

PMP® / CAPM® Exam Preparation Course

Training outline:

1. Project
 - What is a project? Place of a project in the company
 - Project, portfolio and program
 - Project Manager's role
 - Project Stakeholders
 - Types of organizations
 - Organizational resources
 - Project phases, the lifecycle of a project and a product

2. PMI® standards
 - Areas of knowledge & process groups
 - What are the benefits of using a methodological approach?
 - How to apply the methodology in practice?
 - Code of Ethics & Professional Conduct
 - PMP/CAPM Exam requirements

3. Project Integration Management
 - Reasons to initiate a project – business case, feasibility study
 - Project Charter
 - Project Management Plan
 - Directing and Managing Project Work
 - Monitoring and Controlling Project Work
 - Integrated Change Control
 - Closing Project or Phase

4. Project Scope Management
 - Planning Scope Management
 - Collecting Requirements
 - Defining Scope
 - Creating Work Breakdown Structure
 - Controlling and Validating Scope

5. Project Time Management
 - Planning Schedule Management
 - Defining Activities
 - Sequencing Activities
 - Estimating Activity Resources
 - Estimating Activity Durations
 - Developing Schedule
 - Controlling Schedule

6. Project Cost Management
 - Planning Cost Management
 - Estimating Costs
 - Determining Budget
 - Controlling Costs

7. Project Quality Management
 - Planning Quality Management
 - Performing Quality Assurance
 - Controlling Quality

8. Project Human Resources Management
 - Planning Human Resources Management
 - Acquiring Project Team
 - Developing Project Team
 - Managing Project Team

9. Project Communications Management
 - Planning Communications Management
 - Managing Communications
 - Controlling Communications

10. Project Risk Management
 - Planning Risk Management
 - Identifying Risks
 - Performing Qualitative Risk Analysis
 - Performing Quantitative Risk Analysis
 - Planning Risk Responses
 - Controlling Risks

11. Project Procurement Management
 - Planning Procurement Management
 - Conducting Procurements
 - Controlling Procurements
 - Closing Procurements

12. Project Stakeholder Management
 - Identifying Stakeholders
 - Planning Stakeholders Management
 - Managing Stakeholders Engagement
 - Controlling Stakeholders Engagement

13. Preparation for the exam
 - Application process & formal requirements
 - Useful resources
 - Tips and tricks for studying
 - Constructing learning plan