



# Project Management Professional (PMP)

## Certification Preparation

Course ID#: 1092-100-ZZ-W

35 Hrs

## Course Content

### Course Description:

In this course, you will cover: initiating a project, defining the project scope, developing a schedule and cost performance baselines for a project, planning project quality, staffing and communications, analyzing project risks, defining project procurement requirements, executing the project, controlling the project & closing the project. This course is designed for experienced project managers who desire to increase management skills and apply a standards-based approach to project management.

### Prerequisites:

Project Management Essentials

### Topics:

#### 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 Communication

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

- Monitor and Control Project Risk

#### Analyzing Risks and Planning Risk Responses

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

#### Planning a Project Procurement

- Prepare a Statement of Work
- Prepare a Procurement Document

#### Working on 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



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### Controlling the Project

- Managing Changes to Performance Baselines
- Review Deliverables and Work Results
- Control Project Scope Changes
- Control Project Schedule
- Control Project Costs
- Control Project Quality

### Closing the Project

- Obtain Formal Acceptance
- Close Out a Contract