



PMP Boot Camp

Duration: 4 Days

Location: Your site

Cost: Daily rate, up to 10 people

Seminar Includes:

PMP Study Guide

32 contact hours for PMI Exam

PMP lecture

Hands-on exercises

Over 1,000 practice questions

PMP Cheat Sheets

Certification of Completion

Satisfaction guaranteed

This seminar includes three months of access to the PMP Online Boot Camp for each participant.

Module One: Project Management Framework

Module Introduction and Overview

Introducing the PMP Certification and the PMBOK

All about the PMP Examination

Purpose of the PMBOK

Defining what a project is – and is not

Projects

Operations

Progressive Elaboration

Projects and Strategic Planning

Examples of Projects

Examining projects in the organization

Working with operations

Programs and its projects

Projects and Organizational Portfolio Management

Defining Project Management and Project managers

What is project management?

Adhering to the PMP Code of Conduct

Management by Projects

The PMBOK Guide Structure

Project Life Cycle and Organization

Project Management Processes

Project Integration Management

- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Management areas of expertise
 - PMBOK Knowledge
 - Application area knowledge
 - Project environment
 - General Management
 - Interpersonal skills
- Working with the identified project management context
 - Programs
 - Subprojects
 - Project Portfolio Management
 - Project Management Offices
 - Using enterprise environmental factors
- Module Summary
- Module Key Terms
- Module Exam

Module Two: Project Life Cycle and Organization

- Module Introduction and Overview
- The Project Life Cycle
 - Characteristics of a Project Life Cycle
 - Characteristics of Cost and Staffing
 - Characteristics of Project Phases
- Comparing Project Life Cycle and Product Life Cycle
 - Defining the Product Life Cycle
 - Relationships between product and project
- Meeting the Project Stakeholders
 - Key stakeholders
 - Project Manager
 - Customer
 - Performing Organization
 - Project team members
 - Sponsor
 - Influencers
 - PMO
 - Managing stakeholder expectations
- Working With Organizational Influences
 - Organizational Systems
 - Organizational Culture and Styles
 - Organizational Structures
 - Functional
 - Weak Matrix
 - Balanced Matrix
 - Strong Matrix
 - Projectized
 - Composite
- PMO and Organizational Influences

Relying on Project Management Systems
Module Summary
Module Key Terms
Module Exam

Module Three: Adapting the Project Management Processes

Module Introduction and Overview
Learning the Project Processes

- Project management iterative processes
 - Plan
 - Do
 - Act
 - Check
- Product-orientated processes

Working with Project Management Process Groups

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

Initiating a Project

- How a project gets initiated
- Creating the Project Charter
- Creating the preliminary project scope statement

Planning a Project

- Creating a Project Management Plan
- Planning the project scope
 - Defining the project scope
 - Creating the Work Breakdown Structure
 - Defining the project's activities
 - Sequencing the project work
 - Estimating the project's resource demand
 - Estimating the project duration
 - Developing the project schedule
 - Estimating the project cost
 - Budgeting the project work and resources
 - Planning for quality
 - Planning for HR concerns
- Creating a Communications Management Plan
- Creating a Risk Management Plan
- Planning for project procurement

Executing the Project Plan

- Directing and managing the project plan execution
- Performing quality assurance
- Acquiring and developing the project team
- Distributing project information
- Requesting seller responses
- Choosing the vendors

Monitoring and Controlling the Project

- Monitoring and controlling project work
- Managing integrated change control
- Verify the project scope

- Managing the project scope
- Controlling the project schedule
- Controlling the project costs
- Ensuring project quality
- Managing the project team
- Reporting project performance
- Managing the project stakeholders
- Monitoring and controlling risks
- Performing contract administration
- Closing a Project
 - Closing the project
 - Closing the project contracts
- Examining the Process Interactions
 - How the process groups work together
 - Process group interactions across phases and projects
 - Project process characteristics
- Mapping the Project Management processes
 - Identifying the project management processes
 - Mapping the processes to IPECC
- Module Summary
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Module Four: Implementing Project Integration Management

- Module Introduction and Overview
- Creating the Project Charter
 - Examining the charter requirements
 - How to write a project charter
 - Using the project charter to move the project forward
- Developing the Project Scope Statement
 - Examining the Project Scope Influences
 - Considering preliminary scope statement factors
 - Creating the Scope Statement
- Developing the Project Management Plan
 - Examining the Organizational Project management philosophy
 - Defining the project plan's purpose and subsidiary plans
 - Project planning methodologies
 - Stakeholder skills and knowledge
 - PMIS
- Creating the Project Management Plan
 - Writing the Project Management Plan
 - Creating the subsidiary management plans:
 - Scope management plan
 - Schedule management plan
 - Cost management
 - Quality management
 - Staffing management
 - Communications management
 - Risk response plan
 - Procurement management plan
 - Open issues and pending decisions
 - Supporting detail
- Directing and Managing the Project Execution

- Executing the Project Plan
 - Following the project plan
 - Implementing preventive and corrective actions
- Monitoring and controlling project work
 - Managing Change Control
 - Follow the project plan
 - Performance reports
 - Change request
 - Change control system
 - Configuration Management
 - Performance Measurement
 - Additional Planning
 - Project Plan Updates
 - Corrective actions
 - Lessons learned
 - Integrating Project Change Control
 - Defining integrated change control
 - Relying on a PMIS and expert judgment
 - Managing approved and declined change requests
 - Preparing for Project Closure
 - Preparing to close a project
 - Closing a project according to plan
 - Documenting the project's success and failures
- Module Summary
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Module Five: Managing the Project Scope

- Module Introduction and Overview
- Collecting Project Requirements
 - Eliciting requirements
 - Elicitation techniques
 - Working with business analysts
 - Creating the requirements management plan
- Planning the Project Scope
 - Preliminary Project Scope statement
 - Using templates, forms, and standards
 - Creating the Project Scope Management Plan
- Defining the Project Scope
 - Product analysis
 - Benefit/cost analysis
- Creating the Project Scope
 - Project scope statement
 - Project objectives
 - Product scope description
 - Project requirements
 - Project boundaries
 - Project deliverables
 - Acceptance criteria
 - Constraints and assumptions
 - Defined risks
 - Schedule milestones
 - Time and costs limitations

- Configuration management requirements
- Approval requirements
- Project Scope Management Plan Updates
- Creating a Work Breakdown Structure
 - Relying WBS Templates
 - Decomposing the project work
 - Samples of WBS
- Examining the Purpose and Output of the WBS
 - WBS Influence
 - Scope Statement updates
 - WBS Dictionary
 - Scope Baseline
- Verifying the Project Scope
 - Using the WBS Dictionary
 - Examining project deliverables
 - Inspection and Formal acceptance
- Controlling the Project Scope
 - Relying on the Scope Management Plan
 - Using the WBS and the WBS Dictionary
 - Implementing approved Change requests
 - Enforcing the project's change control system
 - Measuring performance
 - Using a configuration management system
 - Corrective actions
- Module Summary
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Module Six: Implementing Project Time Management

- Module Introduction and Overview
- Defining the Project Activities
 - Rolling wave planning
 - Activity List
 - Activity decomposition
 - Supporting Detail
 - Work Breakdown Structure Updates
 - Milestone lists
- Mapping the Activity Sequences
 - Using Precedence Diagramming Methods
 - Using the Arrow Diagramming Method
 - Relying on network templates
 - Finding activity dependencies
 - Using lags and leads
 - Creating a Project Network Diagram
- Estimating the Activity Resource Demands
 - Examining the activity list and activity attributes
 - Examining the availability of resources
 - Tools and techniques for determining resource demands
 - Using bottom-up estimating for resource demands
 - Creating a resource breakdown structure
 - Creating a resource calendar
- Estimating the Activity Durations
 - Activity resource requirements

- Examining resource calendars
- Identified risks and the risk register
- Analogous estimating
- Parametric based estimates
- Three point estimates
- Reserve analysis
- Activity duration estimates
- Developing Project Schedule
 - Activity duration estimates
 - PNDs
 - Resource requirements and Calendars
 - What-if scenario analysis
 - Using the Critical chain method
 - Scheduling modeling
 - Creating the project schedule
 - Updating the schedule influences
- Managing Schedule Control
 - Reporting progress
 - Schedule Change control System
 - Performance Measurements
 - Additional Planning
 - PMIS
 - Variance analysis
 - Schedule comparison bar charts
- Module Summary
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Module Seven: Managing Project Cost

- Module Introduction and Overview
- Implementing Effective Cost Estimating
 - Resource Rates
 - Activity duration estimates
 - Estimating publications
 - Historical information
 - Analogous information
 - Parametric modeling
 - Bottom-up estimating
 - Computerized tools
 - Cost estimating methods
 - Cost estimates
 - Vendor bid analysis
 - Reserve analysis
 - Cost of quality
 - Cost management plan
- Executing Cost Budgeting
 - Relying on the WBS and the WBS dictionary
 - Determining the project contract influences
 - Examining cost aggregation
 - Funding limit reconciliation
 - Creating the cost baseline
 - Updating the cost management plan
- Using Earned Value Management

- The purpose of earned value
- The earned value formulas
- How to memorize the earned value formulas
- Applying Project Management Cost Control
 - Cost management plan
 - Cost baseline
 - Cost change control system
 - Performance measurement and forecasting
 - Additional planning
- Module Summary
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Module Eight: Achieving Project Quality

- Module Introduction and Overview
- Planning for Project Quality
 - Quality Policy
 - Standards and regulations
 - Benefits/cost analysis
 - Benchmarking
 - Design of experiments
 - Cost of quality
 - Quality Management Plan
 - Quality metrics
 - Quality checklists
- Adhering to Quality Assurance
 - Quality Management Plan and metrics
 - Process improvement plan
 - Results of Quality Control Measurements
 - Quality planning tools and techniques
 - Quality audits
 - Implemented defect repair
 - Preventive actions
- Enforcing Quality Control Mechanisms
 - Relying on Quality Measurement Charts
 - Cause and effect diagrams
 - Control Charts
 - Flowcharting
 - Histograms
 - Pareto charts
 - Run charts
 - Scatter diagram
 - Statistical sampling
 - Deliverables
 - Inspection
 - Quality improvement
 - Acceptance decisions
 - Rework
 - Completed checklists
 - Process adjustments
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Module Nine: Incorporating Project Human Resources

- Module Introduction and Overview
- Human Resource Planning
 - Activity resource requirements
 - Using organizational charts and position descriptions
 - Networking
 - Organizational theory
 - Creating roles and responsibilities
 - Creating a project organization chart
 - Creating a Staffing Management Plan
- Acquiring the Project Team
 - Working through pre-assignment
 - Negotiating for resources
 - Completing team acquisition
 - Managing virtual project teams
- Developing the Project Team
 - Developing interpersonal skills
 - Training the project team
 - Using team building activities
 - Setting team ground rules
 - Managing a co-located team
 - Using recognition and rewards
 - Assessing project team performance
- Managing the project team
 - Work performance results
 - Performance reports
 - Observing and conversing with the project team
 - Project performance appraisals
 - Conflict management
 - Creating an issue log
 - Recommending corrective and preventive actions
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Module Ten: Managing Project Communications

- Module Introduction and Overview
 - Communications Planning
 - Planning Effective Communications
 - Communication requirements
 - Identify and analyze project stakeholders
 - Communications Management Plan
- Identifying Project Stakeholders
 - Key stakeholders
 - Roles and responsibilities
 - Working with positive and negative stakeholders
 - Preparing for stakeholder management
- Information Distribution
 - Communication skills
 - Information gathering and retrieval
 - Distribution methods
 - Creating lessons learned documentation

- Managing Project Stakeholders
 - Communications Management Plan
 - Communication methods
 - Issue logs
 - Resolves issues
 - Change requests
 - Corrective actions
- Performance Reporting
 - Tools to present project information
 - Status review meetings
 - Time reporting systems
 - Cost reporting systems
 - Performance reports
 - Forecasts
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Module Eleven: Managing Project Risk

- Module Introduction and Overview
- Planning for Risk Management
 - Organization's Risk Management policies
 - Roles responsibilities
 - Tolerance for risk
 - Planning Meetings
 - Risk Management plan
- Identifying Project Risks
 - Risk categories
 - Documentation reviews
 - Assumption analysis
 - Diagramming techniques
 - Risk Register
- Applying Qualitative Risk Analysis
 - Identified Risks
 - Risk probability and impact matrix
 - Risk data and quality assessment
 - Risk categorization
 - Risk urgency assessment
- Applying Quantitative Risk Analysis
 - Data gathering and representation techniques
 - Quantitative risk modeling
- Creating Risk Response Plans
 - Strategies for negative risks
 - Strategies for positive risks
 - Strategies for threats and opportunities
 - Contingent response strategy
 - Contractual agreements
- Monitoring Risk
 - Risk register
 - Change requests
 - Work performance information
 - Technical performance
 - Risk reassessments

- Variance and trend analysis
- Reserve analysis
- Additional risk response planning
- Recommended actions
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Module Twelve: Managing Project Procurement

- Module Introduction and Overview
- Planning for Project Procurement
 - WBS and WBS Dictionary
 - Risk register and related contractual agreements
 - Activity cost estimates
 - Cost baselines
 - Make-or-buy analysis
 - Contract type selection
 - Procurement Management Plan
- Conduct Project Procurement
 - Statement of Work
 - Make or buy decisions
 - Standard forms
 - Expert judgment
 - Procurement documents
 - Evaluation criteria
 - Procurement documents
 - Bidder conferences
 - Advertising
 - Qualified seller lists
 - Procurement document package
 - Proposals
- Administer Procurement
 - Weighting system
 - Independent estimates
 - Screening system
 - Contract negotiation
 - Seller rating systems
 - Expert judgment
 - Contract
 - Contract Management Plan
 - Change request management
 - Contract change control system
 - Buyer conducted performance review process
 - Inspections and audits
 - Payment system
 - Claims administration
- Closing Procurement
 - Procurement audits
 - Records management system
 - Records management system
 - Payment requests
 - Closed contracts
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Module Thirteen: Following the PMP Code of Conduct

Module Introduction and Overview
Defining the Code
Examining the Professional Responsibilities
Examining the Responsibilities to the Customers and the Public
PMI PMP Code of Professional Conduct
Code Violations
Conflict of Interest
Intellectual Property
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