



PMP® Certification Test Preparation

The Course Design, Outline and Behavior Objectives:

The PMP® Certification Test Preparation course prepares the participant to pass the Project Management Professional examination. This course is in complete compliance with the Project Management Institute (PMI®) Guidebook, the Project Management Body of Knowledge, PMBOK™, and BMC is a Registered Education Provider (REP) for PMI®.

This course provides experienced project managers with the tools and tips for passing the examination. It includes 50 to 60 "Examination Tips" of questions that always seem to appear on the test in some form. The course includes several hundred exam questions, and during the course, the participant will take at least four (4) hours of timed examination under conditions similar to the actual exam. BMC conducts public versions of this course at University of Houston, University of Florida, Pennsylvania State University, Singapore Institute of Management in Singapore, Hellenic-American Union in Athens, International Management Institute in Kiev Ukraine, and other venues, and courses have been conducted for such companies as Centerpoint Energy, EDG, NASA, Sprint, TEPCO, US Cellular, Wärtsilä-Finland, to name a few.

The 3rd Edition of the PMI® PMBOK® was released in October 2004. The certification test changed September 25, 2005 to a new, more difficult test.

The Course Participants:

This course is targeted for experienced project managers interested in passing the PMI® Project Management Professional (PMP®) examination through a combination of lectures, test examples, "exam tips", actual timed tests, and independent study.

The Course Goals:

The broad learning goals of the *PMP® Prep Course* include:

- Provide a framework for structuring the Project Management Body of Knowledge;
- Identify the most generally accepted practices within the discipline of project management;
- Pass the PMP® Certification Examination



3 days - PMP® Certification Preparation Course



Summary Outline	Objectives
Day 1	
Overview of PMI®, PMBOK™, and PMP® Certification	Be able to efficiently complete the application and scheduling processes
The Project Management Framework, Context and Processes from the Third Edition of the PMBOK®	Develop the mental model for pulling together all the specific bits of information covered in this course and the test – to create the framework to turn the information they have into a cohesive body of knowledge to apply to the test questions
Initiating Processes <ul style="list-style-type: none"> • Project Initiation • Project Charter • Develop Preliminary Scope Statement 	Understand the processes for identifying needs, performing feasibility studies and analyses, selecting projects, developing product or service descriptions, identifying management responsibility, drafting project charters and letters of engagement, and selecting a project manager, and writing a preliminary scope statement.



<p>Project Planning Processes</p> <ul style="list-style-type: none">• Dev PM Plan• Scope Planning• Scope Definition• Create WBS• Activity Definition• Activity Sequencing• Activity Resource Est.• Activity Duration Est.• Schedule Development• Cost Estimating• Cost Budgeting	<p>Understand the processes for planning the project scope, specifically defining that scope. Understand the processes of activity definition and activity sequencing, including various diagramming methods. Understand the processes for duration estimating and cost estimating, including various estimating techniques, their relative strengths and weaknesses, and when to use which type of estimating. Understand the processes for developing and communicating project schedules and budgets. Understand the significance of project planning and the process for its development and communication.</p>
<p>Practice Test</p>	<p>Participants will take 43 minutes of example PMP test questions.</p>



Summary Outline	Objectives
Day 2	
<p>Project Planning Processes (Continued)</p> <ul style="list-style-type: none"> • Quality Planning • Human Resource Plan • Communications Plan • Risk Mgt Planning • Risk Identification • Qualitative Risk Analysis • Quantitative Risk Analysis • Risk Response Planning • Plan Purchases & Acquisitions • Plan Contracting 	<p>Understand the definition and significance of quality, human resources and communications planning for projects, and the associated processes. Understand the various organizational contexts for project management and the strengths and weaknesses of each. Understand the processes for organizing and staffing a project. Understand risk management and the risk management processes, particularly risk planning. Understand the various types of contracts and their strengths and weakness, including which type is better for which situations. Understand the process for procurement planning, purchasing and contracting.</p>
<p>Project Executing Processes</p> <ul style="list-style-type: none"> • Direct & Manage Project Execution • Perform Quality Assurance • Acquire Project Team • Develop Project Team • Information Distribution • Request Seller Response • Select Sellers 	<p>Understand the process of project plan execution. Understand the processes for keeping all stakeholders informed of project information (information distribution), for assurance that the execution of the project processes will satisfy the quality standards (quality assurance), and for continuing verification that what is being done is what is needed and intended (scope verification). Be able to explain not only the team development process but also the underlying theories referenced in the PMBOK™ Guide, symptoms of team difficulties, and appropriate management actions and leadership styles for different circumstances during project execution. Understand the processes of requesting responses from sellers, source selection, and contract administration to ensure that contractors understand what is being asked of them, the optimum contractor is selected, and that the contractor's performance meets contract requirements.</p>
<p>Practice Test</p>	<p>Participants will take 89 minutes of example PMP test questions.</p>



Summary Outline	Objectives
Day 3	
<p>Project Monitoring & Controlling Processes</p> <ul style="list-style-type: none"> • Monitor & Control Project Work • Integrated Change Control • Scope Verification • Scope Control • Schedule Control • Cost Control • Perform Quality Control • Manage Project Team • Performance Reporting • Manage Stakeholders • Risk Mon. & Control • Contract Administration 	<p>Understand the processes and formulas needed to determine project performance. Be able to apply the formulas to determine project performance given raw data, and be able to select among various management reactions in order to correct project performance problems. Understand the overall process for controlling change within the project and how it relates to the facilitating project control processes. Be able to identify and choose among strategies to influence the factors that create change. Be able to thoroughly define and describe the processes for scope change control, schedule control, cost control, and quality control. Be able to define the differences between quality assurance and quality control and to describe when each is appropriate. Be able to describe the process for risk response, and the methods of contract administration.</p>
<p>Closing Processes</p> <ul style="list-style-type: none"> • Close project • Contract Closure 	<p>Understand the processes for closing a project or project phase, what to achieve, and the significance of project or phase post-mortems. Be able to name recommended activities for and the legal issues associated with contract close-out</p>
<p>Professional Responsibility</p> <ul style="list-style-type: none"> • Professional Responsibility Tips • PMP® Code of Professional Conduct • Sample questions from PMI® 	<p>Learn about sources for legal and ethical standards related to project management. Understand how to answer the 17 questions you are likely to get on your exam in this area. Review the code of conduct. Do several sample questions in class.</p>
<p>Prep. for the PMP® Test</p> <ul style="list-style-type: none"> • Logistics and Hints 	<p>The instructor will give you very useful hints about qualifications, domain contents, the exam itself, reasons people fail, and logistics and methods for taking the actual exam.</p>
<p>Practice Test</p>	<p>Participants will take 108 minutes of example PMP test questions.</p>



BMC's PMI® PMP® Certification Test Preparation Course Schedule:

The PMP® Prep course will be conducted over a three-day schedule which requires focus and is intense. This schedule is based on an eight-hour class each day.

Day 1	Day 2	Day 3
<p>Framework, PMBOK® Third Edition</p> <hr/> <p>Initiating Processes</p> <ul style="list-style-type: none"> ➢ Dev Project Charter ➢ Dev Prelim Scope Stmt. <hr/> <p>Planning Processes</p> <ul style="list-style-type: none"> ➢ Dev PM Plan ➢ Scope Planning ➢ Scope Definition ➢ Create WBS ➢ Activity Definition ➢ Activity Sequencing ➢ Activity Resource Est. ➢ Activity Duration Est. ➢ Schedule Development ➢ Cost Estimating ➢ Cost Budgeting <hr/> <p>Practice Test</p>	<p>Planning Processes</p> <ul style="list-style-type: none"> ➢ Quality Planning ➢ Human Resource Plan ➢ Communications Plan ➢ Risk Mgt Planning ➢ Risk Identification ➢ Qual. Risk Analysis ➢ Quant. Risk Analysis ➢ Risk Response Planning ➢ Plan Purchases & Acquisitions ➢ Plan Contracting <hr/> <p>Executing Processes</p> <ul style="list-style-type: none"> ➢ Dir & Mge Proj Execution ➢ Perfm Quality Assurance ➢ Acquire Project Team ➢ Develop Project Team ➢ Information Distribution ➢ Request Seller Response ➢ Select Sellers <hr/> <p>Practice Test</p>	<p>Monitor & Control Processes</p> <ul style="list-style-type: none"> ➢ Mon. & Cont. Proj. Work ➢ Integ. Change Control ➢ Scope Verification ➢ Scope Control ➢ Schedule Control ➢ Cost Control ➢ Perform Quality Control ➢ Manage Project Team ➢ Performance Reporting ➢ Manage Stakeholders ➢ Risk Mon. & Control ➢ Contract Administration <hr/> <p>Closing Processes</p> <ul style="list-style-type: none"> ➢ Close project ➢ Contract Closure <hr/> <p>Prof. Responsibility</p> <hr/> <p>Prep. for the PMP Test</p> <ul style="list-style-type: none"> ➢ Logistics & Hints <hr/> <p>Practice Test</p>