PMP, PMBOK Guide—Sixth Edition Training Course Agenda

1. Introduction

• What are PMI and PMP Certification?

• Application Requirements for the PMP Exam

• Guidelines to Complete the PMP Application

• About the PMP Exam

• PMP Exam Syllabus

• About this Tutorial

• Introduction to Projects

• Projects, Examples, Characteristics and Drivers

• Definition of Project Management

• Value of Project Management

• Role of a Project Manager

• Project Management Skills

• Why do projects fail?

• Portfolios, Programs, Projects

• Program Management

• Features of Program Management

• Portfolio

• Portfolio Management

• Relationships between Portfolios, Programs, and Project Stakeholder

• Stakeholder Management

• Summary

2. Professional and Social Responsibility

• Objectives

• Code of Ethics

• Responsibility

• Regulation and Legal Requirements

• Ethics

• Fairness

• Honesty

• Ensuring Individual Integrity

• Business Scenario

• Contributing to the Project Management Knowledge Base

• Enhancing Professional Competence

• Business Scenario

• Promoting Stakeholder Collaboration

• Business Scenario

• Summary

3. Project Management Framework

• Objectives

• Project Management Office (PMO)

• Organization Structure

• Functional Organization

• Projectized Organization

• Matrix Organization

• Advantages and Disadvantages of Organizational Structures

• Project Lifecycle vs. Product Lifecycle

- Project Lifecycle vs. Project Management Process

- Project Management Process

- Definition of a Process

- Project Flow and Key Terms

- Project Management Processes

- Project Process

- Process Group Interactions

- Project Lifecycles

- Agile Mind-set

- Project Framework

- Project Management Process Map

- PMI's Process Framework

- Common Inputs

- Project Terms

- Quiz

- Summary

4. Project Management Processes

- Objectives

- Project Management Process Groups

- Project Management Process Map

- Reading a Process Diagram

- Initiating Process Group

- Project Initiation

- Planning Process Group

- Project Planning

- Executing Process Group

- Monitoring and Controlling Process Group

- Closing Process Group

- Quiz

- Summary

5. Project Integration Management

- Objectives

- Project Integration Management

- Role of Project Manager, Team, and Sponsor

- Project Selection Methods

- Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit Cost Ratio, Return on Investment, Opportunity Cost

- Project Integration Management Knowledge Areas

✓ Develop Project Charter

  ✓ Initial Scope Statement

  ✓ Develop Project Management Plan and its contents

  *Key Terms

✓ Direct and Manage Project Work

*Execution

✓ Manage Project Knowledge

✓ Monitor & Control Project Work, challenges, and lessons learned

✓ Perform Integrated Change Control

✓ Change Management Process

✓ Integrated Change Control

*Business Scenario

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✓ Close Project or Phase

• Quiz

• Summary

6. Project Scope Management

• Objectives

• Project Scope Management

• Project Scope Management Activities

• Product Scope vs Project Scope

• Definition of Work Breakdown Structure

• Key Terms

• Examples of WBS

• Project Scope Management Knowledge Area

✓ Plan Scope Management

✓ Collect Requirements

*Business Scenario

*Group Creativity and Decision-Making Techniques

*Requirements Traceability Matrix

✓ Define Scope

✓ Create WBS

✓ Validate Scope

✓ Control Scope

• Important Outputs

• Data–Information–Knowledge–Wisdom

• Business Scenario

• Quiz

• Summary

7. Project Schedule Management

• Objectives

• Project Schedule Management

• Project Schedule Management Activities

• Project Schedule

• Gantt Chart

• Gantt Chart – Relationships, Examples, Dependencies

• Network Diagram and Examples

• Key Terms

• The Project Schedule Management Processes

✓ Plan Schedule Management

✓ Define Activities

✓ Sequence Activities

✓ Estimate Activity Durations

*Business Scenario

✓ Develop Schedule

*Schedule Network Analysis

*Program Evaluation and Review Technique (PERT) and Example

*Critical Path Method

*Calculation of Float

*Schedule Compression

*Other Scheduling Techniques

✓ Control Schedule

*Business Scenario

- Quiz

- Summary

8. Project Cost Management

- Objectives

- Project Cost Management

- Cost Management Plan

- Control Account

- The Project Cost Management processes

✓ Plan Cost Management

✓ Estimate Costs

✓ Determine Budget

✓ Control Costs

- Difference between Planned Value and Earned Value

- Earned Value Management

- Earned Value Formulae

- Business Scenario

- Earned Value Management: Examples

- Key Terms

- Quiz

- Summary

9. Project Quality Management

- Objectives

- Quality

- Quality Related Terms

- Optimal Level of Quality

- Quality Management

- Quality Planning vs. Quality Assurance vs. Quality Control

- Quality Management Concepts

- Cost of quality

- The Project Quality Management Processes

✓ Plan Quality Management

✓ Manage Quality

✓ Control Quality

- Seven basic tools of quality

- Control Charts

- Cause and effect diagram

- Flowcharting

- Histogram

- Pareto Diagram

- Check Sheets

- Scatter Diagram

- Six Sigma

- Quiz

- Summary

10. Project Resource Management

- Objectives

- Project Resource Management

- Functional Manager vs. Project Manager

- The Project Resource Management Processes

✓ Plan Resource Management

*Organization Charts and Role Descriptions

*Responsibility Assignment Matrix

*Resource Histogram

✓ Estimate Activity Resources

✓ Acquire Resources

✓ Develop Team

✓ Manage Team

• Team Dynamics

• Conflict management

• Conflict Resolution Techniques

• Business Scenario

• Powers of Project Manager

• Business Scenario

• Organizational Theories

• Leadership Styles

• McKinsey's 7-S Framework

• Quiz

• Summary

11. Project Communications Management

• Objectives

• Communication

• Communication Methods, Technology & Channels

• Basic Communication Model

• The Project Communications Management Processes

✓ Plan Communications Management

*Business Scenario

✓ Manage Communications

✓ Monitor Communications

*Business Scenario

• Quiz

• Summary

12. Project Risk Management

• Objectives

• Risk

• Positive and Negative Risk Responses

• Key Terms

• Calculation of Risk

• Risk Categorization

• Decision Tree

• Risk Reserve

• Project Risk Management

• Business Scenario

• The Risk Management Processes

✓ Plan Risk Management

*Definition of Impact Scale

✓ Identify Risks

✓ Perform Qualitative Risk Analysis

*Probability and Impact Matrix

✓ Perform Quantitative Risk Analysis

✓ Plan Risk Responses

✓ Implement Risk Responses

✓ Monitor Risks

• Quiz

• Summary

13. Project Procurement Management

• Objectives

• Contract and its Characteristics

• Centralized vs. Decentralized Contracting

• Types of Contract, Advantages and Disadvantages

• Business Scenario

• Key Terms

• Project Procurement Management

• The Procurement Management Processes

✓ Plan Procurements Management

✓ Conduct Procurements

✓ Control Procurements

• Quiz

• Summary

14. Project Stakeholder Management

- Objectives

- Stakeholders

- Classification Models for Stakeholder Analysis

- Stakeholder Engagement Assessment Matrix

- Stakeholder Management Skills

- The Project Stakeholder Management Processes

✓ Identify Stakeholders

✓ Plan Stakeholder Engagement

✓ Manage Stakeholder Engagement

✓ Monitor Stakeholder Engagement

- Quiz

- Summary

15. Appendix: PMP List of Knowledge and Skills

- Objectives

- Knowledge and Skills

- Cross-Cutting Knowledge and Skills

For information on the course, visit:http://www.root2learn.com/courses/pmp-trainings/