess the current level of familiarization of the participants with PMBOK® concepts and assess the gaps.</li> </ul>
Introduction to Project Management	<ul style="list-style-type: none"> <li>● What are Projects?</li> <li>● Projects vs. Operations</li> <li>● Project Management and the role of Project Manager</li> <li>● The concept of Progressive Elaboration</li> <li>● PMBOK® Guide structure</li> <li>● Interrelationship of Project Management with General Management concepts</li> <li>● The concept of Program Management and Portfolio Management</li> <li>● The concept of Project Management Office (PMO)</li> <li>● Multiple modes of operations of PMO</li> <li>● Quiz – Introduction to Project Management</li> </ul>
Project Management Context	<ul style="list-style-type: none"> <li>● The concept of Project Lifecycle and its characteristics</li> <li>● Phases defining the Project Lifecycle</li> <li>● Stakeholders in a Project</li> <li>● Varying types of Project organizational structures – Functional, Matrix and Projectized – their advantages and disadvantages</li> <li>● Quiz – Project Management context</li> </ul>
Project Management Processes	<ul style="list-style-type: none"> <li>● Project Management vs. Product oriented Processes</li> <li>● Description of five process groups in the Project Lifecycle and their interactions</li> <li>● Characteristics and components of Process groups</li> <li>● Process Interactions / Customization of Processes</li> <li>● Mapping of Project Management Processes across the Process Groups and Knowledge Areas</li> </ul>

	<ul style="list-style-type: none"> <li>● Quiz – Project Management Processes</li> </ul>
Project Integration Management	<ul style="list-style-type: none"> <li>● The role of Integration Management in Project execution</li> <li>● Description of multiple ways in a Project can arise</li> <li>● SOW – its characteristics</li> <li>● Description of Enterprise Environmental factors and organizational assets which can impact a Project</li> <li>● Description of various Project selection methods – like mathematical models and financial criteria like ROI, NPV, IRR etc.</li> <li>● Project Charter – its characteristics</li> <li>● Project Management Plan Development</li> <li>● Contents of the Project Management Plan</li> <li>● PMIS – its role in effective Project Management</li> <li>● Directing and Managing Project Work</li> <li>● The role of Configuration Management system in a Project environment</li> <li>● Monitoring and Controlling Project Work</li> <li>● Performing Integrated Change Control</li> <li>● How to manage changes in a Project?</li> <li>● Change Control Management activities involved in a Project</li> <li>● Role of Change Control Board in Project environment</li> <li>● Closing a Project ( or a Phase)</li> <li>● Multiple types of closures (Administrative closure and Financial closure)</li> <li>● Updation process to organizational Process assets</li> <li>● Quiz – Project Integration Management</li> </ul>
Project Scope Management	<ul style="list-style-type: none"> <li>● Project Scope vs. Product Scope and their interrelationships</li> <li>● Importance of Scope Management Plan in the Project</li> <li>● Collect Requirements process</li> <li>● Define Scope Process</li> <li>● Project Scope statement – how to prepare and update?</li> <li>● WBS – its key role in Project Management</li> <li>● Creating and Managing WBS</li> <li>● Interactions of WBS with other Breakdown structures used in Project Environment</li> <li>● Validate Scope process</li> <li>● Scope Validation vs. Quality Control</li> <li>● Control Scope process</li> <li>● Quiz – Project Scope Management</li> </ul>
<b>Day 2 of 4</b>	
Project Time Management	<ul style="list-style-type: none"> <li>● Importance of Time Management in a Project environment</li> <li>● Define Activities process</li> <li>● Sequence Activities process</li> <li>● Multiple types of dependencies across activities</li> <li>● Precedence Diagramming Method</li> <li>● Estimating Activity Resource process</li> <li>● Estimating Activity Duration process</li> <li>● Various duration estimating procedures – Top-Down, Bottom-up, Analogous, Parametric etc.</li> <li>● Develop Schedule Process</li> <li>● The importance of calendars in the Scheduling process</li> <li>● The importance of Critical Path in Project Management</li> <li>● Critical Path computation and explanation of its characteristics</li> <li>● Application of techniques like Fast tracking, Crashing, Resource Optimization, PERT etc in schedule development</li> <li>● Use of Modeling techniques in Scheduling</li> </ul>

	<ul style="list-style-type: none"> <li>● Critical Chain applications</li> <li>● Schedule I data- descriptions</li> <li>● Control Schedule process Revision of schedules</li> <li>● Quiz – Project Time Management</li> </ul>
Project Cost Management	<ul style="list-style-type: none"> <li>● The importance of Cost Management in Projects</li> <li>● Project Lifecycle costing vs. Product Lifecycle costing</li> <li>● Cost Management Plan and its use in Cost control</li> <li>● Estimating Costs process</li> <li>● Cost Management Plan and its use in Cost control</li> <li>● Analogous, Parametric and Bottom-up methods of Cost estimating</li> <li>● Determine Budget process</li> <li>● Cost Baseline and its management</li> <li>● Control costs process</li> <li>● Application of Earned value management techniques for Cost Management</li> <li>● Cost and Schedule Performance Indices and their use in Forecasting</li> <li>● Multiple methods of Depreciation</li> <li>● Quiz – Project Cost Management</li> </ul>
Project Quality Management	<ul style="list-style-type: none"> <li>● Project Quality vs. Product Quality</li> <li>● Concepts of Quality Management</li> <li>● Project Management vis-à-vis Quality Management</li> <li>● Current themes in Quality Management</li> <li>● Planning Quality Management process</li> <li>● Project Quality Management Plan and Process Improvement Plan</li> <li>● Perform Quality Assurance process</li> <li>● The role of Quality Audits in Quality Management</li> <li>● Perform Quality Control process</li> <li>● Seven basic tools of Quality Control – including Control Charts, Cause and Effect diagrams, Pareto Diagrams, Stratification, Histograms, Scatter diagrams etc.</li> <li>● Quality – Deming, Juran, Crosby etc. and their key contributions</li> <li>● Cost of Quality/ Cost of Non-Quality concepts</li> <li>● Quiz – Project Quality Management</li> </ul>
<b>Day 3 of 4</b>	
Project Human Resource Management	<ul style="list-style-type: none"> <li>● Developing Human Resource Management Plan process</li> <li>● Organizational Planning &amp; Structures</li> <li>● Description of OBS and RBS</li> <li>● RAM and RACI Charts</li> <li>● How Staffing Management Plan enables HR Management?</li> <li>● Acquire Project Team Process</li> <li>● Managing Virtual teams in a Project environment</li> <li>● Building effective Project teams</li> <li>● Develop Project Team process</li> <li>● Importance of Trainings in Project team development</li> <li>● Delegation for effective management</li> <li>● Multiple stages of Team Development</li> <li>● Manage Project team process</li> <li>● Performance Appraisals of team members</li> <li>● Types of Power – De-facto and Personal Powers</li> <li>● Project Managers' leadership styles</li> <li>● Conflict Handling – multiple models</li> <li>● How to motivate Team members?</li> <li>● Maslow's Hierarchy of Needs</li> <li>● Fredrick Herzberg's Two-Factor Theory</li> </ul>

	<ul style="list-style-type: none"> <li>• Theory X, Y and Z descriptions and their application to Project Management</li> <li>• Expectancy Theories</li> <li>• Quiz – Project Human Resource Management</li> </ul>
Project Communications Management	<ul style="list-style-type: none"> <li>• Planning Communications Management Process</li> <li>• Project Communications structures</li> <li>• Communications requirements analysis in the Project environment</li> <li>• Communication Channels in a Project</li> <li>• Communications Management Plan</li> <li>• Sender Receiver models in the Project environment</li> <li>• Manage Communications process</li> <li>• Communication Methods – Push, Pull and Interactive</li> <li>• Control Communication Process</li> <li>• Reporting Performance</li> <li>• Obstacles in cross-cultural communication</li> <li>• Quiz – Project Communications Management</li> </ul>
Project Risk Management	<ul style="list-style-type: none"> <li>• Risk Management cycle in a Project environment</li> <li>• Plan Risk Management process</li> <li>• Importance of Risk Management Plan in the Risk Management Lifecycle</li> <li>• Types of Risks which can impact a Project</li> <li>• Identify Risks process</li> <li>• Risk identification facilitators – Brainstorming, Delphi techniques, SWOT Analysis, Documentation Review, Checklist Analysis etc</li> <li>• Perform Qualitative Risk Analysis process</li> <li>• Probability Impact Matrix and its use in Risk Management</li> <li>• Perform Quantitative Risk Analysis process</li> <li>• Use of varying Simulation Techniques</li> <li>• Application of Decision Tree analysis and Sensitivity Analysis tools to Risk Management</li> <li>• Plan Risk Responses process</li> <li>• Strategies of Risk response for positive and negative risks</li> <li>• Monitor and Control Risks process</li> <li>• Use of Risk Audits, Reserve Analysis and Variance and Trend Analysis in Monitoring and Control of Risks</li> <li>• Corrective and Preventive Actions in Risk Management process</li> <li>• Quiz –Project Risk Management</li> </ul>
<b>Day 4 of 4</b>	
Project Procurement Management	<ul style="list-style-type: none"> <li>• Why Procurement is important for Projects?</li> <li>• Procurement Management lifecycle</li> <li>• Project Manager's Procurement Management responsibilities</li> <li>• Plan Procurement Management process</li> <li>• Make or Buy analysis</li> <li>• Major types of Contracts – including FFP, Cost plus, T&amp; M and their variations</li> <li>• Various types of Procurement documents – incl. RFP, RFQ, IB etc.</li> <li>• Source selection process</li> <li>• Application of Screening and Weighting systems in Procurements selection</li> <li>• Contract negotiations process</li> <li>• Contract negotiations process</li> <li>• Close Procurements process</li> <li>• Quiz – Project Procurement Management</li> </ul>

Project Stakeholder Management	<ul style="list-style-type: none"><li>● Identify Stakeholders Process</li><li>● Conducting Stakeholder Analysis – Power-Interest Grid</li><li>● Creating the Stakeholder Register</li><li>● Plan Stakeholder Management Process</li><li>● Stakeholder Engagement Levels</li><li>● Stakeholder Engagement Assessment Matrix</li><li>● Manage Stakeholder Engagement process</li><li>● Control Stakeholder Engagement Process</li></ul>
--------------------------------	---

[www.delightlearning.com](http://www.delightlearning.com), [info@delightlearning.com](mailto:info@delightlearning.com),

+919731135732, +91 9908496350

[Twitter@delightlearn](https://twitter.com/delightlearn), [www.facebook.com/delightlearn](https://www.facebook.com/delightlearn)