

PMP® Exam Prep Course

A Complete Understanding of the PMP® Certification Exam



You Will Learn To:

Navigate the Process Groups and Knowledge Areas of the Latest PMBOK® Guide

- Learn essential PMBOK® 4th Edition terminology, tools and techniques for taking the test
- Align your knowledge of Project Management with PMBOK® terminology and definitions

Utilize Tips and Techniques for Passing the Exam the First Time

- Gain valuable tips and study methods to help prepare for the exam
- Create a personalized plan for self-study preparation leading up to test day

Understand Exactly What You Need to Know to Apply for and Pass the Exam

- Utilize real sample questions and a full length practice test to prepare for taking the PMP® Exam
- Work with our experts to create a study plan that fits your needs

In Association with:



Receive 18 Contact Hours of PM Education

www.PerformanceWeb.org/PMP



Who Should Attend:

- Project Managers
- Program Managers
- Portfolio Managers
- Project Officers
- Contract Managers
- Supply Chain Managers
- Directors of Contracts
- Directors of Operations
- CAPMs
- Program Analysts
- Information Systems Specialist
- Team Lead
- Safety Process Development Lead

Day One: November 16, 2009

8:30

Registration and Continental Breakfast

9:00

PMP® Exam Overview: Review of PMBOK® Standards and PMP® Credentials

- Review qualifications needed for the PMP® Exam
- Discuss how PMI's PMBOK® is broken down into five process groups and nine knowledge areas

10:00

Project Lifecycle and Organization

- Review the project lifecycle paying close attention to the various stages from initiation to execution
- Discuss the role of project stakeholders in the project lifecycle process

11:00

Project Integration Management

- Develop a project charter and integration of a project management plan
- Implement an effective change control system that clearly identifies and tracks project changes

12:00

Lunch Break

1:00

Effective Scope Management

- Establish accountability with clear cost and schedule requirements
- Define business outcomes with effective Work Breakdown Structure (WBS) frameworks



What You Will Learn:

- The Format and Makeup of the PMP® Exam
- New PMBOK® 4th Edition Terminology and Tips
- Tools and Techniques Essential for PMP® Exam Success
- Key Concepts, Terms and Principles of Project Management Necessary to Pass the Exam
- Understand and Remember Required PMP® Formulas
- Receive Practice Questions and Tips on What to Expect for Test Content

Day One, continued: November 16, 2009

2:00

Project Time Management

- Determine project roles and key resources required for project success
- Map a project timeline that defines key project checkpoints and promotes fast, high-quality results

3:00

Day One Review and Practice Questions

- Practice real PMP® test questions in real test taking conditions
- Work with a PMP® certified instructor to determine which knowledge areas need additional practice and further review based on personal performance

4:15

Day One Adjourns



“Very enthusiastic,
knowledgeable
instructor. Well laid-
out course material.”

Lionel Green,
FEMA



Day Two: November 17, 2009

8:30

Continental Breakfast

9:00

Project Cost Management

- Identify and prioritize costs relative to the WBS
- Establish the cost baseline based on the project scope and available resources

10:30

Quality Management

- Understand the core competencies of an effective project team
- Learn proven conflict resolution and negotiating skills

12:00

Lunch Break

1:00

HR Management

- Establish accountability with clear cost and schedule requirements
- Define business outcomes with effective Work Breakdown Structure (WBS) frameworks

2:00

Communication Management

- Explore and understand different communication styles and stakeholder communication needs
- Accurately monitor and report project performance using earned value management

3:00

Day Two Review and Practice Questions

- Practice real PMP® test questions in real test taking conditions
- Work with a PMP® certified instructor to determine which knowledge areas need additional practice and further review based on personal performance

4:00

- Day Two Adjourns



“Exercises were extremely helpful and tips and techniques are great for preparing for the PMP Exam.”

Mike McInerery,
Electronic Consulting Services Inc.



Day Three: November 18, 2009

8:30

Continental Breakfast

9:00

Risk Management

- Review how to create and implement project risk mitigation plans
- Identify and mitigate potential elements of risk in each phase of the project life cycle

10:30

Procurement Management

- Establish and validate clear lines of contract requirements
- Acquire solicitation strategies handled by the contracting officer but required in the exam

12:00

Lunch Break

1:00

Study Techniques, Ethics and Professional Responsibility

- Create your own personalized study plan for passing the exam
- Examine key aspects of PMI's code of ethics and code of conduct

2:00

Project Management Context, Framework and Processes

- Learn the importance of projects within an organization
- Explore the differences between projects and programs and how a project life cycle differs from a product life cycle

3:00

PMP® Examination Tips Tricks and Strategy

- Master some devices that will surely give you an edge
- Learn how to effectively study for the exam

4:00

- Day Three Adjourns

Sponsorship Opportunities

As a conference and training provider, The Performance Institute is an expert in bringing together leaders to share and discuss best practices and innovations. We connect decision-makers with respected solution providers.

The Institute offers four different pre-designed sponsorship packages:

- Event Co-Sponsor
- Session Sponsor
- Luncheon Sponsor
- Exhibit Booth Sponsor

For more information on sponsorships or to get started, contact Jessica Ward at 703-894-0481 x 215 or Ward@PerformanceWeb.org

In-House Training

One of the more popular vehicles for accessing the Institute's educational offerings is the delivery of on-site trainings and management facilitations. Bringing a training or facilitation in-house gives you the opportunity to customize a program that addresses your exact challenges and provides a more personal learning experience, while virtually eliminating travel expenses. Whether you require training for your department or for an organization-wide initiative, the advanced learning methods employed by the American Strategic Management Institute will create an intimate training atmosphere that maximizes knowledge transfer to enhance the talent within your organization.

CUSTOMIZATION

We realize that not all obstacles can be overcome by applying an "off-the-shelf solution". While many training providers will offer you some variation of their standard training, the American Strategic Management Institute's subject matter experts will work with you and your team to examine your programs and determine your exact areas of need. The identification of real life examples will create a learning atmosphere that resonates with participants while at the same time providing immediate return on your training investment. Using interactive exercises that employ actual projects or scenarios from your organization, instructors can address specific challenges and align the curriculum of each session to your objectives. While the majority of on-site trainings are focused on smaller groups, the American Strategic Management Institute also has the ability to accommodate organizational-wide training initiatives. Utilizing multiple instructors, The Institute has the capacity to deliver courses to groups of up to 300 participants per day.

AREAS OF EXPERTISE

On-site delivery of single courses, certification programs and entire packages of specialized courses are available in the following areas:

- Strategic Planning
- Performance Measurement
- Project Management
- Lean Six Sigma
- Workforce Management
- Budgeting and Forecasting
- Contracting
- Performance Reporting
- Program Evaluation
- Administrative Management
- Change Management
- Balanced Scorecard

For more information about this and other PI in-house training options, please contact Jennifer Mueller at 703-894-0481 x217 or email her at Mueller@PerformanceWeb.org

Logistics & Registration

VENUE & HOTEL

PMP® Prep will be held at The Performance Institute's Training Center in Arlington, VA, just one block east of the Courthouse Metro stop on the Orange Line. A public parking garage is located inside of the building.



● The Performance Institute Training Center
1515 North Courthouse Rd., Suite 600
Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of \$233 until October 16, 2009. Please call the hotel directly for reservations and reference code PMP® Prep. The hotel is conveniently located three blocks from the Rosslyn Metro station. Please ask the hotel about a complimentary shuttle that is also available for your convenience.



● Arlington Rosslyn Courtyard by Marriott
● 1533 Clarendon Blvd.
Arlington, VA 22209
Phone: 703-528-2222 / 1-800-321-2211
www.courtyardarlingtonrosslyn.com

TUITION & GROUP DISCOUNTS

The tuition rate for Budgeting Week for Government is as follows:

	Early Bird Rate	Regular Rate
PMP® Exam Prep Course	\$899	\$999

The Performance Institute offers reduced tuition to groups of three or more. For more information, please contact Melvin Hall at 703-894-0481 x 203 or Hall@PerformanceWeb.org.

PMP® EXAM VOUCHER

If you plan on taking the PMP® Exam, you may purchase a voucher from The Performance Institute for \$600. The benefits of purchasing the voucher from The Institute are:

- No out-of-pocket expense to register for the exam
- All costs associated with PMP® certification included on one invoice
- Add all PMP® certification expenses to the cost of this training

CPE CREDIT



Delivery Method: Group-live
Program Level: Beginner
Prerequisites: None
Advanced Preparation: None
CPE Credits: 18

The Performance Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219-2417. Website: www.nasba.org

PDUs



PMI Registered
Education Provider
PDUs: 18

The Performance Institute has been reviewed and approved as a provider of project management training by the Project Management Institute. As a PMI Registered Education Provider (R.E.P.), The Performance Institute has agreed to abide by PMI established quality assurance criteria. "PMI" and the PMI logo are service and trademarks registered in the United States and other nations; "PMP" is a certification mark registered in the United States and other nations; "PMBOK" and "CAPM" are trademarks registered in the United States and other nations by the Project Management Institute, Inc., which is not affiliated with The Performance Institute.

Cancellation Policy:

For live events: The Performance Institute will provide a full refund less \$399 administration fee for cancellations four weeks before the event. If cancellation occurs within two weeks prior to conference start date, no refund will be issued. Registrants who fail to attend and do not cancel prior to the event will be charged the entire registration fee.

For webinars: The Performance Institute will provide a full refund less \$50 administrative fee for cancellations four weeks before the event. If cancellation occurs within two weeks prior to conference start date, no refund will be issued. Registrants who fail to attend and do not cancel prior to the meeting will be charged the entire registration fee.

All the cancellation requests need to be made online. Your confirmation email contains links to modify or cancel registrations. Please note that the cancellation is not final until you receive a written confirmation.

Payment must be secured prior to the conference. If payment is not received by the conference start date, a method of payment must be presented at the time of registration in order to guarantee your participation at the event.

Quality Assurance:

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your

REGISTRATION

1. ONLINE at www.PerformanceWeb.org/PMP
2. VIA FAX to 866-234-0680
3. VIA PHONE to 703-894-0481
4. VIA MAIL to 805 15th Street NW, 3rd Floor, Washington, D.C. 20005

Yes! Register me for the PMP® Exam Prep Course

Please call me. I am interested in a special Group Discount for my team

Delegate Information

Name	Title	
Office	Organization	
Address		
City	State	Zip
Telephone	Fax	
Email		

Payment Information

Training Form/Purchase Order

Check (accepted by mail only)

Credit Card

Credit Card Number	Expiration Date
Name on Card	3 Digit Card verification #
Billing Zip Code	

Please make checks payable to: The Performance Institute

Priority Code: T344-WEB

arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to:

The Performance Institute: Corporate Headquarters
805 15th Street NW, 3rd Floor,
Washington, D.C. 20005

Note: As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. The Performance Institute is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program.

If for any reason The Performance Institute decides to cancel this conference, The Performance Institute

accepts no responsibility for covering airfare, hotel or other costs incurred by registrants, including delegates, sponsors and guests.

Discounts

- All 'Early Bird' Discounts must require payment at time of registration and before the cut-off date in order to receive any discount.
- Any discounts offered whether by The Performance Institute (including team discounts) must also require payment at the time of registration.
- All discount offers cannot be combined with any other offer.
- Discounts cannot be applied retroactively

About The Performance Institute

Called “the leading think tank in performance measurement for government” on OMB’s ExpectMore.gov, The Performance Institute has been a leader in Performance Management training and policy since the 2000 administration transition. As part of the Government Performance Coalition, a group of good government organizations, the Institute worked in 2000 to deliver recommendations to the then new administration on what would become the President’s Management Agenda.

In 2009, the Institute is leading Innovations in Government: From Transition to Transformation, or InnoGOV.org, a collection of forums, research and recommendations to bring insight and transformation to the federal government. The goal of InnoGOV.org is to centralize the importance of performance, accountability and transparency in government and to disseminate the leading best practices to government managers.

The Performance Institute has published several research reports regarding performance management initiatives and trains over 10,000 government managers per year on performance-based topics. Dedicated to improving citizen services and taxpayer transparency, the Institute uses a best-practices foundation to deliver the most effective and tested methodologies for improving performance.



For More Information, Visit Our Website at
www.PerformanceWeb.org