

BUSINESS SKILLS

PROJECT MANAGEMENT



PROJECT MANAGEMENT: PROFESSIONAL CERTIFICATION

Format:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Length: 5 Days

Course Description

If you are taking this course, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.

Course Objective

You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.

Target Student

This course is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Hardware/Software Requirements

- A PC with a Pentium processor, at least 300 MHz.
- A minimum of 64 MB of RAM with 1.0 GB of free hard disk space.

PREREQUISITE EXPERIENCE:

To ensure student success, it is recommended that the students participate in the following courses:

Familiarity with project management concepts

Some working experience with project management

Microsoft Word - Level 1

You may find the following courses beneficial:

Project Management: Fundamentals



[Contact Us](#) ⓘ ✉

Phone: 303-503-9212
Email: info@IQ-Share.com
Website: www.IQ-Share.com

- A CD-ROM drive.
- Super VGA recommended (set at least to 800 x 600 screen resolution) with 256 colors.
- An Internet connection with access to the World Wide Web.
- Platform Requirements
- Windows® XP Professional or Windows Vista
- Software Requirements
- A licensed copy of the following software for the instructor and each student:
- Microsoft® Office® 2003 or later.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- describe professional project management.
- initiate a project.
- plan project work.
- develop project schedules.
- develop cost estimates and budgets.
- plan project quality, staffing, and communications.
- analyze risks and plan risk responses.
- plan project procurements.
- execute project work.
- manage project procurement.
- monitor and control project work.
- monitor and control project schedule and costs.
- monitor and control project performance and quality.
- monitor and control project risks and procurements.
- close the project.

Course Content

Lesson 1: Examining Professional Project Management

- Topic 1A: Identify Project Management Processes
- Topic 1B: Identify Professional and Social Responsibilities
- Topic 1C: Identify the Interpersonal Skills Required for a Project Manager

Lesson 2: Initiating a Project

- Topic 2A: Examine the Project Management Context
- Topic 2B: Examine Project Selection
- Topic 2C: Prepare a Project Statement of Work
- Topic 2D: Create a Project Charter
- Topic 2E: Identify Project Stakeholders

Lesson 3: Planning Project Work

- Topic 3A: Identify the Elements of a Project Management Plan
 - Topic 3B: Document Stakeholder Requirements
- Topic 3C: Create a Scope Statement
- Topic 3D: Develop a Work Breakdown Structure

Lesson 4: Developing Project Schedules

- Topic 4A: Create an Activity List
- Topic 4B: Create a Project Schedule Network Diagram
- Topic 4C: Estimate Activity Resources
- Topic 4D: Estimate Duration for Project Activities
- Topic 4E: Develop a Project Schedule
- Topic 4F: Identify the Critical Path
- Topic 4G: Optimize the Project Schedule
- Topic 4H: Establish a Schedule Baseline

Lesson 5: Developing Cost Estimates and Budgets

- *Topic 5A: Estimate Project Costs*
- *Topic 5B: Estimate the Cost Baseline*
- *Topic 5C: Reconcile Funding and Costs*

Lesson 6: Planning Project Quality, Staffing, and Communications

- *Topic 6A: Create a Quality Management Plan*
- *Topic 6B: Document the Project Roles, Responsibilities, and Reporting Relationships*
- *Topic 6C: Create a Communications Management Plan*

Lesson 7: Analyzing Risks and Planning Risk Responses

- *Topic 7A: Examine a Risk Management Plan*
- *Topic 7B: Identify Project Risks and Triggers*
- *Topic 7C: Perform Qualitative Risk Analysis*
- *Topic 7D: Perform Quantitative Risk Analysis*
- *Topic 7E: Develop a Risk Response Plan*

Lesson 8: Planning Project Procurements

- *Topic 8A: Plan Project Procurements*
- *Topic 8B: Prepare a Procurement Statement Of Work*
- *Topic 8C: Prepare a Procurement Document*

Lesson 9: Executing Project Work

- *Topic 9A: Identify the Direct and Manage Project Execution Process*
- *Topic 9B: Execute a Quality Assurance Plan*
- *Topic 9C: Acquire the Project Team*
- *Topic 9D: Develop the Project Team*
- *Topic 9E: Manage the Project Team*
- *Topic 9F: Distribute Project Information*
- *Topic 9G: Manage Stakeholder Relationships and Expectations*

Lesson 10: Managing Project Procurement

- *Topic 10A: Examine the Project Procurements Process*
- *Topic 10B: Obtain Responses from Sellers*
- *Topic 10C: Determine Project Sellers*

Lesson 11: Monitoring and Controlling Project Work

- *Topic 11A: Identify the Monitor and Control Project Work Process*
- *Topic 11B: Develop an Integrated Change Control System*
- *Topic 11C: Utilize the Integrated Change Control System*
- *Topic 11D: Review Deliverables and Work Results*
- *Topic 11E: Control the Project Scope*

Lesson 12: Monitoring and Controlling Project Schedule and Costs

- *Topic 12A: Control the Project Schedule*
- *Topic 12B: Control Project Costs*

Lesson 13: Monitoring and Controlling Project Performance and Quality

- *Topic 13A: Perform Quality Control*
- *Topic 13B: Report on Project Performance*

Lesson 14: Monitoring and Controlling Project Risks and Procurements

- *Topic 14A: Monitor and Control Project Risks*
- *Topic 14B: Administer Project Procurements*

Lesson 15: Closing the Project

- *Topic 15A: Close Project Procurements*
- *Topic 15B: Close the Project or Phase Administratively*

Appendix A: PMP Certification Mapping

Appendix B: Updates to the PMBOK® Fourth Edition Guide