PMP® Exam Prep Certification Course

International Institute of Project Management (IIPM), a Global Registered Education Provider (REP) of PMI®, USA is **regularly conducting PMP® Exam Prep Certification Course Public/Corporate Training Courses in the week ends/weekdays/evenings totaling to 35 hours of Contact education covering all 9 knowledge areas of *PMBOK® Guide* 4th edition and the domain of Professional responsibility in alignment with PMI's *PMBOK® Guide*. Other customized timings can also be worked out depending on the corporate clients' convenience. This course fulfills the new mandatory requirement of PMI® for 35 hrs of training in Project Management, before any one applies for the PMP® exam. The below modules of the PMP® Exam Prep Certification course offered by us highlight and explain briefly the contents of each modules.**

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PMP® Exam Prep Certification Course

This program covers the Five process group areas across all the knowledge areas of the Project Management Body of Knowledge (PMBOK®) Guide viz., **Initiating, Planning, Executing, Controlling, Closing**. Knowledge learned in this program can lead to **Project Management Professional (PMP®) certification** from the **Project Management Institute**. Join the world's most successful companies that have benefited by making their Managers, Engineers, Project Managers proud PMPs including companies like: **Microsoft Corp., United Technologies, Ford Motor Co., Eli Lilly & Co., Allied Signal, General Motors, US West Communications, EDS, Johnson Controls, GTE, Northeast Utilities, Best Lock Corp., GE Plastics, American Express, MCI and Motorola.**

Program Overview

The Program includes all knowledge areas of the Project Management Body of Knowledge (PMBOK®) Guide and practical examples from the field to help you to establish project management practices in your organization. This project management training will challenge your staffs' thinking, introduce you to new management concepts and provide you with the essential principles necessary for professional / project success.

WHO SHOULD ATTEND

Project Managers, Team leaders/Members, Field Staff Members, Project Engineers, Design Engineers, Project Leaders and Administrators, Industrial Engineers, Program Managers, Manufacturing Engineers, Project Coordinators, Operating Managers, Functional Managers, Information Technology Professionals, Software Developers, Quality & Testing Engineers, Sales & Marketing professionals, Civil/Mechanical/Electrical engineers, Procurement specialists, Event managers, R&D Managers, others involved directly or indirectly with Project Management.

The Program Structure

PMP® Exam Prep Course Programs are scheduled around the world at convenient locations. This 35-hour contact education course can be taken either on

- **2 Week-ends (Sat / Sundays) 9.00 AM thru 7.00 PM**

Or

- **Continuous days Sat- Tue, 9.00 AM – 7.00 PM for 4 days**

- The Introduction provides key fundamentals of project management. You'll discover the basic facts of Project Management and its successful implementation, organizational structures, the project sponsor, the life cycle phases, the main skills and expectations of Project Managers
- Project **Scope** Management lays the foundation of how to systematically identify the key deliverables of the project.
- Project **Time** (Schedule) Management takes the deliverables identified in the scope definition process breaks them down further if needed and then develops the project schedule.
- Project **Human Resources** Management addresses the essential staffing issues for the project.
- Project **Cost** Management covers the cost control methodology. Project Risk Management is a critical area, which identifies the risks, analyses them and plans ways to handle them.
- Project **Quality** Management ensures there is a plan for managing, assuring and controlling the project's quality.
- Project **Procurement (Contract)** Management covers the essentials of procurement decisions and contract administration principles.
- Project **Communications** Management helps participants understand team communications issues and how to build consensus among various project groups.
- The last portion of the Program is dedicated to answering participants' questions and giving a final 1-hour or 100 questions based **mock test / sample exam** that integrates all modules without separating knowledge areas. This helps evaluate the participants' overall understanding of the concepts presented throughout the Program and prepares them for the actual PMP® exam.

Bring This Program On-Site to Your Organization:

If you have a group of **10-15** for the Project Management Certificate Program, an on-site Program may be cost effective and will ensure fully confidential training. Becoming a PMP® is both a personal and professional accomplishment for your project managers.

Registration Confirmation:

At least 7 days before the start of the course. Registration fee per candidate is Rs.25,000/= only. Service tax @ 10.3% shall be added extra. (For Foreign participants and US: US $ 1000). The fee includes Course materials; lunch, snacks/refreshments, PMP® Exam Practice CD with Study mode and Exam Mode, Professional responsibility, and a sample MOCK test from 4000 Strong PM Question Bank. **Please see advantages of IIPM's PMP® course in our website**.

35-Hour education Certificate:

A Certificate of Completion will be awarded to all attendees, which shall be presented to PMI® for the Mandatory 35-hr training in Project Management knowledge areas requirements when required.

Module 1

Project Scope Management

This module lays out the steps required to achieving success in all projects. This first phase of the Program details the importance of authorization, scope planning, scope definition, and scope verification and change control.

Topics include:

- Project Scope planning
- Project charter
- Scope Creep
- Kick-Off meeting
- Stakeholder identification
- Scope of work (SOW)
- Benefits-Costs Analysis (NPV/ROI)
- Work breakdown structure (WBS)
- Project scope-Validation
- Scope Change control

Module 2

Project Time Management

Bringing projects "on time" is the greatest challenge for project managers. This module covers the processes required to ensure timely completion, including activity sequencing, duration estimating, schedule development, project network calculations, and schedule control.

Topics include:

- Bar/GANTT charts
- Milestones
- Duration estimate methods
- FS/FF/SS/SF –relations
- Lead / Lag
- ADM / PDM
- PERT calculations
- Resource allocation
- CPM network –Rules for Construction
- Duration estimating / Slack time
- Dummy activities
- Critical Path analysis
- PM software – Scheduling Capabilities
- Fast-tracking projects

Module 3

Project Human Resource Management

The ability to manage, motivate and organize people is critical to project success. This module focuses on organizational planning (assigning project roles, responsibilities and reporting relationships), staffing, motivation, leadership, team development and conflict resolution.

Topics include:

- Organizational structures suitable for Project Management
- Organizational goals (MBO/MBE/MBP)
- Responsibility Assignment Matrix (RAM).
- Types of Powers
- Manage or Lead
- Conflict management techniques
- Performance evaluation process
- Maslow's Motivational theory
- Theory X & Theory Y
- Situational Leadership styles
- Project team building
- Project staffing constraints / policies

Module 4

Project Cost Management

Cost overruns are common and are the most frequent killers of projects. This module focuses on the processes required to complete projects within an approved budget, including resource planning, cost estimating, cost budgeting, accomplishments monitoring, understanding Earned Value Management (EVM), cost control, depreciation and capital budgeting.

Topics include

- Estimating completion cost (EAC)
- Cost Estimating methods
- Project Progress- S-Curves
- Earned Value Management (EVM)
- Budgeting
- Life Cycle Costing
- Value Engineering / Value Analysis
- Contingency Reserves /Management Reserve
- Cost Accounts

Module 5

Project Risk Management

Risk management enhances opportunities for success. Understanding risk is one of the most critical components of world-class project management today. This module addresses the important elements of risk management, including: identifying risks, quantifying risks, impact analysis, development of appropriate responses and risk control.

Topics include

- Defining risks
- Risk management process
- Risk identification
- Qualitative Risk analysis (Probability-Impact Matrix)
- Quantitative Risk analysis
- Probability and Decision trees
- Risk Response strategies / methods
- Expected monetary value
- Risk vs. life cycle phases
- Software for Risk management- Discussion

Module 6

Project Quality Management

Every project should be conceived and managed so that it meets or exceeds stakeholders' expectations. This module addresses quality planning, assurance and control processes that should be used by all project managers.

Topics include

- Quality Planning
- Quality assurance vs. Quality control
- Quality standards
- Process control
- The cost of Quality
- Statistical Process Control (SPC)
- Common vs. Special cause variations
- Introduction to Process Capability
- The seven Tools of TQM -explained
- Quality Concepts of Deming, Juran, and Crosby
- Combining Project Management and Quality Management
- Sample–Sizing: Acceptance sampling

Module 7

Project Procurement Management

This module presents the major processes used in procurement management, including planning, solicitation, source selection, contract administration and contract closeout. Contract negotiations are a critical element in successful project management, encompassing what to procure and when.

Topics include

- Solicitation planning
- Soliciting (RFQ / RFP)
- Contract proposals
- Types of contracts (FFP/CPF/T&M)
- Vendor Analysis
- Contract terminology
- Contract Change control
- Contract negotiations
- Contract administration
- Contract close -out

Module 8

Project Communications Management

Successful projects require open and clear communications among planners, implementers, and all concerned levels in an organization. This module focuses on the importance of having a communications plan, how information is distributed, progress reporting and what information should be shared with senior management and customers.

Topics include

- Communication Barriers
- Understanding Body languages of project personnel
- Effective communications
- Managing project conflicts
- Interpersonal skills for project managers
- PMIS
- Communicating with the customer
- Communicating with management
- Formal vs. informal communications
- Written, verbal and non-verbal communications

Module 9

Project Integration Management

Organizational success depends upon a deep understanding of the strategies of project management. Project success depends upon utilizing today's sophisticated techniques of project management.

Topics include

- Project integration management
- Life cycle phases
- Project management processes
- Scope/Schedule /Cost baselines
- Time–Cost integration
- Organizational policies
- Role of the project manager/line manager
- PMIS
- Integrated Change Control (CCB)
- Corrective actions / lessons learned

Module 10

Professional and Social Responsibility

Topics include

- Ensuring individual integrity and professionalism
- Contribute to advancing the project management profession
- Enhance individual competence
- Balance stakeholders' interests
- Interact with team and stakeholders in a professional and cooperative manner

MORE THAN 14 EXCELLENT DELIVERABLES

The course consists of **MORE THAN 14 EXCELLENT DELIVERABLES**.

Some of the key deliverables are:

1. PM Maturity Assessment - GAP assessment presented in a **SPIDER DIAGRAM** covering all 9 knowledge areas which presents the gap in knowledge of participants to put them in the right frame of mind about their current awareness of PM Knowledge irrespective of field / experience- OPTIONAL

2. Excellent Training Materials aligned to the New PMBOK® Guide-4th Edition-2008
One copy per participant

3. Additional Training Materials - One copy per participant

4. PMP® Exam Prep Course Practice CD: 3000 Q&A (With around **3000 questions from all 9 knowledge areas from PMBOK® Guide 4th Edition-2008**) with Study Mode and Exam Mode. Users can **take as many mock tests** as needed using our CD to reinforce knowledge and increase confidence level. Most questions are supplied with hints/explanation for the correct answer.The PMP® Exam Prep Course Practice CD with nearly 3000 Q&A is a PMP® Exam simulation software designed to help you prepare and review your project management knowledge and to simulate the tough project management exam environment. The **CD contains nearly 3000** validated questions and one can have hundreds of **sample simulated exams** from their drawing hall in a relaxed environ and the CD is so designed that you will hardly get same questions twice. The CD covers all 9 areas of the exam with a special emphasis on Professional Responsibility & Project Management Framework.

PMP® exam Question Bank : Version 10.0 has just been released in May and has been updated to reflect the changes announced by **PMI® with the passing score reduced to 61 % from 81%**

5. PMP® Exam oriented Tips & Traps- A very useful deliverable

6. PMP® Exam Process-wise Questions Distribution pattern - A very good input.

7. Industry oriented Practical Tips - Tips that carry lots of practical use.

8. IIPMPMPCERT -Yahoo group - Free Subscription to all IIPM Patrons with more than 1000 PMP Aspirants/PMPs exchanging news and views about PM- A very useful group for discussion, doubts, templates, tips etc

9. Examples/Templates linked to MS Project®- Many PMBOK® Guide terms are explained & linked to the relevant feature in MS Project to show the practical application-A unique feature of IIPM.

10. PMP® Simulated Mock Test - Conducted at the end of the course which amply demonstrates the knowledge & confidence gained in the course.

11. PMP® Application Form : A Screen-shot step-by-step Demo - A unique feature of IIPM and a rare opportunity / deliverable by an REP

12. PM Experience Distribution: Sample XLS Template with duly filled-in fields for participants

use during exam application form. A unique feature of IIPM.

13. CASE STUDY applying the skills learned to a sample IT / Construction / Manufacturing project - Conducted at the end of the course - which has boosted the confidence of the participants to apply the learned concepts to practical use. From the group of participants, 2 volunteers will act as Project Managers and will manage the project Live. The Faculty will moderate and act as the Owner of the project. Other participants will act as other Key Stakeholders.

14. Access to PMBOK® Guide -2008 ,4th Edition and Internationally famous PMP® Exam-specific books aligned to PMBOK® Guide

15. Access to an excellent library with 250 International books on Project Management. The library can be used for further study related Situational Questions on exam and for references / research work on any topic in Project Management for gaining PDUs.

16. 35 hours mandatory PM Education / Contact Hours Certificate, which fulfills the mandatory PM Education Requirements as per PMI®, USA.

17. Guest House for outstation candidates: IIPM can arrange for well-furnished, A/C Guest House accommodation for outstation candidates @ Rs. 900/- per day extra. IIPM understands your needs. This is a special additional service to our outstation candidates.

SAMPLE PMP® EXAM REVIEW (Sample Exam from IIPM's 3000 Question Bank)

Topics include:

- PMP® certification registration process -Overview
- Review of group's Sample exam / Mock test (1-Hour or 100 Questions based)
- Answers to questions from participants

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PMP® EXAM Prep Course Practice CD

A *PMP® Exam Prep Course CD* Developed based on more than 3000 PMP® questions from various PM Literature / Books for the benefit of course registrants available as part of the course. This CD has both **STUDY MODE** and **SIMULATED EXAM MODE** for immensely improving th participants' rate of success.

In addition to the full-fledged training on the **PMBOK® Guide, IIPM strongly recommends to the participants to either purchase or refer to the following books before this PMP® course /final PMP® Exam.** These books are recommended by PMI® as **"PMP® Resources"** for the PMP® Exam.

- **A Guide to the Project Management Body of Knowledge (PMBOK ® Guide) 2008 Edition**
- **Human Resource Skill for the Project Manager**   by Vijay K.Verma.
- **Organizing Projects for Success**   by Vijay K.Verma.
- **Principles of Project Management**   by John Adams, et al.
- **Project & Program Risk Management**   by R. Max Wideman, Editor.
- **Project Management Casebook**   by David L.Cleland, et al.
- **Effective Project Management: How to Plan, Manage, and Deliver Projects on Time and Within Budget**   by Robert K. Wysocki, et al.
- **Project Management: A Managerial Approach, Fourth Edition**   by Jack R.Meredith and Samuel J.Mantel Jr.
  Project Management: A Systems Approach to Planning, Scheduling, and Controlling, Sixth Edition   by Dr.Harold Kerzner
- **Earned Value Project Management, Second Edition**   by Quentin W.Fleming and Joel M. Koppelman.