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Learning Style: Virtual Classroom

Provider: PMI

Difficulty: Intermediate

Course Duration: 5 Days

Next Course Date: **December 9, 2024**

Essential Project Management - PMP Exam Prep V7



About this course:

Want to manage projects in top companies without any trouble? Our project management training program is designed to fulfill your needs and to help you manage and lead all types of projects with ease. Today, project management is one

of the most crucial roles in any company and to be able to handle such a huge role, companies are looking for efficient and talented individuals. This is exactly what this course helps you achieve. From certification from accredited professionals in the field to handing down some of the most essential project management secrets, our professional trainers are capable of it all. The knowledge and skills you learn in this course complies with the regulations of Project Management Institute.

If you are skilled and accredited by a professional, you will get a chance to get accepted in top companies with amazing opportunities. This course is mainly for individuals who want to prepare and ace the PMP exam. Our course professionals know what needs to be practiced and learnt in order for you to pass the exam. With the help of this course, individuals can easily manage the most critical projects and avoid problems that may come their way.

Get Your Project Management Professional Certification with Ease!

The PMP certification is hands down one of the most essential certifications required to become a professional project manager. Nowhere in the professional world will you be recognized without this certification. If you get this certificate, you will be accepted and acknowledged by the Project Management Institute. Your career will go uphill from this point onward.

Importance of Project Management Training

There are a range of crucial project management processes that a good project manager needs to be accustomed to. In order to become an expert project manager, it is essential that you take up this course. Not only does this training course provides you adequate knowledge of the field, but also prepares you for the PMP exam that strengthens your career furthermore. From assessing the risk to gauging the scope of different projects, this project management training course gives you complete knowledge of the profession.

We help you Enter the PMP Exam with Ease!

In order to appear for the PMP exam, you need to have at least 35 contact hours of theory. When you enroll in our complete PMP certification course, you get in-depth knowledge of every aspect of project management utilized by professionals in the industry. Our course is specifically designed for those wanting to become smart project managers. Once you complete our course, you will be passing your PMP exam with ease. We also offer practical exercises so you know what it is like to be out there.

By passing the PMP exam after completing this course, you can easily earn up to **\$125,000/year**

Course Objectives:

This course will help you with the following:

- Define project management fundamentals.

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

Audience:

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

Prerequisites:

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

Or

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

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

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