

PMstudy Boot Camp Day 1

8:00 AM	:00	Fill in PMstudy Process Chart > When you arrive
	:25	Introduction & Framework
	:30	↓
	:45	↓
9:00 AM	:00	↓
	:15	↓
	:30	↓
	:45	↓
10:00 AM	:00	↓
	:15	↓
	:30	↓
	:45	↓
11:00 AM	:05	Framework Concentrated Study Review & Break
	:25	Work in a 5 minute break during this time
	:30	Framework 15 Question & Review
	:55	Project Integration Management
12:00 PM	:00	↓
	:15	↓
	:30	Lunch
	:45	↓
1:00 PM	:00	↓
	:15	Project Integration Management
	:30	↓
	:45	↓
2:00 PM	:00	↓
	:28	Integration Management Review & Break> Do not ask students to draw process chart in another detailed process chart. There is no time. Ask them to review from the workbook and the detailed process chart that is completed.
	:46	Work in a 5 minute break during this time.
	:53	Integration Management Quiz & Review
3:00 PM	:00	↓
	:20	Scope
	:30	↓
	:45	↓
4:00 PM	:00	↓
	:15	↓
	:30	↓
	:50	Scope Concentrated Review & Break
5:00 PM	:05	Work in a 5 minute Break
	:10	Scope Quiz
	:35	Time: Define Activities, Sequence Activities
	:45	↓
6:00 PM	:00	End Session
	:15	
	:30	
	:45	

Notes	
✓	Greet and shake students' hands as they arrive.
✓	Provide students with a process chart and a blank paper. Ask that they reproduce the PMstudy Process Chart. Tell them this will make them aware of important processes and we will be reviewing it in detail later.
✓	Reassure students that they need not be anxious if this seems difficult. They will be experts by day 3.
✓	Repeat all text in green twice so that it sinks in. Emphasize text highlighted in yellow. Green means you will definitely see it on test and yellow means there is a 50% probability of seeing it on test.
✓	Tell students to flag the pages with star processes and mark the number of questions there so they know that it is an important process to review.
✓	Please note: Keep encouraging students and go slow in the first session. Spend a lot of time in the sections where we discuss how to answer questions with two potential answers.
✓	Also, repeat the section where we explain the PMstudy process chart. Go over the process chart arrows, deliverables, etc so that they understand how to read it. If this is not explained properly, students will struggle when we take them through the detailed process chart.
✓	Give a 5 minute health break every 1.5 hrs.
✓	Tell students not to write in the Chapter Tests Book. Make it clear that these books are to be returned.
✓	Tell students that all questions are online. The corresponding question number is mentioned in the book. Their online course has been upgraded to include chapter tests and full length tests.
✓	If there are too many questions ask students to take it offline or say "Last 2 questions, please". Move on.
✓	After each process is taught from the workbook, students should draw it out in the detailed process chart. Name of process is in black, Inputs are green, Tools & Techniques are blue, and Outputs are red.
✓	The important ITTO's are in bold at the end of each process in the workbook. Ask students to draw the ITTO's properly.
✓	Always have extra pens, pencils, and highlighters.
✓	Ask students to eat more protein and fewer carbohydrates.
✓	Try to combine lunch with review. If they finish lunch early they have more study time.
✓	Reinforce that they need to complete the homework as assigned.

Homework	
1.	Review of Framework, Introduction, & Scope. Read from workbook followed by filling up another detailed process chart for each chapter by using the process chart you filled in class.
2.	Finish remaining 15 questions for all three chapter quizzes.
3.	Review PMstudy Process Chart.
4.	If time remaining please do chapter tests from each chapter covered today.

8:00 AM	:00	Fill in PMstudy Process Chart > When you arrive.
	:20	Time: Estimate Activity Resources - Complete
	:30	In time (mathematical questions) tell them that usually it will be very easy questions that can be solved in 1-2 minutes.
	:45	If they see difficult questions in PMstudy tests for Time Management, just ignore them.
9:00 AM	:00	↓
	:15	↓
	:30	↓
	:45	↓
10:00 AM	:00	↓
	:25	Time Concentrated Review & Break
	:45	Work in a 5 minute Break during this time.
	:50	Time 15 questions & review
11:00 AM	:00	↓
	:15	Cost
	:30	Spend majority of time on Earned Value concepts. The case studies for earned value will be done in the class. Ask students to redo both the case studies on their own as part of homework.
	:55	↓
12:00 PM	:00	↓
	:15	↓
	:30	Lunch
	:45	↓
1:00 PM	:00	↓
	:15	Cost Management Review
	:30	↓
	:45	Cost Management Quiz – 15 Questions
2:00 PM	:00	↓
	:10	Quality
	:46	Spend time explaining Quality Tools.
	:53	↓
3:00 PM	:00	↓
	:10	↓
	:30	↓
	:45	Quality Concentrated Review & Break
4:00 PM	:00	Work in a 5 minute Break during this time.
	:05	Quality Quiz – 15 Questions
	:30	Human Resource
	:50	Delegation is given as homework. All the remaining is done in class. Highlight the important sections in Delegation to study later.
5:00 PM	:00	There is one question regarding Herzbergs Theory of motivation. It is not taught in class. Ask them to review the theory from the answer sheet.
	:15	↓
	:30	HR Concentrated Review
	:45	HR Quiz & Review > tell students they may score low due to not covering Delegation.
6:00 PM	:00	End Session
	:15	
	:30	
	:45	

Notes

- ✓ Ask students to do memory dump on a blank process chart.
- ✓ Ask if there are any questions from the homework and review.

To Do

Every morning we will begin Boot camp by doing a memory dump and filing in the PMstudy Process Chart. This will take the first 25 minutes of each class.

Homework

- ✓ Review Time, Cost, Quality & HR. Read from workbook followed by filling in the Process Chart for each chapter covered.
- ✓ Complete the Delegation section from the HR Chapter.
- ✓ Finish remaining 15 questions for all chapter quizzes.
- ✓ Review PMstudy Process Chart.
- ✓ Review case studies in Cost Chapter.
- ✓ If time remaining please do chapter tests from each chapter covered today.

PMstudy Boot Camp Day 3

8:00 AM	:00	Fill in PMstudy Process Chart > When you arrive.
	:20	Communications
	:30	↓
	:45	↓
9:00 AM	:10	Communications Concentrated Review & Break
	:25	Work in a 5 minute Break during this time.
	:30	Communications Quiz – 15 Questions
	:55	Risk
10:00 AM	:00	In the role-play for Risk, ask them to form 1, 2, or more groups (based on class size). If you form 1 group, (3 or less students), then they should be the technical team and should identify the technical risks.
	:15	↓
	:30	↓
	:45	↓
11:00 AM	:05	↓
	:25	↓
	:30	↓
	:55	↓
12:00 PM	:00	↓
	:15	↓
	:30	Lunch
	:45	↓
1:00 PM	:00	↓
	:15	Risk Management Concentrated Review
	:30	Work in a 5 minute Break during this time.
	:45	Risk Quiz – 15 Questions & Review
2:00 PM	:00	↓
	:10	Procurement
	:46	↓
	:53	↓
3:00 PM	:00	↓
	:20	↓
	:30	↓
	:45	↓
4:00 PM	:00	↓
	:10	Procurement Concentrated Review & Break
	:30	Work in a 5 minute Break during this time.
	:35	Procurement Quiz – 15 Questions & Review
5:00 PM	:00	Professional Responsibility
	:20	Prof. Responsibility Quiz – 15 Quest & Review
	:35	Tell students it is important to answer the questions from a US ethics and PMI point of view.
	:45	Review of Important Concepts from Process Chart
6:00 PM	:00	End Session
	:15	
	:30	
	:45	

Notes

- ✓ **Ask students to do memory dump on a blank process chart.**
- ✓ **Ask if there are any questions from the homework and review**

To Do

Every morning we will begin Boot Camp by doing a memory dump and filling in the PMstudy Process Chart. This will take the first 25 minutes of each class.

Homework

- ✓ **Review of Communications, Risk, Procurement, & Professional Responsibility.**

- ✓ **Finish remaining 15 questions for all chapter quizzes.**

- ✓ **Create the entire Process Chart.**

- ✓ **Review Workbook and answer the 55 questions to identify weak areas.**

8:00 AM	:00	Fill in PMstudy Process Chart> When you arrive.
	:20	Final Test - 50 Questions & Review
	:30	Tell students to not write in Final Test Book and to return it at end of class.
	:45	↓
9:00 AM	:00	↓
	:15	↓
	:35	10 Minute Break & Explanation of 3 hours Review
	:50	Concentrated Review of all Chapters
10:00 AM	:00	↓
	:15	↓
	:30	↓
	:45	↓
11:00 AM	:05	↓
	:25	↓
	:30	↓
	:55	↓
12:00 PM	:00	↓
	:15	↓
	:30	Lunch
	:45	↓
1:00 PM	:00	↓
	:15	↓
	:35	Final Test Questions – 51-99
	:45	Ask students to read a question and then select the appropriate answer. Provide the correct answer and discuss with students. This is a study session as students are relatively stressed at this point.
2:00 PM	:00	Use this time for questions and review.
	:35	Questions
	:46	↓
	:53	Give students survey and ask that they fill it out and give back to you. Give them their Certificates at end of class.
3:00 PM	:00	End
	:20	
	:30	
	:45	
4:00 PM	:00	
	:15	
	:30	
	:50	
5:00 PM	:05	
	:10	
	:35	
	:45	
6:00 PM	:00	
	:15	
	:30	
	:45	

Notes

- ✓ Ask if there are any questions they need reviewed prior to the Final Test.
- ✓ Along with the PMstudy Final test booklet, give students 3 blank pieces of paper and the final test answer sheet.
- ✓ Students taking the test the next day should be asked to use the process chart that they created earlier while answering questions.
- ✓ Let students know they will be having a late lunch so they can eat something prior to starting the final test.
- ✓ Ask that they not eat or drink while taking the test and to work in a break if needed. They should take the test as if they are taking the PMP exam.
- ✓ Have them mark questions on the answer sheet that they have questions on or want reviewed.
- ✓ Faculty should relax while they are taking the test.
- ✓ Provide students with your email address and ask them to reply back with their PMP Exam results, exam experience, and whether they passed.
- ✓ Students are told that they will be released early so they can relax and prepare for the exam.
- ✓ Inform students that they can continue to use the online PMstudy course, quizzes, and exams to review and prepare for the PMP Exam.
- ✓ Reinforce with students that you will remain available to assist them with questions prior to their exam.

To Do

- ✓ Collect Final Test & Chapter Test books.
- ✓ Give students the survey and collect back.
- ✓ Give students their certificates.
- ✓ Reinforce how well they have done and how much they have accomplished.