

Course ID

**PMPPREP5**

Course Title

**Preparation for the PMP® / CAPM® Certification Exam**

Course Duration

**5 days**

**Related Courses**

- Effective Project Management (PROJMGT3)

**Aimed At**

Any PMP® or CAPM® candidate who is preparing to sit for the certification exam.

**Group Size**

5-25

**Prerequisites**

Participants should meet all of the requirements set by the Project Management Institute® for PMP® and CAPM® exam candidates. It is recommended, but not required, that participants complete the exam application before taking this course. Prior formal training in Project Management, e.g. Effective Project Management (PROJMGT3), is helpful but not required.

**Course in a Nutshell**

The PMP® Certification Exam Prep Course is a five-day, instructor-led class designed to prepare project management practitioners for the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) examination. Course content and delivery is structured around the latest edition of *The Guide to the PMBOK®* knowledge areas and supplemental exam material. It is designed to help the PMP®/CAPM® candidates optimize their study and preparation time for the respective certification examinations. This five-day class completely satisfies the requirement for 35 contact hours of formal education.

**Customize It!**

The content of this course can be delivered in four class days of longer duration for the same cost as the five-day class.

For a less in-depth treatment of the subject, the course can be shortened to four standard class days (though that places a little greater burden for test preparation on the participants).

**Learn How To**

- Apply for the exam
- Create a study plan
- Work with the various kinds of questions presented in the exam
- Pace yourself during the exam

**Course  
Outline**

- I. Introduction to PMP® and CAPM® Certifications**
  - Preliminary Assessment (Practice Test)
  - Application Requirements
  - Exam Fee Structure
  - Exam Specifications and Requirements
  - Continuing Certification Requirements
  - Exam Overview
  
- II. Project Management Essentials**
  - Basic Terms and Definitions
  - Organizational Structure
  - Project Life Cycle
  - Project Management Process Groups
  - Code of Ethics and Professional Responsibility
  
- III. Project Management Knowledge Areas & Processes**
  - PM Guide Layout
  - Project Management Processes
  - Project Management Knowledge Areas
  - Practice Quiz – Project Management Foundation
  
- IV. Project Integration Management**
  - Develop Project Charter
  - Develop Project Management Plan
  - Direct and Manage Project Work
  - Monitor and Control Project Work
  - Perform Integrated Change Control
  - Close Project or Phase
  - Practice Quiz – Integration Management
  
- V. Project Scope Management**
  - Plan Scope Management
  - Collect Requirements
  - Define Scope
  - Create WBS
  - Verify Scope
  - Control Scope
  - Practice Quiz – Scope Management
  
- VI. Project Time Management**
  - Plan Schedule Management
  - Define Activities
  - Sequence Activities
  - Estimate Activity Resources
  - Estimate Activity Durations

- Develop Schedule
- Control Schedule
- Practice: Network Diagramming & CPM
- Practice Quiz – Time Management

**VII. Project Cost Management**

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs
- Practice: Earned Value Analysis
- Practice Quiz – Cost Management

**VIII. Project Quality Management**

- Plan Quality Management
- Perform Quality Assurance
- Control Quality
- Practice Quiz – Quality Management

**IX. Project Human Resource Management**

- Plan Human Resource Management
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Practice Quiz – Human Resources Management

**X. Project Communications Management**

- Plan Communications Management
- Manage Communications
- Control Communications
- Practice Quiz – Communications Management

**XI. Project Risk Management**

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Control Risks
- Practice Quiz – Risk Management

**XII. Project Procurement Management**

- Plan Procurement Management
- Conduct Procurements
- Control Procurements

- Close Procurements
- Practice Quiz – Procurement Management

### **XIII. Project Stakeholder Management**

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement
- Practice Quiz – Stakeholder Management

### **XIV. Conclusion**

- Course Review and Summary
- Simulation Exam

### **How You Will Learn**

- A highly experienced instructor will use interactive lecture format, group discussions, practice exams and other techniques to help you prepare for the exam.
- We will build on your prior project management experience, while providing you with the structure and vocabulary needed to pass the certification exam.
- If you have had no prior formal training in project management, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.

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