



Arabian Institute For Training

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# Advanced Project Management PMP® Exam Preparation

## INTRODUCTION

- This Advanced Project Management training course is unique in the market as it helps the participants to get ready for the PMP Exam; not to mention the business application portion that ensure the pragmatic implementation of the project management methodology. It will correlate the exam questions with a practical workshop to cover the daily business activities.
- This Advanced Project Management training course is intended for candidates undertaking the Project Management Institute (PMI)® Project Management Professional (PMP)® examination. The designation title PMP® is an internationally accepted recognition of project management knowledge and professionalism of the successful candidate. In ever increasing numbers, organizations are turning to project management to help them gain competitive advantage.
- It will emphasize awareness of project risk management to minimize project cost / schedule overruns & improve project execution.
- Project management is all about the management of risks; the ability to seize opportunities, minimize threats and to optimize results. However, risk management is too often treated as a reactive process, or worse, not done at all.

### Highlights of this training course are:

- Developed and facilitated by a professional subject expert with extensive industrial experience and academic background
  - Providing practical skills in rationalizing proper managerial actions, as in the case of typical PMP® examination multiple-choice questions
  - Get to interact with other delegates and build a learning network for industrial experience and for the PMP® examination
  - Understanding the behavioural and ethical aspects of professional project managers to exercise proper judgement in the decision-making process
  - Examine both the threats and opportunities facing your projects from both a top-down and bottom-up perspective using a proven six-step risk management process
  - Evaluate and respond to risk at the project as well as the task levels
  - Anticipate possible causes of cost and schedule overruns, together with poor quality of work. By identifying the warning signs to these as early as possible in the project timely corrective action can be taken to minimize or mitigate the impact
  - Discussions of case studies and exercises emphasizing the learning across the five process groups and the professional responsibility domain
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## OBJECTIVES

This training course helps in:

- Building confidence to immediately take the PMP® examination upon the conclusion of the course
- Providing tips to delegates to answer difficult multiple-choice questions
- Creating a study technique and setting up a network of learners or group study
- Practising answering questions like in the real examination during the classes and outside classes
- Rationalizing answers to examination questions
- Get an overview of the Risk Management Process
- Learn to identify risks that affect project quality, time & schedule, cost and scope
- Apply useful techniques to identify, analyze, mitigate and monitor risks in the project life cycle
- Learn how to create an effective risk monitoring plan and risk management strategies
- Use a practical, six-step process to manage project risk
- Develop a risk budget based on Expected Monetary Value (EMV)

## TRAINING METHODOLOGY

- The Facilitator, through presentations, will give the participants help and guidance during the pre-examination process and the sessions are challenging and practical through the use of simulated test questions and answers where learning comes with a test of 15 key and very challenging questions upon the completion of each module.
- The training methodology will incorporate as well both theory and skill training components, utilizing both traditional lectures, as well as hands-on exercises, group discussions and case studies.

## ORGANISATIONAL IMPACT

Both private and public organizations will greatly benefit from systematic approach to managing project, which will improve the likelihood of on-time and on-budget project completion by focusing on:

- Excelling in project management practice and increasing organisational maturity
  - Equipping employees in refining abilities for project leadership and management
  - Gaining confidence from customers by having project professionals having a world-renown professional certification in project management
  - Risk management planning in line with project objectives
  - Proactive identification of risk sources and minimization of their impact
  - Knowledge of risk compliance issues and practices
  - Understanding the relationship between risk, scope, cost & time
  - Knowledge of mathematical techniques used in risk analysis
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## **PERSONAL IMPACT**

Participants will benefit from:

- Becoming an expert in project management practice
- Gaining confidence and professional insights needed for a project management career
- Applying best practices that apply to diverse projects in multiple industries
- Obtaining a world-renown professional certification in project management
- Passing the PMP® examination could boost the earning potential by developing project management skills
- Project management experience can open up the doors to rapid promotion

## **WHO SHOULD ATTEND?**

This training course is suitable to a wide range of professionals but will especially benefit:

- Associate Project Managers, Project Managers, IT Project Managers, Senior Project Managers
- Project Coordinators
- Project Analysts
- Project Leaders, Team Leaders
- Product Managers, Program Managers
- Project Sponsors and Project Team Members
- Project Management Professionals planning on taking the PMP® Exam

## **Course Outline**

### **MODULE I - PMP® Exam Preparation Training - The Project Management Professional Creating a High-Performing Team**

- Building a Team
  - Defining Team Ground Rules
  - Negotiating Project Agreements
  - Empowering Team Members and Stakeholders
  - Training Team Members and Stakeholders
  - Engaging and Supporting Virtual Teams
  - Building Shared Understanding about a Project
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## Starting the Project

- Determining Appropriate Project Methodology/Methods and Practices
- Planning and Managing Scope
- Planning and Managing Budget and Resources
- Planning and Managing Schedule
- Planning and Managing Quality of Products and Deliverables
- Integrating Project Planning Activities
- Planning and Managing Procurement
- Establishing Project Governance Structure
- Planning and Managing Project/Phase Closure

## Doing the Work

- Assessing and Managing Risks
- Executing Projects to Deliver Business Value
- Managing Project Communications
- Engaging Stakeholders
- Creating Project Artifacts
- Managing Project Changes
- Managing Project Issues
- Ensuring Knowledge Transfer for Project Continuity

## Keeping the Team on Track

- Leading a Team
- Supporting Team Performance
- Addressing and Removing Impediments, Obstacles, and Blockers
- Managing Conflict
- Collaborating with Stakeholders
- Mentoring Relevant Stakeholders
- Applying Emotional Intelligence to Promote Team Performance

## Keeping the Business in Mind

- Managing Compliance Requirements
  - Evaluating and Delivering Project Benefits and Value
  - Evaluating and Addressing Internal and External Business Environment Changes
  - Supporting Organizational Change
  - Employing Continuous Process Improvement
  - Tips for PMP® Examination Test
  - Role plays and Games
  - Exam Application Process
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## MODULE II - Project Risk Management & Compliance

### Risk Management Framework and Planning

- Key Definitions
- Project Management Body of Knowledge (PMBOK) - 6 Risk Management Processes
- Purpose & Benefits of Risk
- Responsibilities in Risk Management
- Integrating Risk Management into the Project Management Process
- Overview of Six Steps of Risk Management [1][1][1][1]  
[SEP][SEP]
- Plan the Approach to Risk Management
- Planning Inputs, Tools & Outputs

### Risk Identification Processes

- Project Context & Stakeholders
- Project Estimating Techniques
- Defining Scope via Work Breakdown Structure (WBS)
- Identification Inputs & Tools [1][1][1][1]  
[SEP][SEP]
- Risk Identification Techniques & Categories
- Risk Identification Outputs

### Risk Assessment and Quantification Processes

- Schedule Diagramming - Critical Path Method (CPM) [1][1]  
[SEP]
- Resource Management [1][1]  
[SEP]
- Risk Analysis Approaches - Qualitative & Quantitative
- Bow-tie Semi Quantitative Analysis Tool
- Program Evaluation & Review Technique (PERT) [1][1]  
[SEP]
- Introduction to Monte Carlo

### Risk Response Plan Development

- Decision Trees
  - Risk Prioritisation
  - Risk Response Strategy Guidelines [1][1]  
[SEP]
  - Response Strategies for Threats & Opportunities
  - Response Planning & Analysis
  - Response and Expected Monetary Value [1][1]  
[SEP]
  - Alternative Responses [1][1]  
[SEP]
  - Response Validation
  - Reserves - Contingency & Management
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## Risk Response Control

- Risk Response Control Tools<sup>[1]</sup><sub>SEP</sub>
- Risk Response Control Guidelines<sup>[1]</sup><sub>SEP</sub>
- Risk Strategy Execution
- Evaluating Risk Response Results
- Risk Documentation
- Deliver Presentation



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