



1. Introduction

- Getting to know the participants
- Introduction to PMI
- PMP Certification – advantages
- PMP certification – process and fees related information
- PMP Application procedures – instructions on how to fill in the form
- PMP examination – information on the split of questions, question pattern
- PMP examination – Tips on how to prepare and take the examination (this theme will be reiterated throughout the course)
- PMP - Fulfilling the CCR requirements Familiarization with course outline Familiarization with the protocols and timings Expectation setting and clarifications

2. Introduction to Project Management

- What are Projects? Projects vs. Operations
- Project Management and the role of Project Manager
- The concept of Progressive Elaboration
- PMBOK® Guide structure
- The concept of Program Management and Portfolio Management
- The concept of Project Management Office (PMO) Multiple modes of operations of PMO

3. Project Management Context

- The concept of Project Lifecycle and its characteristics
- Phases defining the Project Lifecycle
- Stakeholders in a Project
- Varying types of Project organizational structures – Functional, Matrix and Projectized – their advantages and disadvantages

4. Project Management Processes

- Project lifecycle vs. Product lifecycle
- Description of five process groups in the Project



- Lifecycle and their interactions
- Characteristics and components of Process groups Process Interactions / Customization of Processes Mapping of Project Management Processes across the
- Process Groups and Knowledge Areas
- Quiz – Project Management Processes

5. Project Integration Management

- The role of Integration Management in Project execution
- Description of multiple ways in a Project can arise
- SOW – its characteristics
- Description of Enterprise Environmental factors and organizational assets which can impact a Project
- Project Charter – its characteristics Project Management Plan Development Contents of the Project Management Plan
- PMIS – its role in effective Project Management
- Directing and Managing Project Work
- The role of Configuration Management system in Project environment
- Monitoring and Controlling Project Work
- Performing Integrated Change Control
- How to manage changes in a Project?
- Change Control Management activities involved in a Project
- Role of Change Control Board in Project environment
- Closing a Project (or a Phase)
- Multiple types of closures (Administrative closure and Financial closure)
- Updating process to organizational Process assets
- Quiz – Project Integration Management



6. Project Scope Management

- Project Scope vs. Product Scope and their interrelationships
- Importance of Scope Management Plan in the Project
- Collect Requirements process
- Define Scope Process
- Project Scope statement
- Creating and Managing WBS
- Interactions of WBS with other Breakdown structures used in Project Environment
- Validate Scope process
- Scope Validation vs. Quality Control
- Control Scope process
- Quiz – Project Scope Management

7. Project Time Management

- Importance of Time Management in a Project environment
- Define Activities process
- Sequence Activities process
- Multiple types of dependencies across activities
- Precedence Diagramming Method
- Estimating Activity Resource process
- Estimating Activity Duration process
- Various duration estimating procedures – Top-Down, Bottom-up, Analogous, Parametric etc.
- Develop Schedule Process
- The importance of Critical Path in Project Management
- Critical Path computation and explanation of its characteristics
- Application of techniques like Fast tracking, Crashing, Resource Optimization, PERT etc in schedule development
- Use of Modelling techniques in Scheduling
- Critical Chain applications
- Quiz – Project Time Management



8. Project Cost Management

- The importance of Cost Management in Projects
- Cost Management Plan and its use in Cost control
- Analogous, Parametric and Bottom-up methods of Cost estimating
- Multiple types of cost estimates – Order of Magnitude and Definitive estimates
- Determine Budget process
- Cost Baseline and its management
- Control costs process
- Application of Earned value management techniques for Cost Management
- Cost and Schedule Performance Indices and their use in Forecasting
- Quiz – Project Cost Management

9. Project Quality Management

- Project Quality vs. Product Quality
- Concepts of Quality Management
- Project Management vis-à-vis Quality Management
- Planning Quality Management process
- Project Quality Management Plan and Process Improvement Plan
- Perform Quality Assurance process
- The role of Quality Audits in Quality Management
- Perform Quality Control process
- Seven basic tools of Quality Control – including Control Charts, Cause and Effect diagrams, Pareto Diagrams, Stratification, Histograms, Scatter diagrams etc.
- Cost of Quality/ Cost of Non-Quality concepts
- Quiz – Project Quality Management

10. Project Human Resource Management

- Developing Human Resource Management Plan process
- Organizational Planning & Structures
- Description of OBS and RBS RAM and RACI Charts



- How Staffing Management Plan enables HR Management?
- Acquire Project Team Process
- Managing Virtual teams in a Project environment
- Building effective Project teams
- Develop Project Team process
- Importance of Trainings in Project team development
- Delegation for effective management Multiple stages of Team Development Manage Project team process Performance Appraisals of team members
- Types of Power – De-facto and Personal Powers
- Project Managers' leadership styles Conflict Handling – multiple models How to motivate Team members? Maslow's Hierarchy of Needs
- Fredrick Herzberg's Two-Factor Theory
- Theory X, Y and Z descriptions and their application to Project Management
- Expectancy Theories
- Quiz – Project Human Resource Management

11. Project Communications Management

- Planning Communications Management Process
- Project Communications structures
- Communications requirements analysis in the Project environment
- Communication Channels in a Project
- Communications Management Plan
- Sender Receiver models in the Project environment
- Manage Communications process
- Communication Methods – Push, Pull and Interactive
- Control Communication Process
- Reporting Performance
- Obstacles in cross-cultural communication
- Quiz- Project Communication Management

12. Project Risk Management

- Risk Management cycle in a Project environment
- Plan Risk Management process
- Importance of Risk Management Plan in the Risk Management Lifecycle



- Types of Risks which can impact a Project
- Identify Risks process
- Risk identification facilitators – Brainstorming, Delphi techniques, SW OT Analysis, Documentation Review, Checklist Analysis etc
- Risk Register preparation and update Perform Qualitative Risk Analysis process Probability Impact Matrix and its use in Risk Management
- Perform Quantitative Risk Analysis process
- Use of varying Simulation Techniques
- Application of Decision Tree analysis and Sensitivity Analysis tools to Risk Management
- Strategies of Risk response for positive and negative risks, Risk Register updation
- Monitor and Control Risks process
- Use of Risk Audits, Reserve Analysis and Variance and Trend Analysis in Monitoring and Control of Risks
- Quiz –Project Risk Management

13. Project Procurement Management

- Why Procurement is important for Projects?
- Plan Procurement Management process
- Make or Buy analysis
- Major types of Contracts – including FFP, Cost plus, T& M and their variations
- Risks associated with various types of contracts Importance of Procurement Management Plan
- Creating Procurement SOW and Procurement Documents
- Conduct Procurements Process
- Various types of Procurement documents – incl. RFP, RFQ, IB etc.
- Source Selection criteria to analyze vendor responses
- Control Procurements process
- Contract change - how to manage them more effectively
- Dispute management processes Contract documentation file Discharge of contracts
- Close Procurements process
- Quiz – Project Procurement Management



14. Project Stakeholder Management

- Identify Stakeholders Process
- Conducting Stakeholder Analysis –
- Power-Interest Grid
- Creating the Stakeholder Register
- Plan Stakeholder Management Process Stakeholder
- Engagement Levels
- Stakeholder Engagement Assessment Matrix
- Manage Stakeholder Engagement process
- Control Stakeholder Engagement Process

15. Professional Responsibility

- Professional Responsibilities of the Project Manager
- Professional responsibilities towards
 - Self
 - Profession
 - Stakeholders
 - Society
- Feedbacks
- Workshop Valedictory
- PMP MOCK test (10 tests) – Online