Project Management Professional

Duration: Five Days

Course Objective: You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.

Target Student: This course is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who are not certified project management professionals, and who might or might not have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, seek career advancement by moving into a formal project manager job role, as well as to apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

Prerequisites: Familiarity with project management concepts and some working experience with project management are required. Experience with a specific project management software tool is not required.

Course Objectives
Upon successful completion of this course, students will be able to:
- describe professional project management.
- initiate a project.
- plan project work.
- develop project schedules.
- develop cost estimates and budgets.
- plan project quality, staffing, and communications.
- analyze risks and plan risk responses.
- plan project procurements.
- execute project work.
- manage project procurement.
- monitor and control project work.
- monitor and control project schedule and costs.
- monitor and control project performance and quality.
- monitor and control project risks and procurements.
- close the project.

Examining Professional Project Management

- Identify Project Management Processes
- Identify Professional and Social Responsibilities
- Identify the Interpersonal Skills Required for a Project Manager

Initiating a Project

- Examine the Project Management Context
- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter
- Identify Project Stakeholders

Planning Project Work

- Identify the Elements of a Project Management Plan
- Document Stakeholder Requirements
- Create a Scope Statement
- Develop a Work Breakdown Structure

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Developing Project Schedules

- Create an Activity List
- Create a Project Schedule Network Diagram
- Estimate Activity Resources
- Estimate Duration for Project Activities
- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Establish a Schedule Baseline

Developing Cost Estimates and Budgets

- Estimate Project Costs
- Estimate the Cost Baseline
- Reconcile Funding and Costs

Planning Project Quality, Staffing, and Communications

- Create a Quality Management Plan
- Document the Project Roles, Responsibilities, and Reporting Relationships
- Create a Communications Management Plan

Analysing Risks and Planning Risk Responses

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

Planning Project Procurements

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document

Executing Project Work

- Identify the Direct and Manage Project Execution Process
- Execute a Quality Assurance Plan
- Acquire the Project Team
- Develop the Project Team
- Manage the Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

Managing Project Procurement

- Examine the Conduct Procurements Process
- Obtain Responses from Sellers
- Determine Project Sellers

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Monitoring and Controlling Project Work

- Identify the Monitor and Control Project Work Process
- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Review Deliverables and Work Results
- Control the Project Scope

Monitoring and Controlling Project Schedule and Costs

- Control the Project Schedule
- Control Project Costs

Monitoring and Controlling Project Performance and Quality

- Perform Quality Control
- Report on Project Performance

Monitoring and Controlling Project Risks and Procurements

- Monitor and Control Project Risks
- Administer Project Procurements

Closing the Project

- Close Project Procurements
- Close the Project or Phase Administratively