



Project Management Professional (PMP)[®]/ Certified Associate in Project Management (CAPM)[®] Certification Exam Preparation¹

Delivery: Traditional classroom
Course No: PMN5-510
Duration: 3 days
Credits: 21 PDUs/contact hours

Prerequisites: Working knowledge of project management terminology and practices and some familiarity with the Guide to the Project Management Body of Knowledge (*PMBOK[®] Guide*)

Course Level: Advanced

About this course

This intensive course has been designed to help participants pass the prestigious PMP[®] or CAPM[®] examinations and obtain the designated credential, by providing detailed knowledge and exam techniques needed to fulfil Project Management Institute (PMI[®]) credential criteria.

The course is based on the latest edition of the *PMBOK[®] Guide*. You are strongly recommended to acquire – and study – the Guide.

There are specific pre-requisites necessary in order to be accepted for the examination. These pre-requisites are on the PMI[®] website at www.pmi.org

Who should attend?

PMP[®]/CAPM[®] Certification Exam Preparation is a course designed for project managers and other project management related personnel who wish to pursue a professional project management certification.

It should be noted that the purpose of this course is not to teach participants how to be a project manager. For information about our other suitable courses, eg, Project Management - the Complete Guide or Project Management Excellence, for PMP[®] candidates, or Project Management Essentials for CAPM[®] candidates. Refer to our website www.pmnetwork.com.au for scheduled dates.

¹ PMI, PMP, CAPM, PMBOK, PMI Talent Triangle, and the Registered Education Provider logo are registered marks of the Project Management Institute, Inc.

Learning outcomes

By the end of the course, the participants should be able to:

- Understand the structure, intent and content of the *PMBOK® Guide*
- Understand how the process groups and knowledge areas interact
- Understand the inputs, tools/techniques and outputs of each project management process
- Understand and be able to apply formulae e.g. Earned Value, 3-Point Estimate, Communication Channels etc.
- Assess individual knowledge strengths and weaknesses
- Set a plan of study for the PMP® or CAPM® with confidence

Learning approach

The Course Director will use a variety of interactive methods during the course, including:

- Group brainstorming and discussions
- Review questions and answers after each topic
- Suggested evening readings
- Final practice exam questions and answers

Short breaks will be provided for lunch and refreshments.

Course materials provided

Each attendee will receive:

- Complete set of presentation slides
- Session questions and answers
- Practice exams and solutions
- A certificate of attendance confirming PDUs (contact hours) earned

Course outline

The course is broken into fifteen units that assist the participant by covering the main topics (knowledge areas) within the *PMBOK® Guide*.

Session 1 Introduction & Exam structure

- Introduction and Course Structure
- PMI® and the Exams

Session 2 Project Management Framework

- Project Management concepts and terminology
- Project Life Cycle and organisational influences
- Session quiz & wrap up

Session 3 Project Management Processes

- The PMI® Process Groups and Knowledge Areas
- Project Management Process Interactions
- Project Management Process Groups & Knowledge Areas Mapping
- Session quiz & wrap up

Session 4 Project Management Knowledge Areas – Integration

- Develop Project Charter
- Develop Project Management Plan
- Direct & Manage Project Execution
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase
- Session quiz & wrap up

Session 5 Project Management Knowledge Areas – Scope

- Collect Requirements
- Define Scope
- Create WBS
- Verify Scope
- Control Scope
- Session quiz & wrap up

Session 6 Project Management Knowledge Areas – Time

- Define Activities
- Sequence Activities (network diagrams)
- Estimate Activity Resources and durations
- Contingency and reserve
- Develop Schedule and critical path method
- Control Schedule
- Schedule compression techniques
- Session quiz & wrap up

Session 7 Project Management Knowledge Areas – Cost

- Estimate Costs and Determine Budget
- Control Costs
- Earned value analysis techniques (formulae and S-curves)
- Session quiz & wrap up

Session 8 Project Management Knowledge Areas – Quality

- Plan Quality
- Pioneers of quality
- Project quality objectives and metrics
- Perform Quality Assurance
- Perform Quality Control
- Session quiz & wrap up

Session 9 Project Management Knowledge Areas – Human Resources

- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team

- Team acquisition and development techniques
- Manage Project Team
- Session quiz & wrap up

Session 10 Project Management Knowledge Areas – Communication

- Identify Stakeholders
- Plan Communications
- Distribute Communications
- Manage Stakeholder Expectations
- Report Performance
- Session quiz & wrap up

Session 11 Project Management Knowledge Areas – Risk

- Plan Risk Management
- Identify Risks (and opportunities)
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Monitor & Control Risks
- Session quiz & wrap up

Session 12 Project Management Knowledge Areas – Procurement

- Plan Procurement
- Contract types and source selection
- Conduct Procurements
- Administer Procurements and manage suppliers
- Close Procurements
- Session quiz & wrap up

Session 13 Project Management Knowledge Areas – Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

Session 14 Professional and Social Responsibility - Ethics

- Introduction to ethical, legal & professional behaviour
- Review of Code of Ethics and Professional Conduct
- Session quiz & wrap up

Session 15 Project Management Knowledge Areas – Mock Exam & Discussion

- 2 hour mock exam followed by debriefing session
- Review of exam structure and exam tips and course wrap-up

Project Management Training from PMN

Project Managers Network Pty Ltd is a Registered Education Provider (#1467) for the Project Management Institute. All our courses offer PMI members Professional Development Units to maintain their PMP certification. This course offers attendees 21 PDUs/Contact Hours

Project Managers Network offers clients a variety of courses dealing with all levels of experience in Project Management. Check our web site for the latest schedule of courses.



Registered Education Provider number 1467