



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Project Management Professional (PMP®) Certification Preparation, 3rd Edition

Course Specifications

Course number: 088163

Software: Project Management Professional (PMP®) Certification Preparation

Course length: 5.0 day(s)

Course Description

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course, and offers a job-related approach to successful project management across application areas and industries.

Course Objective: You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.

Target Student: This course is designed for experienced project managers who desire to increase their project management skills, apply a standards-based approach to project management and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

Project Management Fundamentals

- Microsoft Project 2000, 2002, or 2003 Level 1
- Microsoft Project 2000, 2002, or 2003 Level 2
- Microsoft Word 2000, 2002, or 2003 Level 1
- Microsoft Word 2000, 2002, or 2003 Level 2
- Microsoft Word 2000, 2002, or 2003 Level 3

Hardware Requirements

- A PC with a Pentium processor, at least 300 MHz
- A minimum of 64 MB of RAM with 1.0 GB of free hard drive space.
- A CD-ROM drive.
- Super VGA recommended (set at least to 800 x 600 screen resolution) with 256 colors.
- An Internet connection with access to the World Wide Web.

Platform Requirements

- Windows 2000 or XP Professional.

Software Requirements

A licensed copy of each of the following pieces of software for the instructor and each student:

- Microsoft Project 2000 or later.
- Microsoft Word 2000 or later.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Initiate a project.
- Plan project work.
- Develop project schedules, cost estimates, and budgets.
- Plan project quality, staffing, and communications.
- Analyze project risks.
- Plan project procurement.
- Execute project work.
- Monitor and control project work.
- Monitor and control project schedule and costs.
- Monitor and control project quality, staffing, and communications.
- Monitor and control project risks and contracts.
- Close the project.

Course Content

Lesson 1: Initiating a Project Topic

1A: Apply Project Management Processes
Topic 1B: Create a Project Charter
Topic 1C: Develop a Draft Project Scope Statement

Lesson 2: Planning Project Work

Topic 2A: Develop a Project Management Plan
Topic 2B: Create a Scope Management Plan
Topic 2C: Create a Scope Statement
Topic 2D: Develop a Work Breakdown Structure (WBS)

Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets

- Topic 3A: Create an Activity List
- Topic 3B: Create a Project Network Diagram
- Topic 3C: Estimate Activity Resources
- Topic 3D: Estimate Activity Durations
- Topic 3E: Identify the Critical Path
- Topic 3F: Develop a Project Schedule
- Topic 3G: Estimate Project Costs
- Topic 3H: Establish a Cost Baseline

Lesson 4: Planning Project Quality, Staffing, and Communications

- Topic 4A: Create a Quality Management Plan
- Topic 4B: Document Roles, Responsibilities, and Reporting Relationships
- Topic 4C: Acquire Project Team
- Topic 4D: Create a Communications Management Plan

Lesson 5: Analyzing Risks and Planning Risk Response

- Topic 5A: Create a Risk Management Plan
- Topic 5B: Identify Project Risks and Triggers
- Topic 5C: Perform Qualitative Risk Analysis
- Topic 5D: Perform Quantitative Risk Analysis
- Topic 5E: Develop a Risk Response Plan

Lesson 6: Planning Project Procurement

- Topic 6A: Prepare a Contract Statement of Work
- Topic 6B: Prepare a Procurement Document

Lesson 7: Executing Project Work

- Topic 7A: Project Plan Execution
- Topic 7B: Perform Quality Assurance
- Topic 7C: Develop the Project Team
- Topic 7D: Distribute Project Information
- Topic 7E: Request Seller Responses
- Topic 7F: Select Sellers

Lesson 8: Monitoring and Controlling Project Work

- Topic 8A: Control and Monitor Project Work
- Topic 8B: Manage Changes to Performance Baselines
- Topic 8C: Review Deliverables and Work Results
- Topic 8D: Control Project Scope

Lesson 9: Monitoring and Controlling Project Schedules and Costs

- Topic 9A: Control the Project Schedule
- Topic 9B: Control Project Costs

Lesson 10: Monitoring and Controlling Project Quality, Staffing, and Communications

- Topic 10A: Perform Quality Control
- Topic 10B: Manage Project Team
- Topic 10C: Report Project Performance
- Topic 10D: Manage Stakeholders

Lesson 11: Monitoring and Controlling Project Risk and Contracts

- Topic 11A: Monitor and Control Project Risk
- Topic 11B: Administer a Contract

Lesson 12: Closing the Project

- Topic 12A: Close a Project
- Topic 12B: Close a Contract

Appendix A: PMP Certification Mapping

Appendix B: Certification Lightning Round

Supplemental Lesson PMP® Certification Practice Test

Appendix C: Schedule Management Plan Example

Appendix D: Statement of Work (SOW) Example

Appendix E: Professional and Social Responsibility

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel comprehensive online courses, email for more details.



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