

## Course Description

The objective of this course is to help the participants properly prepare so that they pass - on their first try! - the examination for the the **Project Management Professional (PMP)<sup>®</sup>** certification of the **Project Management Institute (PMI)<sup>®</sup>**. The PMP certification is the most popular, industry-recognized, globally demanded certification for project managers. The course is based on the **latest, 6<sup>th</sup> edition** of PMIs "**Guide to the Project Management Body of Knowledge<sup>®</sup> (PMBOK<sup>®</sup> Guide)**", and it presents a detailed and practical methodology (with specific documents, tools and techniques) for the effective and efficient management of any project. A key characteristic of this seminar is its practical form and the usage of extensive and detailed training material, case study examples, exam preparation books and lots of tests and exercises!

## Target Audience

The seminar is addressed to all those who wish to participate in the examination for the PMP certification of PMI. According to PMI, in order to participate to the examination, the prerequisite is (for those who have at least a bachelor level education) a minimum of 36 months experience of working in projects, during which at least 4500 hours should have been spent in leading projects. Additionally, there is a prerequisite of 35 contact hours (i.e. 60 minutes training units) of project management education – something that is fully covered from this seminar.

## Benefits

At the end of the seminar the participants will:

- Know the 49 processes, the 5 process groups and the 10 knowledge areas of project management according to the latest version of the *PMBOK<sup>®</sup> Guide*.
- Understand the tools and techniques of project management and how project management fits in the overall structure of an organization.
- Be able to tailor the above in a detailed and systematic methodology for the particular projects that they will be undertaking – both waterfall, iterative or agile.
- Have grasped all the *PMBOK<sup>®</sup> Guide* related terms through practical tests, exercises and examples.
- Have covered the PMP exam Project Management education prerequisite.

## Course Leader

The trainer will be Mr. Yiannis Vithynos M.Sc. PMP, PMI-ACP, PRINCE2P, IPMA-D. Yiannis is an electrical engineer that has a long experience in the management of complex projects in the areas of telecommunications and IT in Greece and the Balkans. He has worked in companies like Vodafone and Nokia, and since 2006 he is the founder of Critical Path Consulting & Training, a company that focuses solely on project management services.

He is a certified PMP, PMI-ACP and he also has the PRINCE2 Practitioner and the IPMA-D certifications. He is a founding member and member of the first elected board of the Greek Chapter of the PMI. He was in the organizing committee of the 1<sup>st</sup> Project Management Congress in Athens in 2006. Finally, he is member of PM-Greece, the Greek Member Association of IPMA, and former assessor for the global Project Excellence Award of IPMA.

## Contents

### Project Management Institute (PMI)<sup>®</sup>

- History. Activities. Chapters and Communities of Practice.
- PMI certifications and standards. Membership Benefits.

### The Project Management Professional (PMP)<sup>®</sup> Credential

- The advantages of the certification. Prerequisites.
- The Application Process.
- The Examination Blueprint. Questions & Format.
- Continuing Certification Requirements (CCRs).
- Professional Development Units (PDUs).

### Introduction to Project Management Framework

- Projects & Project Management. Stakeholders.
- Processes & Process Groups. Procedures
- Inputs, Tools & Techniques, Outputs (ITTOs).
- Major Process Group's Characteristics.
- Knowledge Areas.

### The Project Environment and the Project Manager

- EEFs and OPAs. Organizational Structures.
- Project Manager's Skills and Responsibilities.

### Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct & Manage Project Work. Manage Project Knowledge
- Monitor & Control Project Work. Perform Integrated Change Control
- Close Project or Phase

### Scope Management

- Plan Scope Management. Collect Requirements. Define Scope. Create WBS
- Verify Scope. Control Scope

### Time Management

- Plan Schedule Management. Define Activities. Sequence Activities
- Estimate Activity Durations. Develop Schedule. Control Schedule

### Cost Management

- Plan Cost Management. Estimate Costs. Determine Budget
- Control Costs

### Quality Management

- Plan Quality Management. Manage Quality
- Control Quality

### Resource Management

- Plan Resource Management. Estimate Activity Resources
- Acquire Resources. Develop Team. Manage Team
- Control Resources

### Communications Management

- Plan Communications Management. Manage Communications. Monitor Communications

### Risk Management

- Plan Risk Management. Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses. Implement Risk Responses.
- Monitor and Control Risks

### Procurement Management

- Plan Procurement Management. Conduct Procurements
- Control Procurements

### Stakeholder Management

- Identify Stakeholders. Plan Stakeholder Engagement.
- Manage Stakeholder Engagement.
- Monitor Stakeholder Engagement.

### Review and Guidelines

- Seminar Review.
- Final Tips and Guidelines for Success!

## Methodology & Training Material

The seminar is based on the **Project Management Body of Knowledge (PMBOK<sup>®</sup> Guide)**, 6<sup>th</sup> edition.

The *PMBOK<sup>®</sup> Guide* is given to the participants, together with the **complete notes** and the rest of the **training support material**.

**Memory aides** in table format are also given.

Apart from the **many tests** (one after each chapter) and the **exercises**, there are **thousands of additional online test questions** to answer. Finally, the latest (9<sup>th</sup>) updated edition of the preparation book "**PMP Exam Prep**" by R. Mulcahy is given for further personal study.

The seminar corresponds to **35 contact hours** of training, fully covering the PMI prerequisite.

For additional information please contact [info@criticalpath.gr](mailto:info@criticalpath.gr) or call +30 210 654 1727.