



# **PMP® PREP FAST TRACK**

#### **Description**

Packed with exercises, practice exams, and study aids, this course is designed specifically to help participants prepare to pass the PMP® Exam. This course is unique in the range of project management resources and study aids that are provided for use in class, in the workplace, and in preparation for the PMP® Exam, including:



- A comprehensive PMP® Prep Fast Track- Participant Guide
- Concepts, Standards, and Techniques
- Exam Taking Tips
- Case Study Exercises
- Templates
- PMI® PMP® Handbook (soft copy)
- PMI® PMP® Examination Content Outline (soft copy)
- 90-day unlimited online access to PMP® Practice Exams (1300+ questions)

This course is also for project managers who want to improve their daily practice by adopting the best practices that are contained in A Guide to the Project Management Body of Knowledge(PMBOK® Guide)

As each of the ten project management Knowledge Areas in the PMBOK® Guide are presented, participants learn professional standards (processes, inputs, tools and techniques, outputs), as well as the practical benefits of using those standards to keep cost, schedule, scope, and other critical project factors under control throughout the project life cycle. The course is taught by seasoned project management professionals, while providing opportunities for participants to work with their peers in teams to apply project management concepts and techniques to a case study.



# **Objectives**

- Understand what strategic thinking is and why it's valuable
- Recognize the personal traits, behaviors and attitudes, and cognitive capacities that strategic thinkers demonstrate
- View strategic thinking as a process
- Apply seven strategic thinking skills—seeing the big picture; clarifying strategic objectives; identifying relationships, patterns, and trends; thinking creatively; analyzing information; prioritizing your actions; and making trade-offs

#### Who Should Attend

Individuals with at least 3 years of project management experience who are planning to take Project Management Professional (PMP®) exam in the immediate future

Program managers, project managers, and project leaders, with experience managing project teams, who wish to formalize their knowledge in alignment with the professional standards in A Guide to the Project Management Body of Knowledge (PMBOK® Guide)

#### What will you achieve

Upon completion of this course, the participant will be able to:

- Describe the ten project management Knowledge Areas and the five Process Groups.
- \* Describe key project management definitions, concepts, and processes.
- \* Use terms from the PMBOK® Guide as part of a common vocabulary for applying project management concepts.
- \* Integrate various processes and project management activities within the project management Process Groups.
- Identify and resolve common communications issues.
- \* Define the scope of a project.
- \* Describe how to develop and manage a project schedule.
- \* Describe tools and techniques for effective monitoring and control of project costs.
- \* Describe the importance of developing and utilizing a quality plan and managing a project for quality.
- \* Explain how to manage conflict on a project team and among stakeholders.
- \* Develop and maintain a risk management plan and a risk response plan.
- Describe common types of contracts and procurement documents.



# What you will learn Agenda

# Day 1

#### Course Introduction

- \* PMP® Exam Overview
- \* PMI® Code of Ethics
- Baseline Practice Exam

#### Module 1: PMBOK® Guide Overview

- Concepts and Standards
- Knowledge Check
- Group Activity

# Module 2: Project Integration Management

- Concepts and Techniques
- Case Study
- Knowledge Check
- Group Activity
- Practice Exam

# Day 3

#### Module 6: Project Time Management

- \* Concepts and Techniques
- Case Study
- \* Knowledge Check
- \* Group Activity

#### Module 7: Project Cost Management

- \* Concepts and Techniques
- Case Study
- Knowledge Check
- \* Group Activity

# Module 8: Project Quality Management

- Concepts and Techniques
- \* Case Study
- \* Knowledge Check
- Group Activity
- Practice Exam

#### Day 2

#### Module 3: Project Stakeholder Management

- Concepts and Techniques
- Case Study
- Knowledge Check
- Group Activity

# Module 4: Project Communication Management

- Concepts and Techniques
- Case Study
- \* Knowledge Check
- Group Activity

# Module 5: Project Scope Management

- \* Concepts and Techniques
- Case Study
- \* Knowledge Check
- Practice Exam

#### Day 4

# Module 9: Project Human Resources Management

- Concepts and Techniques
- Case Study
- \* Knowledge Check
- Group Activity

# Module 10: Project Risk Management

- Concepts and Techniques
- Case Study
- \* Knowledge Check
- Group Activity

# Module 11: Project Procurement Management

- Concepts and Techniques
- Case Study
- \* Knowledge Check
- Group Activity
- Practice Exam
- Knowledge Check
- Practice Exam



#### Day 5

- PMP® Exam Preparation Activities
- Knowledge Area Review
- \* Practice Session Key Terms, Acronyms, and Formulas
- Knowledge Area Review
- Exam Taking Tips
- Final Practice Exam
- Review of Exam
- Wrap-up

# Post Training Reinforcement

- \* PMP® Exam Practice
- \* 90-day unlimited online access to PMP® Practice Exams
- Laminated Study Aids
- Concept Maps
- Quick Reference Card
- Exam Tips
- \* Provided for each knowledge area
- Templates
- \* Exercise templates can be utilized back at the workplace

Please note that prices are subject to change without notice.

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