

Document Generated: 07/27/2024

Learning Style: Virtual Classroom

Provider: PMI

Difficulty: Intermediate

Course Duration: 5 Days

Next Course Date: **October 7, 2024**

## Essential Project Management - PMP Exam Prep V7



### .About this course:

These days, project management is one of the most critical jobs in any organization and to have the option to deal with such an enormous job, organizations are searching for talented and proficient people. This is actually what this course causes you to accomplish. From credential from accredited experts in the field to

passing on some most fundamental secrets of project management, our expert trainers are fit for everything. The information and aptitudes you learn in this course comply with the Project Management Institute regulations.

If you are accredited and skilled by an expert, you will get an opportunity to get acknowledged in top organizations with amazing chances. This course is fundamentally for people who need to get ready and pro the exam of PMP. Our course experts understand what should be learned and practiced with the end goal for you to breeze through the exam. With the assistance of this course, people can without much of a stretch deal with the most basic projects and maintain a strategic distance from issues that may come to their direction.

### **Obtain the certification of Project Management Professional with Ease!**

The certification of PMP is hands down one of the most basic credentials required to turn into an expert project manager. No place in the expert world will you be perceived without this credential. If you obtain this credential, you will be acknowledged and accepted by the Institute of Project Management. Your vocation will go very high starting here forward.

### **Project Management Training Importance**

There is a variety of significant processes of project management that a decent project manager should be familiar with. So as to turn into a specialist project manager, it is necessary for you to take up this course. Not exclusively does this instructional course gives you satisfactory information on the field, but it likewise sets you up for the exam of PMP that supports your profession further. From considering the hazard to gauging the scope of various tasks, this training course of project management gives you complete information about the profession.

### **We assist you in entering the Exam of PMP!**

So as to show up for the exam of PMP, you should have a minimum of 35 contact theory hours. At the point, when you enlist our full PMP course, you get top to bottom information on each part of the project management used by experts in the business. Our course is particularly intended for those needing to become brilliant project managers. When you complete our course, you will be finishing your exam of PMP effortlessly. We additionally provide practical exercises so you comprehend what it resembles to be out there.

### **Salary Estimate:**

After completing this course by passing the PMP exam, you can easily gain up to \$125,000/ annually

### **Course Objectives:**

This course will be useful for you with the following:

- Define the fundamentals of project management.
- Define the methodology of project management.
- Explain project management within the industry. Initiate a project.
- Plan a project schedule.
- Make a project management plan and components of a plan.
- Plan for resources, quality, and procurements.
- Plan project costs.
- Plan stakeholder communications and engagement.
- Plan for risk.
- Execute a project.
- Work with stakeholders.
- Control project scope, changes, costs, schedule, resources, quality, and procurements.
- Monitor project scope, work, stakeholder engagement, risks, and communications.
- Close a project.

### **Targeted Audience:**

- Project Leaders
- Managers (Directors, General Managers)
- Project Managers
- Project Team Members
- Professionals interested in applying for the PMP® Exam.

### **Prerequisites:**

- 7,500 hours of projects directing and leading
- Secondary degree (associate's degree or the global equivalent, high school diploma)
- 35 project management education hours

Or

- Four-year degree
- 4,500 hours directing and leading projects
- 35 project management education hours

### **Course Outline:**

## **Lesson 1: Business Environment**

### **Topic A: Foundation**

- Project
- Evolution of Project Management
- Project Management Office (PMO)
- OPM: A System for Value Delivery
- Projects, Programs, Portfolios
- Organisational Structures
- Project Management Principles
- Agile
- Agile Manifesto for Software Development
- Principles Behind the Agile Manifesto
- Agile: The ?Far Side? of Adaptive Approaches
- Tailor Projects to Contexts
- Tailor Hybrid Approaches, Processes, Practices and Methods
- Activity

### **Topic B: Strategic Alignment**

- PMI Talent Triangle®
- Strategic Alignment and Business Management Skills
- Organisational Influences
- External Business Environment
- Internal Business Environment Factors
- OPAs and EEFs
- Activity

### **Topic C: Project Benefits and Value**

- Business Value
- Examine Business Value
- Types of Business Value
- Needs Assessment
- Business Documents
- Benefit Measurement Methods
- Project Selection Using Present Value (PV) and Net Present Value (NPV)
- How OKRs Help Deliver Business Value?
- Incremental Value Delivery

### **Topic D: Organisational Culture and Change Management**

- Change Management
- Manage Organisational Change Impacts on Projects
- Organisational Cultures and Styles
- Risk, Culture and Change in Organisations
- Change Management Framework
- Actions to Support Change
- Plan for Change

## **Topic E: Project Governance**

- Project Governance
- Governance in Adaptive Projects
- Governance Board
- Governance Defines Escalation Procedures
- Governance and Life Cycles
- Project Phases
- Apply Governance to Predictive Project Phases

## **Topic F: Project Compliance**

- Compliance
- Compliance Requirements
- Compliance Categories Classification
- Compliance Threats
- Treat Compliance as a Project Objective
- Activity

## **Lesson 2: Start Project**

### **Topic A: Identify and Engage Stakeholders**

- Typical Project Stakeholders
- Stakeholder and Communications Management
- Stakeholder Identification
- Assess Stakeholders
- Create the Stakeholder Register
- Know Stakeholders
- Directions of Influence
- Salience Model
- Stakeholder Perceptions
- Capture Stakeholder Feedback and Perceptions
- Capture Stakeholder Feedback and Perceptions
- Communication Requirements Analysis
- Communication Methods and Technologies
- Communication Challenges and Considerations
- Communication Model
- Stakeholder Engagement Strategy

### **Topic B: Form the Team**

- Create a Collaborative Team Culture
- Project Team Formation
- Project Manager Role in Adaptive Teams
- Hybrid Team Formation
- Project Team Composition
- Project Team Roles
- Identify Project Resource Requirements
- T-Shaped People and Self-Organising Teams

- Diversity, Equity and Inclusion Standards
- Experts and Expert Judgment
- Focus on Team Strengths
- Team Norms
- PMI® Code of Ethics and Professional Conduct
- Team Charter and Ground Rules
- Team Communication
- Colocated, Virtual or Both?
- Virtual Team Challenges
- Running Virtual Teams
- Virtual Team Communication Technology
- Address Virtual Team Member Needs

### **Topic C: Build Shared Understanding**

- Seek Consensus for the Project Among the Team and Stakeholders
- Building a Shared Understanding
- Project Vision Statement
- Holistic Understanding of the Project
- Refer to Business Case and Business Needs
- Negotiate and Agree on Project Success Criteria
- Help Everyone Understand the Vision
- Got Agreement on the Project Agreements?
- Project Charter

### **Topic D: Determine Project Approach**

- Understand How and Why Approaches Differ
- Tailored Development Approaches
- Project or Product?
- Life Cycle and Development Approach
- Predictive Life Cycle
- Adaptive Life Cycle
- Cadence
- Development Approach and Life Cycle Terminology
- Hybrid Life Cycle and Development Approach
- Hybrid Project Approaches
- What Can Be Tailored?
- Development Approaches
- Assess Complexity
- Suitability Filter
- Scrum
- Scrum Ceremonies

## **Lesson 3: Plan the Project**

### **Topic A: Planning Projects**

- Project Management Plan
- Project Documents

- Collaborative Planning

## **Topic B: Scope**

- Adaptability and Resilience in Planning
- MVP or MBI?
- Product Roadmap
- Milestones
- Requirements
- Requirements Management Plan
- Collect Requirements Process
- Data Gathering
- Represent Data
- Context Diagrams
- Prototyping
- Scope Management Plan
- Project Scope Statement
- Scope Planning
- Create the Work Breakdown Structure (WBS)
- Decompose Work in the WBS
- Scope Baseline
- Plan for Transitions / Handovers
- Scope Planning in Adaptive Environments
- Release and Iteration Planning
- Backlogs
- User Stories, Story Maps, Roadmaps
- Prioritise and Refine the Backlog

## **Topic C: Schedule**

- Schedule Management Plan
- Hybrid Schedules
- Predictive Schedule Planning
- Break Down Project Activities
- Activity Dependency Types
- Precedence Relationships
- Activity Duration Estimate Terminology
- Critical Path Method
- Network Diagram with Date and Dependencies
- Project Schedule
- Schedule Presentation Formats
- Resource Optimisation
- Schedule Compression Techniques
- Schedule Baseline
- Special Intervals
- Schedule Management in Adaptive Environments
- Working with Features
- Definition of Ready (DoR) and Definition of Done (DoD)
- Reprioritise Sprint / Iteration Backlog\*
- Hybrid Scheduling Models

## **Topic D: Resources**

- Resource Management Plan
- Assign Resources and Allocate Responsibilities
- Use Resource Calendars
- Responsibility Assignment Tools
- Adaptive Resource Planning
- Filling Resource Needs
- Plan the Procurement Strategy
- Procurement Management Plan
- Procurement Documents
- Formal Procurement Processes
- Source Selection Criteria
- Qualified Vendors
- Contracts
- Types of Contracts
- Components of Contracts

## **Topic E: Budget**

- Budget Planning
- Predictive Budget Planning
- Check with Organisation
- Historical Data
- Project Budget
- Budget Considerations

## **Topic F: Risks**

- Project Risks
- Create Risk Strategy
- Refine Risk Management Approach
- Inherent Risk
- Risk Identification Techniques
- Risk Breakdown Structure
- Assess Risks
- Probability and Impact Matrix
- Quantitative Risk Analysis Methods
- Risk Response
- Plan Risk Response
- Risk Response Strategies

## **Topic G: Quality**

- Stakeholder and Customer Expectations of Quality
- Quality Management Plan
- Compliance Requirements
- Quality Standards and Regulations
- Discussion
- Quality Metrics, Checklists, and Processes



- Quality Methods for Continuous Improvement

## **Topic H: Integrate Plans**

- Introduction
- Plan for Complexity and Change
- How to Approach Complex Plans?

## **Lesson 4: Lead the Project Team**

### **Topic A: Craft Your Leadership Skills**

- Power Skills
- Inclusive Leadership Competencies
- Interpersonal and Team Skills
- Leadership Styles
- Leadership Management
- Servant Leadership
- Growth Mindset
- Team-Building
- Balance Team Tone with Sense of Urgency
- Virtual Team Member Engagement

### **Topic B: Create a Collaborative Project Team Environment**

- Where and How the Team Works?
- ?Agile? Space for Hybrid Teams
- Work Information Management Systems
- Information Storage and Distribution
- Standardise Artifacts
- Tailor Artifacts
- Maintain Artifacts
- Version Control

### **Topic C: Empower the Team**

- Empowerment, Unity, Autonomy
- Support Diversity, Equity & Inclusion (DE&I)
- Psychological Safety and Embrace Diversity
- McGregor's Theory X and Theory Y
- Uphold Team Charter and Ground Rules
- Use Rewards and Recognition
- Decision-Making
- Display Task Accountability

### **Topic D: Support Team Member Performance**

- Manage and Lead
- Assess Team Member Performance
- Performance Assessment Tasks

- Personality Indicators
- Personality Research to Coach Team Members
- Emotional Intelligence
- Social Skills

### **Topic E: Communicate and Collaborate with Stakeholders**

- Monitor Stakeholders
- Managing Project Communications
- Reports and Formal Communication
- How to Collaborate?
- Use Information Radiators
- Collaboration Activities
- Communicate and Collaborate to Negotiate
- Meetings
- Stakeholder Engagement Assessment Matrix (SEAM)

### **Topic F: Training, Coaching and Mentoring**

- Sharing Culture
- How to Acquire Required Competencies?
- Plan for Training, Coaching and Mentoring
- Value of Training, Coaching and Mentoring
- Elements of Training
- Coach Teams and Individuals in Project Management
- Self-Organising Teams Collaborate and Learn
- Measure Training Outcomes
- Maintain Mentorships

### **Topic G: Manage Conflict**

- Why Conflict Management Matters?
- Causes of Conflict
- Conflict as Part of Team Culture
- How to Handle Conflict?

## **Lesson 5: Support Project Team Performance**

### **Topic A: Implement Ongoing Improvements**

- Continuous Improvement (CI)
- Kaizen
- Assess Current CI Methods
- Conduct Retrospectives
- Improve Your Improvement Methods
- Update Processes and Standards
- Interactive/Discussion

### **Topic B: Support Performance**

- Project Team Leadership Objectives
- Manage with Objectives, Tolerances, Thresholds
- Optimise Communication
- Feedback to Support High Performance
- Support Team Task Accountability
- Show Roles and Responsibilities
- Curate Knowledge as an Asset
- Incorporate Knowledge Transfer Opportunities
- Knowledge Management
- Right Way to Motivate Team
- Continuously Realign Team Efforts with Value Delivery
- Check on Artifact Maintenance

### **Topic C: Evaluate Project Progress**

- Guidelines to Measuring Performance
- Report on Performance
- Schedule Management Tools
- Task Board
- Estimate Velocity
- Continuous Flow Diagram
- Budget Challenges
- Earned Value Management (EVM)
- EAC/ETC Analysis
- EVM
- Manage and Lead Resources
- Physical Resource Management
- Update Resource Allocation
- Handle Contract Changes and Disputes
- Quality Management Guidelines
- Quality Audit
- Control Quality Tools
- Control Quality Process
- Data Visualisation
- Data Visualisation Quality Tool
- Ensure Quality of Processes and Product
- Verify Deliverables
- Evaluate and Manage Risk
- Monitor Risks
- Review Reserves
- Risk Register
- Interactive/Discussion
- Manage Compliance as the Highest Priority
- Examine Business Value

### **Topic D: Manage Issues and Impediments**

- Issue or Impediment? Just Solve the Problem
- Risks and Issues
- Issue Resolution

- Discover and Solve Impediments Using Scrum
- Remove Impediments

## **Topic E: Manage Changes**

- Causes of Project Changes
- Changemaker and a Change Leader
- Monitor the External Business Environment
- Change Requests
- Change Control Systems
- Manage Contract Changes and Resolve Problems
- Contract Change Control System
- Types of Contract Changes
- Legal Concepts When Managing Disputes
- Process, Adjudicate and Communicate Claims
- Update Project Management Plan

## **Lesson 6: Close the Project Phase**

### **Topic A: Project/Phase Closure**

- Why Projects or Phases Close?
- Transitions
- Transition / Handover Readiness
- Transition / Handover Activities
- Interactive / Activity
- Paying and Closing Contracts
- Finalising Contracts

### **Topic B: Benefits Realisation**

- Early and Long-Term Benefits Realisation
- Benefits Management Plan

### **Topic C: Knowledge Transfer**

- Knowledge Management During Closing
- Conduct Project Retrospective
- Finalise Lessons Learned
- Consolidating Lessons Learned

## **Credly Badge:**

**Display your Completion Badge And Get The Recognition You Deserve.**

Add a completion and readiness badge to your



LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)