PM041:
PMP Examination Preparation
Training Description:

This course takes participants through phases of a project, using the PMI’s process groups and integration framework. It is suitable for anyone who requires a working knowledge of the PMI’s approach to project management and is considering professional project management certification. This highly interactive program will provide individuals with coaching and practice questions in order to prepare themselves for the specific requirements of the Project Management Professional (PMP) exam. The PMP designation following your name tells current and potential employers that you have demonstrated a solid foundation of knowledge from which you can competently practice project management.

Training Objective:

By the end of the training, participants will be able to:
✓ Establish how all project activities are interrelated
✓ Understand the Professional Responsibilities of project managers
✓ Know when and how to use recognized tools and techniques on projects
✓ Understand specific PMI? Definitions, acronyms and terminology
✓ Feel comfortable with the examination format and typical questions styles
✓ Gain essential skills necessary to work as project managers or project team members
✓ Develop their interpersonal and general project management skills
✓ Attempt a practice examination in hard copy format
✓ Prepare a study plan for passing the PMP or CAPM™ exam
✓ Satisfy the 35-hour formal project management training requirement for future professional certification with the PMI

Training Designed for:

This course is intended for those who have working knowledge of project management and who are working in a project management. It has been developed to address the needs of professional project Managers. The PMP extends beyond the contents of the Guide to the Body of Knowledge to incorporate leadership and direction of projects.

Training Program:

**DAY ONE:**
❖ PRE-TEST
❖ Introduction
❖ Course Introduction, Setting the Scene and Personal Objectives
   • A chance to familiarize delegates with the course content, desired outcomes and individual requirements
❖ Examination Structure
   • The PMP Exam requires a particular approach if candidates are to be successful. This session introduces key aspects
❖ Context and Framework of Project Management
  - A foundation session which enables delegates to contextualize the PMI’s approach to project management such as the process groups, knowledge areas and their interaction

**DAY TWO:**
❖ Professional Responsibility
  - A session which focuses on the Codes of Ethics and Conduct which are included in the exam
❖ Project Integration
  - This session considers the interaction of various processes and the need to prioritize and consolidate them for optimal satisfaction of stakeholder needs
❖ Investment Appraisal
  - Projects should only begin when a sound business case exists. This session looks at the various methods of appraisal to ensure the initial and ongoing feasibility of a project
❖ Initiation and The Project Charter
  - This session follows the Initiation process through to the production of the Project Charter which marks the formal authorization of a project

**DAY THREE:**
❖ Core Planning Processes
  - This session deals with the fundamental building blocks of the Project Management Plan:
    o Scope Planning including WBS
    o Scheduling and Budgeting
❖ Project Facilitating Planning
  - This session deals with ensuring that the critical success factor will be in place and includes:
    o Management of Risk
    o Quality
    o Procurement
    o Communications
    o Organization Planning
❖ Project Plant Development
  - The ingredients of the previous sessions are brought together into the baseline plan

**DAY FOUR:**
❖ Project Plan Execution
  - This session moves on from the planning activities considered so far and considers the processes used to complete the work specified in the Project Plan
❖ Team Development
  - Project success depends on people and particularly functional teams. This session considers issues of team building, motivation and behavior
❖ Performance Reporting and Earned Value
  - This session looks at the gathering and distribution of data relating to project performance and the need to predict and review the probable outcome of the project an ongoing basis
DAY FIVE:

❖ Overall Change Control
  • Change in projects is inevitable but it must be controlled. This session looks at the importance of an effective change control system

❖ Scope Verification
  • Agreement must be reached on the deliverables in the context of the acceptance on the criteria agreed at the beginning of the project. This session looks at methods of ensuring compliance.

❖ Closing
  • Projects can slowly fade away as the deliverables drift into use. This session highlights the importance of formal handover and closure and objective reviewing and recording performance

❖ Course Conclusion
❖ POST-TEST and EVALUATION

Training Requirement:

“Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

• 30% Lectures, Concepts, Role Play
• 30% Workshops & Work Presentations, Techniques
• 20% Based on Case Studies & Practical Exercises
• 20% Videos, Software & General Discussions
• Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.
Training Timings:

Daily Timings:
07:45 - 08:00  Morning Coffee / Tea
08:00 - 10:00  First Session
10:00 - 10:20  Recess (Coffee/Tea/Snacks)
10:20 - 12:20  Second Session
12:20 - 13:30  Recess (Prayer Break & Lunch)
13:30 - 15:00  Last Session

For training registrations or in-house enquiries, please contact:
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Training & Career Development Department