

Day-1 Overview

Module-1: Introduction to PMP Prep and Overview

- Introduction to PMP
- Agenda for the Workshop
- What is PMP and PMI all about
- Pre-requisites for PMP Exam
- About the PMP Exam, Format and what is tested
- Complete overview of the Blended PMP program
- How to make best use of class room and resources
- Getting familiar with the terms and type of questions in PMP Exam

Module-2: Project Management Framework

- Introduction
- Agenda for the session
- Definition of a Project
- Salient features of P5 (Projects, Programs, Portfolio, Processes and Products)
- Project Management Office (PMO)
- The Triple Constraints (Six in number)
- Stakeholder Management
- Organization Structure- Types and analysis
- Project Life Cycle vs. Product Life Cycle
- Project Life Cycle Management and Hierarchy
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-3: Project Management Processes

- Introduction
- Agenda for the session
- Project Life Cycle vs Project Management Process vs Project Management Activities
- The 5 Project Management Process Groups and 10 Knowledge Areas
- Process Groups, Knowledge Areas and Project Management process Mapping
- Analysis of a Business case and Business need
- What happens in Each Process Groups
- Roles and Responsibilities
- Mini – Exam (Self evaluated, Instructor analysis follows)

Day-2 Overview

Module-4: Project Integration Management

- Introduction
- Agenda for the session
- What is Project Integration Management
- Development of a Project Charter and its key role
- The Key role of Project Manager, Project Team and Project Sponsor
- Project Selection Methods- Economic models (NPV, IRR, ROI, Payback period etc)
- Enterprise environmental factors and Organizational process assets
- 10 management plans overview
- Requirements and change management plan

- Work Authorizations and correction actions
- The Integration Management Knowledge Area
 - ▪ Develop Project Charter
 - ▪ Develop Project Management Plan
 - ▪ Direct and Manage Project Execution
 - ▪ Monitor & Control Project work
 - ▪ Perform Integrated Change Control
 - ▪ Close Project or Phase
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-5: Project Stakeholder Management

- Introduction
- Agenda for the session
- What is Project Stakeholder Management
- Importance of Stakeholder Management
- Stakeholder Identification
- Stakeholder Register
- Stakeholder Classification and Analysis
- Stakeholder Management Best Practices
- Ways to control Stakeholder Engagement
- The Project Stakeholder Management Processes
 - ▪ Identify Stakeholders
 - ▪ Plan Stakeholder Management
 - ▪ Manage Stakeholder Engagement
 - ▪ Control Stakeholder Engagement
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-6: Project Scope Management

- Introduction
- Agenda for the session
- What is Project Scope Management
- Product Scope vs. Project Scope
- Resolution of conflicting scope requirements
- The Key terms in Project Scope Management
- The Project Scope Management Processes
 - ▪ Plan Scope Management
 - ▪ Collect Requirements
 - ▪ Define Scope
 - ▪ Create WBS
 - ▪ Validate Scope
 - ▪ Control Scope
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-7: Project Time Management

- Introduction
- Agenda for the session
- What is Project Time Management
- Schedule management plan

- Rolling wave planning (vs) Progressive Elaboration
- The Key terms in Project Time Management
- ▪ Reserve Analysis (covered in cost and risk again)
- ▪ Critical chain and critical path computations
- ▪ Float- Total, Free and Project floats
- ▪ Leading and lagging management
- The Project Time Management Processes
- ▪ Plan Schedule Management
- ▪ Define Activities
- ▪ Sequence Activities
- ▪ Estimate Activity Resources
- ▪ Estimate Activity Durations
- ▪ Develop Schedule
- ▪ Control Schedule
- Schedule Network Analysis Techniques
- Uses of various time management charts- Network diagram, Milestone chart, Gantt charts
- Mini – Exam (Self evaluated, Instructor analysis follows)

Day-3 Overview

Module-8: Project Cost Management

- Introduction
- Agenda for the session
- What is Project Cost Management
- Cost accounts or control accounts and its benefits
- Difference Between Cost Estimating and Cost Budgeting
- Value analysis and when it can be beneficial
- The Project Cost Management Processes
- ▪ Plan Cost Management
- ▪ Estimate Costs
- ▪ Determine Budget
- ▪ Control Costs
- Earned Value Analysis (Backward looking indices)
- TCPI (Forward looking indices)
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-9: Project Quality Management

- Introduction
- Agenda for the session
- What is Quality?
- What is Quality Management and the key roles involved?
- Quality theorists and marginal analysis technique
- Introduction to Six Sigma
- The Project Quality Management Processes
- ▪ Plan Quality
- ▪ Perform Quality Assurance
- ▪ Perform Quality Control
- Seven Basic tools of Quality
- Statistical sampling

- Cost of Quality: Modern theory
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-10: Project Human Resource Management

- Introduction
- Agenda for the session
- What is Human Resource Management
- Roles and Responsibilities of the Project Sponsor, Team, Stakeholders
- Functional Manager (vs) Project Manager
- • Problem solving process
- The Project Human Resource Management Processes
 - ▪ Develop Human Resource Plan
 - ▪ Acquire Project Team
 - ▪ Develop Project Team
 - ▪ Manage Project Team
- Conflict Management
- Powers of Project Manager
- Leadership and Management theories
- Motivation Theories
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-11: Project Communications Management

- Introduction
- Agenda for the session
- What is Communication
- Communication Methods, Technology and Channels
- Basic Communication Model
- The Communication Management Knowledge Area
 - ▪ Plan Communication Management
 - ▪ Distribute Information
 - ▪ Report Performance
- Mini – Exam (Self evaluated, Instructor analysis follows)

Day-4 Overview

- **Module-12: Project Risk Management**
- Introduction
- Agenda for the session
- What is Risk
- How is risk calculated, Utility theory introduction
- Risk Categorization
- Decision Tree
- The Risk Management Knowledge Area Processes
 - ▪ Plan Risk Management
 - ▪ Identify Risk
 - ▪ Perform Qualitative Risk Analysis
 - ▪ Perform Quantitative Risk Analysis
 - ▪ Plan Risk Responses
 - ▪ Monitor and control Risks
- Monte Carlo simulation and sample case studies for project risk management

- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-13: Project Procurement Management

- Introduction
- What is a Contract
- Centralized (vs) Decentralized contracting
- Different Types of Contracts and comparison
- How to choose contracts: A few sample case studies
- Key terms in Procurement Management
- The Procurement Management Knowledge Area
 - ▪ Plan Procurements
 - ▪ Conduct Procurements
 - ▪ Administer Procurements
 - ▪ Close Procurements
- Mini – Exam (Self evaluated, Instructor analysis follows)

Module-14: Professional and Social Responsibility

- Introduction
- Agenda for the session
- Responsibility: Ensure Individual Integrity
- Respect: Contribute to Project Management Knowledge Base
- Honesty: Enhance self & professional competency
- Fairness: Promote Stakeholder collaboration
- General comments and common pitfalls
- Mini – Exam (Self evaluated, Instructor analysis follows)

Additional FREE session-1: MS Project 2010

- Overview of MS Project 2010
- Setting up project
- Time management
- Earned Value management
- Base lining and making changes
- Combining multiple projects

Additional FREE session-2: Exam prep and continued support

- Exam preparation guidelines
- Exam preparation schedule
- Exam center layout and facility de-briefing
- Continued support and consultant availability post-workshop
- Application filling up and process simplification documents
- Alumni and online content logins