



Mentor Source, Inc.

# PMP Exam Prep: Full Edition

## Course Specifications

Course number: 6102

Title: Project Management Professional (PMP®) Exam Prep: Full Edition

Course length: 5.0 day(s) providing 35 contact hours of education

## 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 JumpStart course, and offers a job-related approach to successful project management across application areas and industries while preparing you for Project Management Institute's (PMI) professional credentialing exam.

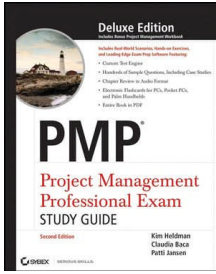
**Course Objective:** Review PMI® framework and standard for project work while practicing some suggested tools and techniques. Secondly, begin the preparation for the Project Management Institute (PMI®) Project Management Professional (PMP®) credentialing or Certified Associate in Project Management (CAPM®) examination.

**Target Student:** This course is designed for experienced project managers who desire to increase their project management skills, apply a standards-based approach to project management and/or apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Credential exam or Certified Associate in Project Management (CAPM) exam.

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

- Project Management JumpStart

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on, minds-on activities. Each participant will receive one text book authored by Kim Heldman, P.M.P., and current Chief Information Officer for the Colorado Department of Transportation. Participants will also receive a companion CD with six PMP practice exams and two additional CAPM exams. Electronic flashcards for exam prep are also provided along with audio files and the entire book in PDF form. A participant guide is provided to each attendee with copies of all slides shown in class. Participants also receive the text *A Guide to the Project Management Body of Knowledge* often referred to as the *PMBOK® Guide*.



## Performance-Based Objectives

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

- 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.

## Course Content

### INTRODUCTORY MATERIAL

<b>Getting Started</b>	<b>vii</b>
The Program In Perspective	viii
<b>Training At A Glance</b>	<b>x</b>

### MODULES

<b>Introduction</b>	<b>1</b>
Program Overview	2

<b>Chapter 1 What Is A Project</b>	<b>8</b>
Is It a Project	9
What Is Project Management	12
Defining Skills Every Good Project Manager Needs	15
Understanding Organizational Structures	17
Understanding Project Life Cycles & Project Management Processes	23
Project Management Knowledge Areas	27
<b>Chapter 2 Creating the Project Charter &amp; Preliminary Scope Statement</b>	<b>35</b>
How Projects Come About	36
Kicking Off the Project Charter	38
Using Tools & Techniques for Charter Development	41
Formalizing & Publishing the Project Charter	47
Developing a Preliminary Project Scope Statement	50
<b>Chapter 3 Developing the Project Scope Statement</b>	<b>53</b>
Developing the Project Management Plan	54
Scoping Out the Project	57
Formulating Scope Definition	60
Writing the Project Scope Statement	64
<b>Chapter 4 Creating the WBS &amp; Communicating the Plan</b>	<b>69</b>
Creating the Work Breakdown Structure	70
Communicating the Plan	78
Identifying Quality Standards	81
<b>Chapter 5 Risk Planning</b>	<b>99</b>
Planning for Risks	100
Risk Management Planning	102
Identifying Potential Risk	105
Analyzing Risks Using Qualitative Techniques	110
Quantifying Risks	114

Developing a Risk Response Plan	119
<b>Chapter 6 Resource Planning</b>	<b>122</b>
<hr/>	
Understanding Purchases & Acquisitions	123
Plan Purchases & Acquisitions	124
Plan Contracting	129
Human Resource Planning	132
Activity Definition	136
Activity Sequencing	139
<b>Chapter 7 Creating the Project Schedule &amp; Budget</b>	<b>144</b>
<hr/>	
Activity Resource Estimating	145
Activity Resource Estimating	146
Estimating Activity Durations	149
Developing the Project Schedule	153
Cost Estimating	166
Cost Budget Baseline	171
Bringing It All Together	175
<b>Chapter 8 Developing the Project Team</b>	<b>178</b>
<hr/>	
Executing the Project Plan	179
Acquiring the Project Team	184
Developing the Project Team	186
Distributing Project Information	192
<b>Chapter 9 Measuring &amp; Controlling Project Performance</b>	<b>199</b>
<hr/>	
Requesting Seller Responses	200
Selecting Sellers	204
Elements of a Contract	206
Laying Out Quality Assurance Procedures	208
Monitor & Control Project Work	210
Administering the Contract	212

Managing Project Teams	214
Managing Stakeholders	217
Establishing Performance Measures	219
<b>Chapter 10 Monitoring &amp; Controlling Change</b>	<b>221</b>
Managing Integrated Change Control	222
Managing Cost Changes	227
Monitoring & Controlling Schedule Changes	235
Monitoring & Controlling Risk	239
<b>Chapter 11 Controlling Work Results &amp; Closing Out the Project</b>	<b>242</b>
Utilizing Perform Quality Control Techniques	243
Verifying Project Scope	254
Controlling Scope Changes	256
Formulating Project Closeout	258
Closing Out the Project	259
Contract Closure	261
Releasing Project Team Members	263
<b>Chapter 12 Professional &amp; Social Responsibility</b>	<b>266</b>
Ensure Personal Integrity & Professionalism	267
Contribute to the Project Management Knowledge Base	270
Enhance Personal Professional Competence	272
Promote Interaction Among Team Members & Other Stakeholders	274
<b>Appendix 1 Final Exam Prep</b>	<b>279</b>
The PMP Certification Process	280
Exam Topics Review	284
Practice Quiz	294
<b>Appendix 2 The 44 Project Management Processes</b>	<b>295</b>
The 44 Project Management Processes	295