Project
Management
Fast Track

PMP®

projex
GROUP

COURSE LENGTH:
5 days (35 PDUs) and/or 6 days (45 PDUs)

COURSE LEVEL:
Intermediate

COURSE DESCRIPTION:
The Project Management FastTrack is a hands-on program that is aligned with the Project Management Institute's (PMI)® Guide to the Project Management Body of Knowledge (PMBOK® Guide). This program is designed to help you understand and pull together all the knowledge areas and processes of project management necessary to plan and execute, control and close successful projects. This program includes a Project Management Professional® (PMP®) Prep component to prepare you to take your PMP® certification.

The curriculum is presented in a dual fashion; the theory of PMI® is balanced by the reality of the course instructors' project management experiences. The dual approach provides the student learner with real examples of the theory of PMI®. There are numerous discussion topics throughout, along with exercises to reinforce what participants have learned in the classroom, which translates into opportunities for incorporation of improved practices into your current projects. Quizzes, also called knowledge checks are given after lessons to measure the students' progress. Additionally, a practice PMP® certification exam is included.

WHO SHOULD ATTEND:
Program managers, project managers, team members, project leaders, administrators, manufacturing engineers, I.T. professionals, R&D managers, functional managers with experience managing project teams and a knowledge of the PMBOK®. Individuals interested in obtaining their PMP® certification should also attend.

PREREQUISITES (COURSE LEVEL = INTERMEDIATE):
- At least 2-4 years of experience working in a Project Manager role leading a team
- Already have a understanding of PMI® and the PMBOK® Guide
- Interest in taking/prepping for the PMP® certification exam
- Has the sufficient experience to take the PMP® certification exam (4,500 hrs. of experience over 5 years)

WHAT YOU WILL ACHIEVE:

- An understanding of the nine project management knowledge areas and the five process groups, and the ability to distinguish between core and facilitating processes of project management.

- An understanding of how to prepare for the PMP Exam®.

- The ability to define the scope of a project - one of the most challenging tasks for a project manager.

- An understanding of the importance of determining project activities and breaking them down to the smallest components, along with an understanding of how to manage the project schedule.

- An understanding of the differences between qualitative and quantitative risk analysis, and when it is appropriate to use each type of analysis.

- The ability to manage conflict on the project team and among stakeholders, along with common communications issues and how to resolve them.

PROJECT MANAGEMENT FRAMEWORK
Key project management definitions, concepts and processes.

- PMI® Framework for Project Management
- Project Phases
- Project Life Cycles
- Process Groups

PROJECT INTEGRATION MANAGEMENT
Integration in project management is evident in situations where individual processes interact. The processes and activities required to identify, define, combine, unify, and coordinate the various processes and project management activities with the project management process groups are discussed.

- Defining project success
- Triple constraints
- Expertise required by the project team
- Initiating projects
- Developing a Project Charter
- Project selection methods
- Project planning deliverables
- Change control

PROJECT SCOPE MANAGEMENT
Defining the scope of a project is one of the most challenging tasks for a project manager. The importance of formally initiating a project and the need for proper documentation of the scope of the project is discussed, along with the importance of working with stakeholders to ensure that the project meets their expectations.

- Initiation
- Scope Planning
- Scope Definition
- Scope Statement
- Statement of work
- Responsibility assignment matrix (RAM)
- Scope Verification
- Scope Change Control

PROJECT TIME MANAGEMENT

The importance of determining project activities and breaking them down to the smallest components, as well as how to manage the project schedule.

- Activity Definition
- Activity Sequencing
- Activity Duration Estimating
- Schedule Development
- Schedule Control
- Critical path method (CPM)
- PERT
- Schedule negotiations
- Schedule control

PROJECT RISK MANAGEMENT

Risk is a given on any project. The progression of risk from identification to analysis to response is covered, in addition to the importance of developing and maintaining a risk-management plan and a risk-response plan.

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control

PROJECT COMMUNICATIONS MANAGEMENT

There are a myriad of challenges in developing and executing a project communications plan. Participants explore how communication media, frequency and content are adapted to fulfill the communication needs of stakeholders.

- Communications Planning
- Information Distribution
- Performance Reporting
- Conflict Management
- Stakeholder analysis
- Project Management Communication Issues

PROJECT HUMAN RESOURCE MANAGEMENT

Learning how to effectively manage resources is paramount to the successful completion of a project. The stages of team development are covered, along with the methods used to guide teams through the various stages.

- Organizational Planning-influences & structures
- Staff management plans & acquisition
- Team Development
- Team building and leadership

PROJECT COST MANAGEMENT

Ways of estimating and budgeting costs are discussed, as well as effective monitoring and control of project costs.

- Resource Planning
- Cost Estimating
- Cost Budgeting
- Cost Control

PROJECT QUALITY MANAGEMENT

Quality is important to any project, regardless of size. The importance of developing and utilizing a quality plan is covered, in addition to methods of managing quality for a project.

- Quality Planning
- Quality Policy
- Quality Assurance
- Quality Control
- Quality Tools
- Six Sigma Overview

PROJECT PROCUREMENT MANAGEMENT

The variety of types of contracts and procurement documents are covered, along with effective evaluation criteria.

- Purchase plans and acquisitions
- Contract Types
- Contract negotiations
- Contract administration
- Contract change control
- Contract closure

PROFESSIONAL & SOCIAL RESPONSIBILITY

The behavioral and ethical aspects of professional project managers.

- Professional and social responsibility
- Code of Conduct

PMP® EXAM PREPARATION & REVIEW

Basic information to prepare for taking the PMP® Certification exam is covered, including study resources in addition to a sample exam that integrates all the modules.

- The PMP® certification process
- PMP® examination specification
- Review of Inputs, Tools and Techniques, and Outputs of the Processes
- Additional study references
- Instructions & tips for completing application

PROGRAM CONTENTS:

- PMBOK® Guide
- Two books with over 1000 questions
- Downloadable Audio content
- Downloadable Exam Simulation with practice exams
- Laminated, double-sided and color-coded study placemats
- Three quick-reference study mats
- 436 flash cards
- Highlighter, pen, and calculator