PROJECT MANAGEMENT PROFESSIONAL (PMP)

**Duration:** 5 Days

**Overview:**

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

**Who Should Attend?**

This course is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, seek career advancement by moving into a formal Project Manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

**At Course Completion:**

Upon successful completion of this course, students will be able to:
- describe professional project management.
- initiate a project.
- plan project work.
- develop project schedules.
- develop cost estimates and budgets.
- plan project quality, staffing, and communications.
- analyze risks and plan risk responses.
- plan project procurements.
- execute project work.
- manage project procurement.
- describe the monitor and control project work process.
- monitor and control project schedule and costs.
- monitor and control project performance and quality.
- monitor and control project risk and procurements.
- close the project.

**Outline:**

**Lesson 1:** Examining Professional Project Management

Identify Project Management Processes

Identify Professional and Social Responsibilities

Identify the Interpersonal Skills Required for a Project Manager

**Lesson 2:** Initiating a Project

Examine the Project Management Context
Examine Project Selection
Create a Project Charter
Identify Project Stakeholders

**Lesson 3**: Planning Project Work
Identify Elements of the Project Management Plan
Document Stakeholder Requirements
Create a Scope Statement
Develop a Work Breakdown Structure

**Lesson 4**: Developing Project Schedules
Create an Activity List
Create a Project Schedule Network Diagram
Estimate Activity Resources
Estimate Duration for Project Activities Develop a Project Schedule
Identify the Critical Path
Optimize the Project Schedule
Establish a Schedule Baseline

**Lesson 5**: Developing Cost Estimates and Budgets
Estimate Project Costs
Estimate the Preliminary Cost Baseline
Reconcile Funding and Costs

**Lesson 6**: Planning Project Quality, Staffing, and Communications
Create a Quality Management Plan
Document the Project Roles, Responsibilities, and Reporting Relationships
Create a Communications Management Plan

**Lesson 7**: Analyzing Risks and Planning Risk Responses
Create a Risk Management Plan
Identify Project Risks and Triggers
Perform Qualitative Risk Analysis
Perform Quantitative Risk Analysis
Develop a Risk Response Plan

**Lesson 8: Planning Project Procurements**

Prepare a Project Statement of Work

Plan Project Procurements

Prepare a Procurement Statement Of Work

Prepare a Procurement Document

**Lesson 9: Executing Project Work**

Identifying the Direct and Manage Project Execution Process

Execute a Quality Assurance Plan

Acquire the Project Team

Develop the Project Team

Manage the Project Team

Distribute Project Information

Manage Stakeholder Relationships and Expectations

**Lesson 10: Managing Project Procurement**

Identify the Conduct Project Procurements Process

Obtain Responses from Sellers

Determine Project Sellers

**Lesson 11: Monitoring and Controlling Project Work**

Identify the Monitor and Control Project Work Process

Develop an Integrated Change Control System

Utilize the Integrated Change Control System

Review Deliverables and Work Results

Control the Project Scope

**Lesson 12: Monitoring and Controlling Project Schedule and Costs**

Control the Project Schedule

Control Project Costs

**Lesson 13: Monitoring and Controlling Project Performance and Quality**

Perform Quality Control
Lesson 14: Monitoring and Controlling Project Risk and Procurements

Monitor and Control Project Risk

Administer Project Procurements

Lesson 15: Closing the Project

Close Project Procurements

Close the Project or Phase Administratively