

Project Management Professional (PMP)[®] Exam Prep Syllabus 2016

Instructor Information

Instructor	Email	Office Location & Hours
1. Munir Sabbagh 2. Dr. Abdelhaleem AL-Amer	info@aljhood.com	Joint Efforts Group, Amman, (Sunday Thursday, 9:00AM - 06:00PM).

Course Information

Course Number PM-JEG-004	Duration 5 Days (35 Hours)
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Description

In this course, you'll gain the essential preparation needed to pass the PMP[®] exam, concentrating on essential terminology from A Guide to the Project Management Body of Knowledge, (*PMBOK[®] Guide*)-Fifth Edition, and tools and techniques required to pass the PMP[®] exam, this course includes a wide variety of learning tools and study aids.

What you will learn?

- Prepare to pass the Project Management Institute (PMI)[®] Project Management Professional (PMP)[®] exam while completing the required **35 contact hours/PDUs**
- How to navigate process groups and knowledge areas from A Guide to the Project Management Body of Knowledge, (*PMBOK[®] Guide*)
- Analyze the tools and techniques of the *PMBOK[®] Guide* processes
- Exam-taking tips and techniques
- Align your life experience and knowledge with *PMBOK[®] Guide*
- Learn styles and types of questions found on the PMP[®] exam

Who Needs to Attend?

Project Coordinators, Project Analysts, Associate Project Managers, Project Managers, Project Leaders, Team Leaders, Program Managers, And Project Team Members Seeking The PMP® Exam Certification.

Course Pre-requisites

In order to be eligible for PMP® certification you should first meet specific education and experience requirements, by attending this course you will satisfy the he requirements for contact hours of instruction.

Expectations and Goals

We're confident that our PMP® Exam Preparation Course will thoroughly prepare you to successfully sit for the PMP® certification exam. It's our goal to help people become PMP® certified, and we stand by our students in their PMP® certification pursuit.

Tuition Includes

- Training Package
- Certificate of Attendance
- Training Stationary
- Mind Mapping Exercise

Training Hours

Day 1 ~ 5
35 Hours

9:00 AM - 5:00 PM comprehensive training includes:

- 30 Minutes Lunch Break
- 15 Minutes Pre Assessment
- 15 Minutes Post Assessment

Additional Information

“ALJHOOD” Joint Efforts Group for Development & Consultation JEG

Visit us at <http://www.aljhood.com.com> or Contact us by: Tel: +960-6-5522807, Fax: +962-6-5532707



Course Content and Outline

Course Content

This course provides an overview of the project environment, life-cycle and organization. It provides detailed coverage of the ten knowledge areas defined in "A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) - Fifth Edition, Project Management Institute, Inc., 2016 ":

1. Integration Management	2. Scope Management
3. Time Management	4. Cost Management
5. Quality Management	6. Human Resources Management
7. Communications Management	8. Risk Management
9. Procurement Management	10. Stakeholder Management

Course Outline

A Guide to the Project Management Body of Knowledge, PMBOK® Guide - Fifth Edition

- Key terms and the project life cycle
- Identifying Enterprise Environmental Factors (EEFs) and Organizational Process Assets (OPAs)
- Organizational structure and influences
- Mapping the interrelationships of the ten knowledge areas to the five process groups

Identifying and integrating processes and activities

- Identifying a new project, business case and strategy
- Defining and coordinating all subsidiary plans
- Change-control and configuration management
- Determining key deliverables and conducting benefit analysis

Defining, validating and controlling the scope

- Facilitating requirements-gathering using interviews, workshops and decision-making techniques
- Requirements changes and traceability matrices
- Creating the WBS and setting the baseline

Time management

- Defining and sequencing activities
- Estimating activity resources and durations with analogous, parametric and three-point techniques
- Developing the schedule with PDM, ADM and CDM diagrams

Determining the cost baseline and applying Earned Value Management (EVM)

- Identifying costs and calculating performance baseline
- Assessing EVM key dimensions, variances and indices
- Forecasting with EVM
- Performance reporting

Implementing systems for quality

- Preventing nonconformance through Cost of Quality (CoQ)
- Performing continuous improvements

Tools and techniques to study

- Planning for quality using statistical tools
- Implementing quality metrics and audits

Developing the plan and acquiring the team

- Creating hierarchical and matrix charts (RAM & RACI)
- Developing the team: team building, Tuckman model, recognition and rewards
- Motivational theories and conflict resolution techniques

Efficiently communicating with stakeholders

- Distributing information with communication models
- Applying communication theory and the levels of power

Managing stakeholder engagements

- Identifying and analyzing stakeholders, and managing their expectations
- Increasing support and minimizing resistance

Assessing project risks

- Qualitative and quantitative risk analysis
- Evaluating Expected Monetary Value (EMV)

Exam-relevant tools and techniques

- Developing threat/opportunity response strategies
- Reassessing and controlling risks

Procurement management

- Performing make-or-buy analysis
- Formally accepting the product and closing the project

Preparing for test day

- Applying proven tips for exam success
- Conquering exam apprehension

Personalizing your study plan

- Identifying your strengths and weaknesses
- Optimizing your study time and focus
- Code of Ethics and Professional Conduct
- Balancing the interest of all stakeholders

