



www.delightlearning.com

PMP Certification Exam Prep Workshop

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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 duration is 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 Target, Target, and Above Target.

PMP® Classroom Training Program (4 Days)

PMP Training (Based on PMBOK6th Edition) Course Outline

Module 1: Introduction to PMP® Certification

Goal:

In this module, you will learn the basic terms and skills that are applied in a Project Environment (PMI®, PMP®, PMBOK® Guide, Project, Program and Portfolio, PMO, Project Life Cycle, Stakeholders, Process Groups, Project Business Documents, Tailoring & Project Success Measures)

Objectives:

- Learn the basic terms and skills that are required to be applied in a Project Environment
- Understand the concept of Tailoring and apply the same
- Focus on Project benefits in addition to the traditional focus on Project outputs.

Topics:

- Projects & importance of Project Management
- Relationship of Project, Program, Portfolio & Operations Management
- Key components - Project and Development Lifecycles, Project Phase & Phase Gate, Project Management Processes, Process Groups, Project Management Data & Information
- Tailoring
- Project Management Business Documents - Project Business Case, Project Benefits Management Plan, Project Charter & Project Management Plan, Project Success Measures

Module 2: The Project Environment

Goal:

In this module, you will learn about internal and external factors that influences the Project such as Project Life Cycle, Project Phases, Organization Structures, Process Assets, and Enterprise Environmental Factors

Objectives:

- Analyze how various factors influence a Project Environment, such as Organization Structures
- Know about the other Internal and External Factors

Topics:

- Factors Influencing Projects like organizational process assets, enterprise environmental factors & organizational structures

Module 3: *Role of the Project Manager*

Goal:

In this module, you will learn about Project Manager role, Skills and Competencies, Sphere of Influence, and the Project Manager's role as a Project Integrator

Objectives:

- Apply required skills and develop further abilities to become a more effective Project Manager.

Topics:

- Project Manager's Sphere of Influence
- Project Manager's Competencies
- Integration by the Project Manager

Module 4: *Project Integration Management*

Goal:

In this module, you will learn about the key concepts and processes related to Project Integration Management, Inputs and Outputs of each Process, and Tools & Techniques used

Objectives:

- Apply best practices to initiate, plan, execute, monitor/control and close a Project
- Integrate various areas of a Project
- Manage knowledge in a Project

Topics:

- Project Integration Management
- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

Module 5: *Project Scope Management*

Goal:

PMBOK[®] defines Project Scope as the “The work that needs to be accomplished to deliver a product, service, or result with the specified features and functions.” Learn the key concepts and processes related to Project Scope Management, the benefits, and Tools & Techniques used

Objectives:

- Plan and Manage Project Scope
- Apply Techniques to gather Project Requirements, prepare Scope and create a WBS
- Verify and control Project Scope

Topics:

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure
- Validate Scope
- Control Scope

Module 6: Project Schedule Management**Goal:**

Schedule Management is the process of developing, maintaining and communicating schedules for Time and Resource in Project Management. This module emphasises the importance of delivering the Project on time. To create a proper Schedule, you should be aware of Resources involved, Processes involved, Tools available, and methods to Manage and Control the Project. Learn all these aspects in this module.

Objectives:

- Plan how to Schedule a Project
- Apply various Steps and Techniques to derive and control a Project’s Schedule

Topics:

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule

- Control Schedule

Module 7: *Project Cost Management*

Goal:

Cost Management Plan focuses on: Planning Cost for the Project, Managing Project to the Cost, Controlling Cost, and Managing Cost Variances. In this module, you will learn about the important steps involved in Project Cost Management, Inputs to estimate Cost, Types of Costs, and the Tools & Techniques used.

Objectives:

- Create Project Estimates for Cost and Budget
- Plan overall Project Cost Management
- Control Cost
- Calculate Earned Value of a Project at a given point in time
- Forecast expected Project Cost and Schedule based on trend

Topics:

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs

Module 8: *Project Quality Management*

Goal:

Quality Management involves Quality Planning, Quality Assurance, and Quality Control. In this module, you will learn about the key Concepts, primary Inputs, primary Outputs, and Tools & Techniques used to perform Quality Management.

Objectives:

- Integrate and Plan Quality into a Project
- Differentiate between Quality Control, Quality Management and Quality Assurance, and apply associated best practices

Topics:

- Plan Quality Management
- Perform Quality
- Manage Quality
- Control Quality

Module 9: Project Resource Management

Goal:

Resource Management deals with identifying and documenting Project Roles, Responsibilities, and Reporting Relationships as well as creating Staff Management Plan. You will also create Reward Systems and track Team and Individual performances. Learn the major processes, inputs, outputs, and tools & techniques used for effective Resource Management

Objectives:

- Plan Human and Material Resources for a Project in relation to Project Schedule and Cost
- Source and Manage Project Team
- Develop and Track Project Team Performance

Topics:

- Plan Human Resource Management
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Control Resources

Module 10: Project Communication Management

Goal:

Communicating on Projects require determining the Information and Communication needs of the Stakeholders. Our Stakeholders an indispensable part of any Project. Learn about Communications Planning, managing Stakeholders, Performance Reporting.

Objectives:

- Plan Project Communications based on Stakeholder needs
- Tailor and apply appropriate methods, tools and technology for effective and efficient Project Communications
- Optimize Communications based on changing needs

Topics:

- Plan Communications Management
- Identification of Stakeholders
- Manage Communications
- Monitor Communications

Module 11: Project Risk Management

Goal:

Risk Management is all about anticipating Risks and having a proper plan in place that will help resolve the Risk when it occurs. Proper Risk Management also helps in reducing unnecessary stress, prevents many issues from occurring, and helps make other issues occur less during the phase of Project Execution. In this module, learn about Risk Management Planning, Risk Factors, processes, and the Tools & Techniques involved

Objectives:

- Plan Risk Management for a Project
- Identify and analyze Risks in a Project
- Prioritize and Plan appropriate strategies and responses for various Risks
- Perform ongoing Risk Management and Control

Topics:

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks
- Control Risk

Module 12: *Project Procurement Management***Goal:**

Procurement Department is nothing but the Legal Department of the Company. A formal process to obtain goods or services is known as Procurement. Learn Procurement Management Plan, Procurement State Of Work(SOW), Procurement Documents, required inputs and outputs, and Tools & Techniques used as part of this module

Objectives:

At the end of this module, you should be able to

- Apply fair practices relevant to Procurement aspects in a Project where applicable
- Review Contract Performance, Manage Contract Changes, and Closure

Topics:

- Plan Procurement Management

- Conduct Procurements
- Control Procurements

Module 13: *Project Stakeholder Management*

Goal:

Stakeholders are individuals who get impacted by the Project. Stakeholder Management involves identification of Stakeholders, analysis of their requirements, developing appropriate processes and communication channels to work with Stakeholders.

Objectives:

- Identify various Stakeholders in a Project
- Plan how to effectively engage and continuously manage the Stakeholders.

Topics:

- Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

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