



Project Management Professional (PMP)® Exam Prep

Workshop Course 276 • 5 Days

Attendee Rating ★★★★★



You Will Learn How To:

- Prepare to pass the PMI PMP exam while completing the required 35 contact hours/PDUs
- Navigate PMBOK® Guide process groups and knowledge areas
- Analyze the tools and techniques of the PMBOK® Guide processes
- Align your knowledge with PMBOK® Guide
- Create a self-study plan to focus your efforts on your exam date



Active Learning Workshop:

- Taking daily PMP-style practice exams and cross-referencing answers to PMBOK® Guide
- Charting Input-Process-Output (IPO) diagrams
- Mapping PMBOK® Guide knowledge areas and process groups
- Developing a personalized exam-preparation study plan
- Participating in activities to apply and practice your new knowledge

About This Course: In this course, you learn the essential PMBOK® Guide terminology, tools and techniques required to pass the PMP® exam. You will receive a copy of the PMBOK® Guide — Fifth Edition and more than 500 practice exam questions. You also receive the Learning Tree PMP Exam Prep Guarantee.

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Course Content

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Certification-Credits

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Course 276 Contents

Introduction to the PMBOK® Guide

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

Project Integration and Scope Management

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

Many Ways to Attend this Course...

Attend this live, instructor-led course **In-Class** or **LIVE, Online** from your **Home, Work** or nearest **AnyWare Center** using **AnyWare™**

AnyWare Learning Centers

Course Dates
5 Days

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Defining, validating and controlling the scope

- Facilitating requirements-gathering using interviews, workshops and decision-making techniques
- Requirements changes and traceability matrices
- Determining scope through product analysis and Analysis of Alternatives (AoA)
- Creating the WBS through decomposition
- Setting the scope baseline and analyzing variances

Project Time and Cost Management

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

Project Quality Management

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

Project Human Resource, Communications and Stakeholder Management

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 their expectations
- Increasing support and minimizing resistance

Project Risk and Procurement Management

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

Planning for the Exam

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

Professional Responsibility and Ethics

- The PMI Code of Ethics and Professional Conduct
- Balancing the interest of all stakeholders

receiving Tuition Reimbursement from your organization.

- ▶ There are NO FEES for Rescheduling or Canceling your course at ANY time.
- ▶ Your satisfaction is 100% Guaranteed ... or you pay no tuition.



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“I took the PMP exam, and I passed! All of the instructor's advice was spot on. I'm certain I couldn't have done it without the Learning Tree Course and their great instructor. Thank you so much!”

– L. Aguon
Director of Projects
Antech Systems, Inc.

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