



Arabian Institute For Training

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# The Project Management Professional® (PMP®) Examination Preparatory Course

## INTRODUCTION

- The PMP certification workshop is delivered at gold standard level by our international PMP facilitators. Fully aligned to the recent changes in the PMBOK guide project management practices. Attend this 5-day training course to really understand how to deliver projects well, at the same time as preparing to pass the PMP® exam. This training course will cover new trends, emerging practices, tailoring considerations with a greater emphasis on strategic and business knowledge alongside a new section on the role of the project manager.

### Highlights of this training course are:

- Skills. Develop your skills in initiating, planning, executing, controlling, and closing a project to achieve specific goals; improve your behavioural skills, critical in the 21st century for working on a project.
- Alignment. Our PMP course curriculum is aligned with "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide – Sixth Edition).
- Outcome. Gain the skills required to enable you to pass the PMP® certification exam and become a certified Project Management Professional (PMP)

## PROGRAMME OBJECTIVES

On completion of the PMP® Examination Preparation course, you will have gained knowledge and skills in:

- Traditional and modern project management tools such as WBS, resource allocation, Gantt charts, project scheduling models, project budget estimation, cost management, and engineering economics
  - Developing an expansive and flexible toolkit of techniques and learning how and when to adapt your approach to the context and constraints of projects
  - Delivering projects on time and on budget and to the quality expected within given resource capabilities
  - Cultivating your behavioural and leadership skills necessary to help deliver your project requirements
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## WHO SHOULD ATTEND?

The PMP® certification is now seen as an essential professional requirement for senior project manager roles across all industries. The course is best suited for:

- Project Managers,
- Associate / Assistant Project Managers,
- Team Leads / Team Managers,
- Project Executives / Project Engineers,
- Project Controls / Project Support staff,
- Software Developers,
- Any professional aspiring to be a Project Manager

## TRAINING METHODOLOGY

- The Facilitator will provide an interactive, competency-led, training experience while helping to guide participants towards the examination via the use of simulated test questions and answers where learning comes with continuous tests of key and very challenging questions upon the completion of each module.

## Programme Outline

### MODULE 1: PMP® Framework

- Introduction to PMP® Examination
- PMP Exam Requirements and Syllabus
- Changes introduced in PMBOK 6th Edition
- Maintaining your certification

### MODULE 2: Professional and Social Responsibility

- Code of Ethics
- Ensuring Individual Integrity

### MODULE 3: Foundational Elements

- Project Management Process Groups
- Inputs and Actions of Process Groups
- The Importance of Project Management
- Relationship of Project, Program, Portfolio Management

### MODULE 4: Project Context

- Environments in which Projects Operate
  - Enterprise Environmental Factors
  - Organisational Process Assets
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## MODULE 5: Project Responsibilities

- The Role of the Project manager
- Project manager competencies
- Leadership vs Management
- Leadership Styles
- Performing Integration

## MODULE 6: Project Integration Management

- Develop Key Project Management Documents
- Direct & Manage Project Work
- Manage Project Knowledge
- Monitor & Control Project Work
- Prepare for Project Change via Change Control measures
- Close Project or Phase

## MODULE 7: Project Stakeholders Management

- Project Stakeholder Engagement Management
- Who are Stakeholders?
- Plan Stakeholder Engagements
- Manage & Monitor Stakeholder Engagement

## MODULE 8: Project Scope Management

- Plan Scope Management
- Collect Requirements
- Develop Scope Baseline
- Validate & Verify Scope

## MODULE 9: Project Time Management

- Plan Schedule Management
- Project Schedule Gantt Charts and Network Diagrams
- Develop Schedule Baseline
- Control Schedule via various techniques

## MODULE 10: Project Cost Management

- Plan Cost Management
  - Project Cost Management Processes
  - Develop Cost Baseline
  - Develop Project Baseline via S-Curve
  - Earned Value Management
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## MODULE 11: Project Quality Management

- Plan Quality Management
- Project Quality Management Processes
- Quality Tools
- Quality Visionaries

## MODULE 12: Project Resource Management

- Plan Resource Management
- Team Dynamics
- Organizational Theories and Leadership Styles
- Manage Project Team
- Monitor & Control Project Resources

## MODULE 13: Project Communications Management

- Plan Communications Management
- Monitor & Manage Communications
- Communication Channels

## MODULE 14: Project Risk Management

- Plan Risk Management
- Identify Risks
- Qualitative & Quantitative Risk Analysis
- Plan & Implement Risk Responses
- Monitor Project Risk behavior

## MODULE 15: Project Procurement Management

- Plan Procurement Management
- Project Procurement Processes
- Contract Management

## MODULE 16: PMP Knowledge & Skills

- Knowledge and Skills
  - Cross-Cutting Knowledge Skills
  - Final Preparation Hints & Tips
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