

Preparing for the PMP® Exam

Credits/Units: 1.4 CEU / 14 PDU

Course Description

This course is intended to prepare project managers for the Project Management Professional (PMP®) Certification Exam offered by the Project Management Institute (PMI®). This course will enable you to identify your personal strengths and weaknesses regarding mastery of the five Process Groups and nine Knowledge Areas, and enable you to develop a personal study program to prepare for the PMP® Certification Exam.

Who should attend

Anyone who has at least three years of experience working in a project-oriented environment, has already completed a rigorous certificate or self-study program and wants a compressed, targeted approach toward preparing for the PMP® should attend this class.

What you will achieve

- A clear understanding of the PMP® Certification Exam registration requirements and process
- An orientation to the concepts and format of the PMP® Certification Exam, including a review of question breakdown by process group
- An opportunity to take an online pre-test consisting of 100 practice questions, and a 100-question post-course exam modeled after questions encountered on the PMP® Certification Exam
- Identification of key areas for further development in order to create a personal learning plan to improve performance in these areas
- Discussion of the key topics found on PMP® Certification Exams
- A review of studying and test-taking techniques from certified PMP@s

What you will learn

- **Project Integration Management** - development and execution of the project plan and overall change control
- **Project Scope Management** - planning, definition, change management and verification of the project scope
- **Project Time Management** - activity/task definition, dependencies, schedule development and time control
- **Project Cost Management** - resource planning, estimating, budgeting and control
- **Project Risk Management** - planning to avoid, transfer, reduce and control risk
- **Project Quality Management** - quality planning, control and assurance, and quality control tools
- **Project Procurement Management** - knowledge of procurement and solicitation planning, bidding/request for proposals and contractor/ supplier selection
- **Project Communications Management** - communications planning, information distribution, progress reporting and administrative closure
- **Project Human Resource Management** - effective use of people, including organizational planning, staff acquisition and team development
- Other topics covered on the exam