PMP® Certification Preparation Course LATVIKON (R.E.P.)Centre

ABOUT THIS COURSE

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 offers a job-related approach to successful project management across application areas and industries.

Project management is one of the hottest careers in the world today. Project managers with proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job.

Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP®) Certification Exam based on ***A Guide to the Project Management Body of Knowledge* (*PMBOK® Guide*), 5th edition.** The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

Course Description

Target Student

This course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management,

and prepare for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Each lesson covers one broad topic or set of related topics. Lessons are arranged in order of increasing proficiency with *project management*; skills you acquire in one lesson are used and developed in subsequent lessons.

We organized each lesson into results-oriented topics. Topics include all the relevant and supporting information you need to master *project management*, and activities allow you to apply this information to practical hands-on examples.

Course Objectives

In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.
You will:

- initiate a project.
- plan project work.
- develop project schedules, cost estimates, and budgets.
- plan project quality, staffing, and communications.
- analyze project risks.
- plan project procurement.
- execute project work.
- monitor and control project work.
- monitor and control project schedule and costs.
- monitor and control project quality, staffing, and communications.
- monitor and control project risks and contracts.
- close the project.
- take a practice PMP® Certification Exam.

Through the use of sample files, hands-on activities, illustrations that give you feedback at crucial steps, and supporting background information, this Course PMP Exam Preparation of Latvikon R.E.P. (PMI) centre provides you with the foundation and structure to learn *project management* quickly and easily

PROJECTMANAGEMENT PROFESSIONAL (PMP®) CERTIFICATION PREPARATION course content:

LESSON 1: INITIATING A PROJECT

A. Apply Project Management Processes
Projects 4
The Project Life Cycle
Project Management Processes
Inputs, Tools and Techniques, and Outputs
Project Management Process Group Interactions
Knowledge Areas
B. Create a Project Charter
Project Charter Development
Project Stakeholders
Project Selection Criteria
Project Selection Methods
Project Selection Decision Models.
C. Develop a Preliminary Project Scope Statement
Develop Preliminary Project Scope Statement
Preliminary Project Scope Statement

LESSON 2: PLANNING PROJECTWORK

A. Develop Project Management Plan
Project Management Plan
B. Create a Scope Management Plan
Scope Planning
C. Create a Scope Statement.
Scope Definition
Product Analysis
Alternatives Identification
Project Objectives
D. Develop a Work Breakdown Structure (WBS)
Work Breakdown Structure (WBS).
Code of Accounts

LESSON 3: DEVELOPING PROJECT SCHEDULES, COST ESTIMATES, AND BUDGETS

A. Create an Activity List
Activity
Activity Definition
B. Create a Project Network Diagram

Activity Sequencing
Activity Dependencies
Precedence Relationships
Precedence Relationship Types
Lag
Lead
Project Network Diagram
Arrow Diagramming Method (ADM)
Precedence Diagramming Method (PDM)
Conditional Diagramming Method
C. Estimate Activity Resources
Activity Resource Estimating
Project Resources
D. Estimate Activity Durations
Activity Duration Estimating
E. Identify the Critical Path
Schedule Development
Schedule Network Analysis.
Schedule Network Analysis Methods
Standard Diagramming Notations . .
The Critical Path
Float.
F. Develop a Project Schedule
Project Schedule
Schedule Management Plan
Schedule Formats
Schedule Compression
Fast-Tracking
Crashing
Simulation
Simulation Types.
Resource Leveling
G. Estimate Project Costs
Cost Estimating
H. Establish a Cost Baseline
Cost Budgeting
Cost Baseline
Cost Assignment Methods

LESSON 4: PLANNING PROJECTQUALITY, STAFFING, AND COMMUNICATIONS

A. Create a Quality Management Plan
Quality Planning
Quality
Cost of Quality
Checklists
Flowcharts
Benchmarking

Design of Experiments
B. Document Roles, Responsibilities, and Reporting Relationships
The Human Resource Planning Process
Organizational Structures
Organizational Structure Types
Organization Charts
Project Interfaces .
Responsibility Assignment Matrix (RAM)
C. Acquire Project Team
Acquire Project Team
D. Create a Communications Management Plan
Communications Planning
Communications Requirements
Communications Technology

LESSON 5: ANALYZING RISKS AND PLANNING RISK RESPONSE

A. Create a Risk Management Plan.
Risk Management Planning
Risk Management Plan Components .
Risk
Decision-Making and Categories
B. Identify Project Risks and Triggers
Risk Identification
Risk Categories
Information-Gathering Techniques
C. Perform Qualitative Risk Analysis
Qualitative Risk Analysis
Risk Data Quality Assessment
Probability Scales
Impact Scales
Probability/Impact Risk Rating Matrix
Project Risk Ranking
D. Perform Quantitative Risk Analysis
Quantitative Risk Analysis
Interviewing Methods
Probability Distribution
Quantitative Analysis Methods
Quantitative Risk Analysis Outputs
E. Develop a Risk Response Plan .
Risk Response Planning
Negative Risk Strategies (Threats)
Positive Risk Strategies (Opportunities)
Risk Acceptance

LESSON 6: PLANNING PROJECT PROCUREMENT

A. Prepare a Contract Statement of Work
Plan Purchases and Acquisitions
Procurement Management Plan
Specifications.

Make-or-Buy Analysis.
Make-or-Buy Decisions .
Contracts
B. Prepare a Procurement Document
Plan Contracting
Procurement Documents
Evaluation Criteria

LESSON 7: EXECUTING PROJECT WORK

A. Direct and Manage Project Execution
Direct and Manage Project Execution
Project Management Information System (PMIS)
Work Performance Information
B. Perform Quality Assurance
Quality Assurance
Quality Audits
C. Develop Project Team.
Team Development
Team Development Stages
Team-Building Activities
Reward and Recognition System
Co-location
Virtual Teams
Training
Conflict Management
D. Information Distribution
Information Distribution
E. Request Seller Responses
Request Seller Responses
F. Select Sellers
Select Sellers
Weighting System
Contract Negotiation
Contract

LESSON 8: MONITORING AND CONTROLLING PROJECTWORK

A. Monitor and Control Project Work
Monitor and Control Project Work
B. Manage Changes to Performance Baselines
Integrated Change Control
Change Control System
Configuration Management
C. Review Deliverables and Work Results
Scope Verification
Inspection
D. Control Project Scope
Scope Control

LESSON 9: MONITORING AND CONTROLLING PROJECT SCHEDULE AND COSTS

A. Control the Project Schedule
Schedule Control
Earned Value Management (EVM)
Schedule Performance Measurement
Schedule Variance
Schedule Performance Index (SPI)
B. Control Project Costs
Cost Control
Performance Measurement Analysis Techniques
Estimate at Completion (EAC)
Forecasting Techniques
Cost Variance (CV)
Cost Performance Index (CPI)

LESSON 10: MONITORING AND CONTROLLING PROJECTQUALITY, STAFFING , AND COMMUNICATIONS

A. Perform Quality Control
Perform Quality Control
Causes of Variance
Tolerances
Control Charts
Pareto Diagrams
Statistical Sampling
B. Manage Project Team
Manage Project Team
C. Report Project Performance
Performance Reporting
D. Manage Stakeholders
Stakeholder Management

LESSON 11: MONITORING AND CONTROLLING PROJECT RISK AND CONTRACTS

A. Monitor and Control Project Risk
Risk Monitoring and Control
Project Risk Response Audit
B. Administer a Contract
Contract Administration
Role of the Contract Administrator
Contract Change Requests

LESSON 12: CLOSING THE PROJECT

A. Close a Project.
Close Project
Administrative Closure
B. Close a Contract
Contract Closure
Procurement Audit

Review Tool

Any method of instruction is only as effective as the time and effort *you are willing to invest in it.* In addition, some of the information that you learn in class may not be important to you immediately, but it may become important later on. For this reason, we encourage you to spend some time reviewing the topics and activities after the course.
Additional supplemented literatures are available on Latvikon (R.E.P.) centre.