

**Course:****Project Management Professional (PMP.)**

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Duration: 5 day

**Description**

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. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course and covers in-depth the essential elements of managing a successful project. Focusing on the generally accepted practices of project management recognized by the Project Management Institute, Inc. (PMI<sup>®</sup>), this course offers you a standards-based approach to successful project management across application areas and industries.

**Prerequisites**

To ensure your success, we recommend you have some knowledge as follows:

- Some project management experiences
- Some knowledge with Microsoft Project 2000
- Microsoft Word

**Performance-based Objectives**

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

- ✓ initiate a project.
- ✓ define project scope.
- ✓ develop schedule and cost performance baselines for a project.
- ✓ plan project quality, staffing, and communications.
- ✓ analyze project risks.
- ✓ define project procurement requirements.
- ✓ execute the project.
- ✓ control the project.
- ✓ close the project.

**Outline****Initiating a Project**

- Select a Project
- Create a Project Charter

**Planning Your Work**

- Develop an Initial Project Plan
- Create a Scope Statement
- Develop a Work Breakdown Structure (WBS)

**Developing Project Schedules, Cost Estimates, and Budgets**

- Create an Activity List
- Create a Project Network Diagram
- Acquire Activity Duration Estimates
- Identify the Critical Path
- Develop a Project Schedule

- Determine Resource Requirements
- Estimate Project Costs
- Establish a Cost Baseline

**Planning Project Quality, Staffing, and Communications**

- Create a Quality Management Plan
- Document Roles, Responsibilities, and Reporting Relationships
- Assign Project Staff
- Create a Communications Management Plan

**Analyzing Risks and Planning Risk Response**

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

**Planning Project Procurement**

- Prepare a Statement of Work
- Prepare a Procurement Document

**Working the Plan**

- Execute the Project Plan
- Implement Quality Assurance
- Develop the Project Team
- Distribute Project Information
- Solicit Proposals, Quotes, or Bids
- Select a Seller
- Administer a Contract

**Controlling the Project**

- Manage Changes to Performance Baselines
- Review Deliverables and Work Results
- Control Project Scope Changes
- Control the Project Schedule
- Control Project Costs
- Control Project Quality
- Report Project Performance
- Monitor and Control Project Risk

**Closing the Project**

- Obtain Formal Acceptance
- Close Out a Contract