

A 3D rendering of a puzzle with one piece missing, illuminated by spotlights. The puzzle is dark blue with a metallic sheen. The missing piece is in the center, and the spotlights create a bright glow around it.

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PMP/CAPM: Certification Exam Preparation Course

35 PDUs / 5 days.

Course Outline

CERTIFICATE

A certificate of completion will be issued to those who attend and complete the program. This course will entitle delegates to 35 Professional Development Units (PDUs) required for the PMP Certification.



INTRODUCTION

The Project Management Institute's Project Management Professional (PMP) certification is accepted worldwide as proof of project management experience and competency. Having a PMP certification proves that the candidate has an advanced level of experience and project management knowledge, as well as capability to study for and pass a rigorous examination. This course will teach the student the logistics of the examination, how to apply for it, how to prepare for it and how to pass the exam. The seminar will provide the basic knowledge required, and cover all the steps needed to pass the exam and attain the PMP certification. The course is designed for professionals seeking to refresh their knowledge on the PMBOK before taking the PMP exam, as well as for those who are interested in understanding the science of Project Management and how it applies to their business. In other words, the course is important for experienced project managers and those who want to eventually become project managers.

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Course Outline

The course follows the outline of the Project Management Body of Knowledge (PMBOK™). Each topic is introduced and discussed, with emphasis on the Inputs-Processes-Tools and Techniques-Outputs structure outlined in the PMBOK.

Day-1: Introduction, PMP logistics, Integration Management

Get to know classmates (company, industry, background)
PMI and PMP certification process
Project management context, life cycles, nine knowledge areas and five processes
Balancing the triple constraint of a project; serving the stakeholders, Project Managers skills
Inputs-processes-outputs of Integration Management, Project plan development and overall change control

Day-2: Project Scope Management; Project Time Management

Using tools such as the Project Charter, Scope Statement, Work Breakdown Structure (WBS), Responsibility Assignment Matrix (RAM)
Change Control Management, changing the project plan, closeout of scope
Activity Sequencing, dependencies, network diagrams, estimating
Resource assignment, schedule development, resource loading and leveling
Critical Path Method (CPM), critical chain overview, schedule optimizing and control

Day-3: Cost Management; Quality Management, Human Resource Management

Cost Management Plan; budgeting
Earned Value Management and Cost Control
Quality Planning, Assurance, Control
Organizational Planning, Functional, Matrix, Projectized Management
Roles and Responsibilities
Staff acquisition activities, Team development

Day-4: Communication, Risk, Procurement

Communications planning, information distribution, performance measurement, administrative closure
Effective reports and meetings
Risk management planning
Risk identification, qualitative and quantitative analysis, response and control
Procurement Planning Process, solicitation, proposal evaluation and selection
Contracting, contract types, project management of a contracted project, contract close-out

Day-5: Professional Responsibility

Legal, ethical, and professional behavior
Code of conduct, cultural issues of international projects
The PMP® Certification process
Test-taking techniques
Questions & answers

Who Should Attend

This course targets Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers.

In What Industries

Government, Real Estate Development, Aerospace, Defense, Engineering and Construction, Manufacturing and Industrial, Oil and Gas, Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology, Telecommunication, Automotive, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

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Course Format

Interactive lecture presentations that engage the students to discuss the key concepts.

Course Material

Each delegate will be provided with a course preparation kit:

1. Customized Training Manual
2. A3 Cobred Process Group Chart
3. PMBOK (Project management Body of Knowledge)

Agenda

Training Session	09:00- 16:00
Breaks	10:00 - 10:15
	14:00 - 14:15
Lunch	12:00 - 13:00



For More information please Contact:
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