

PMP® Exam Facilitated Study Course Syllabus

Tuesdays' June 13th to from August 22nd 6 – 9 pm EST

Live Instructor Lead in Louisville, Kentucky

This course is based on the PMBOK® 5th Edition. The PMBOK® 5th Edition was published in January 2013. The PMP® Exam changed to align with the PMBOK® 5th Edition on July 31, 2013.

COURSE DESCRIPTION

Accelerate your career by obtaining the Project Management Professional (PMP®) certification! Project management is the discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives. Project Management is used in virtually all industries and career opportunities are growing exponentially. The completion of projects, using well defined project management techniques, allows organizations to reduce waste and attain high levels of productivity.

The target audience for this course is project managers with both project management experience and previous project management education (either self-study or formal education). This fast paced course is designed to focus on preparing candidates for the PMP® Certification Exam. **Note:** This is not a *practical application of project management* course. While many of the project management concepts, tools and techniques, and processes are transferable between examination study and real-world application, this course focuses on the PMI (Project Management Institute) PMBOK® (The Guide to the Project Management Body of Knowledge) and specific exam preparation tactics.

COURSE DURATION

10 Workshops x 3 hours each = 30 contact hours (PMI Educational Hours). This course provides 30 hours formal project management education.

COURSE PREREQUISITES

Students should meet the minimum requirements to sit for the PMP® exam, less the formal project management education requirements.

1. Candidates with a high school diploma or associates degree must have a minimum of 5 years/60 months of unique, non-overlapping professional project management experience in the last 8 years that totals to at least 7,500 hours spent leading and directing project tasks.

2. Candidates with a bachelor's degree must have a minimum of 3 years/36 months of unique, non-overlapping professional project management experience in the last 8 years that totals to at least 4,500 hours spent leading and directing project tasks.

COURSE MATERIALS (Purchased by student or provided by training company)

1. Guide to the Project Management Body of Knowledge (5th Edition)
2. Rita Mulcahy PMP® Exam Prep Textbook (8th Edition)
3. Rita Mulcahy Hot Topics Flashcards
4. OPTIONAL- Rita Mulcahy PM FASTrack Exam Simulation Software

COURSE TOPICS AND OBJECTIVES

Project Management Introduction

- Examine the role of project management within the organization
- Know the reasons why organizations initiate projects
- Explain the project management processes and be able to define unique PM terms
- Explain the project life cycle concept
- Identify process groups within the project life cycle
- Discuss project selection methods

Project Integration Management

- Integrate project plan development with change control
- Define project execution issues
- Explain how project changes are identified, implemented, and managed

Project Scope Management

- Understand the importance of project scope management
- Define and apply Work Breakdown Structures (WBS)

Project Time Management

- Understand the importance of project time management
- Examine and apply durations
- Examine and apply precedence relations
- Recognize project scheduling methods and techniques
- Explain and apply Gantt charts, milestones, and deliverables
- Define various schedule management techniques

Project Cost Management

- Understand the importance of project cost management
- Compare and contrast types of cost estimates
- Examine and apply resource estimation and assignment
- Describe resource constraints and utilization
- Explain the concept and techniques of resource-leveling
- Describe project budgeting techniques
- Explain how to develop the project baseline
- Identify cost performance analysis methods

Project Quality Management

- Understand the importance of project quality management
- Review quality planning, assurance, and control
- Identify common quality tools and their applications

Project Human Resources Management

- Understand the importance of project human resources management
- Explain the qualifications, duties, and responsibilities of the project manager
- Examine organizational planning, staff acquisition, team development
- Explain the qualifications, roles, and responsibilities of the project team members

Project Communication Management

- Recognize project communication and documentation requirements
- Explain project communications planning

Project Risk Management

- Understand the importance of project risk management
- Examine risk management planning, risk identification, quantification, qualitative risk planning, response development and control

Project Procurement Management

- Understand the importance of project procurement
- Examine project contract types and risk associated with each
- Comprehend project contract closeout activities

Project Stakeholder Management

- Describe stakeholder management identification, analysis and management strategies.

COURSE REQUIREMENTS

Students are expected to complete all study requirements as outlined below prior to each class. Please note that this is a facilitated study course. Accordingly, students can expect to dedicate a significant amount of study and preparation time between workshops.

WORKSHOP APPROACH

During the course, each knowledge area covered will follow this basic approach:

1. Student questions and discussion from the chapter assigned reading
2. Instructor presentation & guided discussion.
3. Student presentations (based on the Rita Mulcahy PMP® Exam Prep Textbook chapter tests). Specific knowledge areas will be assigned to each student during the first workshop.

Student presentations are based on learning from the following:

1. The PMBOK® required reading for the knowledge area
2. Rita Mulcahy PMP® Exam Prep textbook required reading & practice exams
3. Additional research as appropriate

Students will provide copies of their presentations to all members of the class after their presentations (either hard copy or electronic copy is acceptable).

Presentations should include:

- a. An executive summary of the assigned knowledge area
- b. A review of 15-20 key vocabulary words in the assigned knowledge area
- c. Review of 5 questions the student did not get correct from the end of the Rita book chapter.
 - i. The correct answer highlighted
 - ii. An explanation for the correct answer
 - iii. Identify and explain the “distracter” choices
 - iv. Answer sources for each question

4. In-class exam review and discussion
5. Periodic exam quiz questions

STUDY GROUPS

Students are encouraged to develop small study groups that will meet regularly during and after the course to draw upon the unique backgrounds, experiences, and abilities of its members while preparing for the PMP® Certification Exam.

REQUIRED READING AND WORKSHOP PREPARATION

Note 1: The required reading and activities in the Workshop Preparation columns below must be completed prior to each workshop.

Note 2: The workshop topics listed below are a guideline. Instructor will manage the pace based on class need.

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REQUIRED READING AND WORKSHOP PREPARATION

Note 1: The required reading and activities in the Workshop Preparation columns below must be completed prior to each workshop.

Note 2: The workshop topics listed below are a guideline. Instructor will manage the pace based on class need.

WORKSHOP	DATE	TOPIC	RITA & PMBOK Chapters	Chapter Topics
1	June 13 th	Exam certification & Application Process/ Standards for Project Mgt.	Chapter 1-2 PM Framework	What is the PMP certification and application tips.
2	June 20 th	Project Mgt. Processes/ Integration Mgt.	Chapters 3-4	Projects, programs, and portfolios. Project selection criteria & NPV.
3	June 27 th	Scope Mgt.	Chapter 5	Requirements vs. scope; change mgt.; WBS
4	July 11 th	Time Mgt.	Chapter 6	Schedule basics, PDM methods
5	July 18 th	Cost Mgt.	Chapter 7	Financial terms, budgets, reserves
6	July 21 st	Quality Mgt.	Chapter 8	Quality programs, benchmarking
7	August 1 st	Human Resource & Ethics	Chapters 9 & 14	Motivational theories, team building, social responsibility
8	August 8 th	Communications & Stakeholder Mgt.	Chapters 10 & 13	Types of communication, stakeholder identification.
9	August 15 th	Risk Mgt.	Chapter 11	Risk overview, identification, qualification, quantification.
10	August 22 nd	Procurement	Chapter 12	Contract basics and contract types. Who has the risk?

Steven Bennett

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Steve is an accomplished manager with extensive educational and commercial experience. He holds a Bachelor of Science degree in Chemical Engineering from the University of Kentucky, and a Master's degree in Business Administration with a concentration in eCommerce from the University of Oklahoma.

He obtained his Project Management Professional (PMP) certification in 2008. He was the Vice President of Education for the Kentuckiana chapter of the Project Management Institute (KIPMI) from 2011-13. Steve has experience planning, leading, executing and deploying enterprise projects and change acceleration initiatives. He has extensive experience and certifications in ITIL, Lean, Six Sigma, Agile/Scrum, Total Quality Management (TQM), and ISO standards.

Steve is an accomplished speaker, trainer, and facilitator. He has conducted PMP Certification and Six Sigma training courses in a multiple industries. He is currently an Adjunct Instructor for project management topics at the University of Louisville and DeVry University. Students who have attended his training courses describe him as informative, kind, contemplative, and thorough. "Steve has the ability to explain complex topics and technical concepts using industry examples, analogies, and language I can understand."

Recommendation from Brandon Baker, Information Security Analyst at LG&E: “The PMP Bootcamp class has been an insightful and beneficial experience. The weekly sessions work best with my active lifestyle and avoids the brain pain of cramming for such an intense exam. Instead, I'm able to apply each week's lessons towards my daily work, and my co-workers have commented on the higher quality of my work. PMP is an intimidating exam, so the team based, weekly approach helps take the stress off of cramming the exam, and the team approach provides lots of different backgrounds to better understand the material. I would definitely recommend this course if you want the best shot at passing the exam, and you want to benefit from networking and the shared experience of the class.”