



Course Outline

Project Management Fast Track with PMP Prep

Course #: MDP169

Length: 5 Days

Professional Credit: 35 PDUs

This 5-day, hands-on course is aligned with the Project Management Institute's Guide to the Project Management Body of Knowledge (PMBOK® Guide) and will help you understand and pull together all the knowledge areas and processes of project management in order to plan and execute successful projects. In addition, this program includes a PMP® Prep component that allows you to immediately assess your project management strengths and weaknesses to determine a future course of individual or formal study to obtain your PMP® certification. Successful completion of this course will grant you the 35 PDUs required prior to taking the PMP® certification exam. Templates are also included for project documentation, for example, a project charter, scope statement, and quality management plan.

Who Should Attend:

Program managers, project managers, or all others who work on a project team and desire a better understanding of the project management process and where they fit according to the global standard of project management.

Prerequisite: On-the-job experience with project management; knowledge of PMI® and PMP® certification.

What You Will Learn:

1. Course Introduction

The first unit includes an introduction to the course and a discussion of course goals.

Topics:

- Introductions
- Course goals

2. Overview of Project Management

The second unit, Overview of Project Management, introduces key project management definitions, concepts, and processes.

Students identify the responsibilities, roles, and skills required of project managers, and determine project decision elements that influence project outcomes. The benefits of using project management within an organization are discussed. Students learn about the nine project management knowledge areas and the five process groups, and distinguish between core and facilitating processes of project management.

Topics:

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



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3. Overview of Project Scope Management

In the Project Scope Management unit, students learn the importance of formally initiating a project and the need for proper documentation of the scope of the project. Defining the scope of a project is one of the most challenging tasks for a project management. The importance of working with stakeholders to ensure the project meets their expectations is discussed.

Topics:

- Initiation
- Scope Planning
- Scope Definition
- Scope Verification
- Scope Change Control

4. Overview of Project Time Management

In this unit, students learn how to effectively manage the project to meet the deadlines for project reviews and project completion. The importance of determining project activities and breaking them down to the smallest components is discussed, along with how to manage the project schedule.

Topics:

- Activity Definition
- Activity Sequencing
- Activity Duration Estimating
- Schedule Development
- Schedule Control

5. Overview of Project Risk Management

Risk is a given on any project. The progression of risk from identification to analysis to response is covered, along with the importance of developing and maintaining a risk management plan and a risk response plan. The differences between qualitative and quantitative risk analysis are discussed, along with the time it is appropriate to use one type of analysis over another.

Topics:

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



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6. Overview of Project Communications Management

There are a myriad of challenges faced in developing and executing a project communications plan. This unit explores how communication media, frequency, and content are adapted to fulfill the communication needs of stakeholders. Managing conflict on the project team and among stakeholders, along with common communications issues and how to resolve them, are covered.

Topics:

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

7. Overview of Project Human Resource Management

Learning how to effectively manage resources is paramount to the successful completion of a project. This unit focuses on the ways people are assigned to projects and the necessity for the project manager to motivate individuals to work effectively as a team in order to meet the demands of the project. The stages of team development are covered, along with the methods used to guide teams through the various stages.

Topics:

- Organizational Planning
- Staff Acquisition
- Team Development

8. Overview of Project Cost Management

In the Project Cost Management unit, the focus is on the importance of staying within the project's budget. Ways of estimating and budgeting costs are discussed, along with effective monitoring and control of project costs.

Topics:

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

9. Overview of Project Quality Management

Quality is important to any project, regardless of size. The history of quality is discussed, along with the importance of developing and utilizing a quality plan. Methods of managing quality for a project are also presented.

Topics:

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



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10. Overview of Project Procurement and Contract Management

This unit covers project procurement and contract management processes. The variety of types of contracts and procurement documents are covered, along with effective evaluation criteria.

Topics:

- Contracts
- Contract Types

11. Overview of the PMP® Certification Exam

This unit covers basic information to prepare for taking the PMP® Certification exam, including study resources. Information on the Professional Responsibility section of the exam is also covered.

Topics:

- Preparing for the PMP® Certification Exam
- Professional Responsibility
- Inputs, Tools and Techniques, and Outputs of the 43 Processes

Other

- A. Case study threaded throughout the program, including activities for the students to apply the lessons learned in the units.
- B. Discussion topics throughout.
- C. Other exercises reinforce what the students have learned in the classroom.
- D. Quizzes provided after lessons 2–10 reinforce the information learned in the classroom and measure the students' progress.
- E. A 100-question practice PMP® Certification exam is included.