

# Project Management Professional (PMP®) Certification Preparation: (Second Edition)

## Course Specifications

Course length: 5.0 day(s)

## Course Description

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course and covers in-depth the essential elements of managing a successful project. Focusing on the generally accepted practices of project management recognized by the Project Management Institute, Inc. (PMI®), this course offers you a standards-based approach to successful project management across application areas and industries.

**Course Objective:** You will apply the generally accepted project management best practices recognized by the PMI® to successfully manage projects.

**Target Student:** This course is designed for experienced project managers who desire to increase their project management skills and apply a standards-based approach to project management.

**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Project Management Fundamentals
- Microsoft Project 2000 Level One
- Microsoft Project 2000 Level Two
- Microsoft Word 2000 Level One
- Microsoft Word 2000 Level Two

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Hardware Requirements

An overhead projector, a calculator, and a computer for the instructor and each student. Each computer's hardware must be on the Windows 98 Second Edition Hardware Compatibility List (HCL) and meet or exceed the following specifications:

- Pentium 133 MHz processor
- 32MB of RAM
- 3.2 GB hard disk

- 12x CD-ROM drive
- 3.5" high-density disk drive
- VGA monitor supporting 800 x 600 resolution and 256 colors
- Keyboard
- Mouse

## Platform Requirements

- Windows

## Software Requirements

A licensed copy of each of the following pieces of software for the instructor and each student:

- Windows 98 Second Edition or better
- Microsoft Project 2000 or higher
- Microsoft Word 2000 or higher

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Initiate a project.
- Define project scope.
- Develop schedule and cost performance baselines for a project.
- Plan project quality, staffing, and communications.
- Analyze project risks.
- Define project procurement requirements.
- Execute the project.
- Control the project.
- Close the project.

## Course Content

### Lesson 1: Initiating a Project

Topic 1A: Select a Project

Topic 1B: Create a Project Charter

### Lesson 2: Planning Your Work

Topic 2A: Develop an Initial Project Plan

Topic 2B: Create a Scope Statement

Topic 2C: Develop a Work Breakdown Structure (WBS)

### Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets

Topic 3A: Create an Activity List

Topic 3B: Create a Project Network Diagram

Topic 3C: Acquire Activity Duration Estimates

Topic 3D: Identify the Critical Path

Topic 3E: Develop a Project Schedule  
Topic 3F: Determine Resource Requirements  
Topic 3G: Estimate Project Costs  
Topic 3H: Establish a Cost Baseline

#### **Lesson 4: Planning Project Quality, Staffing, and Communications**

Topic 4A: Create a Quality Management Plan  
Topic 4B: Document Roles, Responsibilities, and Reporting Relationships  
Topic 4C: Assign Project Staff  
Topic 4D: Create a Communications Management Plan

#### **Lesson 5: Analyzing Risks and Planning Risk Response**

Topic 5A: Create a Risk Management Plan  
Topic 5B: Identify Project Risks and Triggers  
Topic 5C: Perform Qualitative Risk Analysis  
Topic 5D: Perform Quantitative Risk Analysis  
Topic 5E: Develop a Risk Response Plan

#### **Lesson 6: Planning Project Procurement**

Topic 6A: Prepare a Statement of Work  
Topic 6B: Prepare a Procurement Document

#### **Lesson 7: Working the Plan**

Topic 7A: Execute the Project Plan  
Topic 7B: Implement Quality Assurance  
Topic 7C: Develop the Project Team  
Topic 7D: Distribute Project Information  
Topic 7E: Solicit Proposals, Quotes, or Bids  
Topic 7F: Select a Seller  
Topic 7G: Administer a Contract

#### **Lesson 8: Controlling the Project**

Topic 8A: Manage Changes to Performance Baselines  
Topic 8B: Review Deliverables and Work Results  
Topic 8C: Control Project Scope Changes  
Topic 8D: Control the Project Schedule  
Topic 8E: Control Project Costs  
Topic 8F: Control Project Quality  
Topic 8G: Report Project Performance  
Topic 8H: Monitor and Control Project Risk

#### **Lesson 9: Closing the Project**

Topic 9A: Obtain Formal Acceptance  
Topic 9B: Close Out a Contract