

Project Management Professional (PMP®) Exam Preparation

Learn the most effective methods of delivering projects
within cost, schedule and resource constraints

April 10–14, 2011
American University of Sharjah
Sharjah, United Arab Emirates



Overview

Attaining the Project Management Professional (PMP®) designation has become a benchmark in many industries that employ project managers. For people who choose project management as a career this has become a professional certification they must achieve. This course is designed to help participants understand and master the material that is covered by the exam and provide the 35 hours of training required by the Project Management Institute (PMI).

Project management has been proven to be the most effective method of delivering products within cost, schedule and resource constraints. This intensive and hands-on course gives you the skills to ensure your projects are completed on time and on budget while giving the user the product they expect. Participants will gain a strong working knowledge of the basics of project management and be able to immediately apply it to effectively manage work projects through the use of templates provided in the class.

The course is divided into two major areas. The first covers the nine knowledge areas defined in the PMI's Project Management Framework. This includes understanding scope, schedule, budget, risk, quality, procurement, communications, human resources and project integration. The second area covers what the participant needs to know to pass the PMP® Examination.

At the end of the course you will be able to identify and manage the product scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process. In addition, the participant will be well prepared to take the PMP exam.

Why Obtain the Certification

PMI's research shows that the worldwide average salary for PMP® certified project managers is over USD 114,000. The 2008 Salary Survey done by IT Republic showed that PMP® certified project managers made over USD 6,000 more than the next highest-paid certification, ITIL Foundations.

Benefits Achieved

At the end of this course, participants will be able to:

- List all of the knowledge areas and processes involved in projects
- Write a scope statement
- Develop a work breakdown structure for a project
- Identify the human resources required
- Estimate activity durations and create a schedule and budget
- Perform a project risk assessment
- Be able to monitor, control and close projects
- Pass the PMP® exam

Who Should Attend

This program is suitable for project managers and team members who wish to learn the basics of project management and achieve PMP® certification. Please review the eligibility requirements for PMP® certification at www.pmi.org.

Course Director



Frank Parth
MS, MSSM, MBA, PMP

Mr. Parth is the CEO of Project Auditors LLC, a member of the Board of Directors for the Project Management Institute (PMI), and a winner of PMI's 2009 Significant Contribution Award. Mr. Parth brings 30 years' experience in project/program management and technology development to his teaching and consulting work.

He has consulted clients in multiple industry sectors, including high tech, construction, chemical processing, utilities, government, aerospace, healthcare, the consulting industry and financial services. His engagements have included auditing both IT and major construction projects, setting up effective project management practices, performing risk assessments for oil and gas megaprojects, and managing projects.

Mr. Parth is an accomplished international speaker and has taught project management courses throughout the world. He has been teaching management and engineering at the University of California, Irvine (UCI) since 1994. He was core to the creation of UCI's Project Management Program and assisted them in developing the Systems Analyst Certificate Program. He has been a guest lecturer at USC's Marshall School of Business and at American University of Sharjah. In 1988, the National Photographic Interpretation Center recognized his work with a commendation for exemplary support. In 2000 Mensa International gave him its Significant Contribution Award. In 2003, UCI recognized him with an Outstanding Service Award. In 2006 PMI recognized him for his contribution and service to the North American Congress Project Action Team. In 2009, he received PMI's Distinguished Contribution Award.

He is actively involved with PMI, having served on multiple committees and was PMI's Project Manager for the Standard for Program Management (Second Edition, 2008). He co-authored Introduction to IT Project Management and has published numerous papers in project management and systems engineering. He is currently writing a book on Enterprise Portfolio Management for Management Concepts. He is on PMI's Board of Directors for 2010–2012, and was awarded PMI's 2009 Significant Contribution Award.

Course Content

Day One

Module 1: Introduction

- The five basic project management process groups
- Key project management terms
- Organizational context of projects
- Project phases and life cycles
- The triple constraints
- Benefits of project planning
- Project integration

Module 2: Scope Management

- Product scope vs. project scope
- Defining requirements
- Types and properties of requirements
- Project stakeholders
- Change management
- Scope planning
- Project charter (template provided)
- Project scope document (template provided)
- Work breakdown structure (WBS)
- Work packages and control accounts

Exercises:

- Determining a project's stakeholders
- Writing a project charter
- Creating a WBS

Module 3: Schedule Development

- Creating task lists from the WBS
- Defining and sequencing activities
- Adding resources to the project (template provided)
- Estimating durations
- Dangers in estimation
- Developing the project network diagram and schedule
- Critical path management
- Schedule crashing
- Schedule optimization
- Eliminating conflicts in the schedule

Exercises:

- Creating a network diagram, adding resources, identifying the critical path, and identifying the slack in each activity

Day Two

Module 4: Project Costing and Budgeting

- Estimating project costs
- Top-down estimating techniques
- Bottoms-up estimating techniques
- Resource loading and leveling
- The "S" curve
- Earned value project management

Exercises:

- Developing a project budget

Module 5: Project and Product Quality Assurance

- Product and project quality assurance
- Quality management
- Quality control
- Project audits (template provided)
- The cost of quality

Exercises:

- Identifying quality expectations

Module 6: Managing People

- The importance of strong leadership
- Project roles and responsibilities
- The project organization chart
- Obtaining resources
- Motivating the team
- Power and authority
- Responsibility assignment matrix

Day Three

Module 7: Project Communications

- Understanding stakeholders' communications needs
- Creating a communications management plan
- Barriers to communications
- Written vs. verbal communication
- Communicating status, variances, trends, schedule and budget

Module 8: Risk Identification and Management

- Identifying and managing issues (templates provided)
- Identifying and prioritizing risks
- Determining risk impacts
- Contingency plans and risk response planning
- Developing the risk management plan
- Qualitative vs. quantitative risk assessment

Exercise:

- Identifying and prioritizing risks

Module 9: Procurement Management

- Procurement planning
- Make vs. buy
- The solicitation process
- Contracts
- Contract management

Day Four

PMP® Exam Introduction and Overview

- PMP® exam structure
- Testing tips and techniques
- Professional ethics and responsibility

Sample exam questions are placed at the end of each of the following sections.

Module 1: The Project Management Framework

- Project management, programs and subprojects
- Triple constraints
- General management
- The Project Management context
- Stakeholders
- Project Management Processes

Module 2: Project Integration Management

- Project plan development
- Project charter and scope statement
- Directing and Managing project plan execution
- Integrated change control

Module 3: Scope Management

- Scope Planning
- Scope Definition
- Scope Verification
- Scope Control

Module 4: Time Management

- Activity definition and sequencing
- Resource planning and duration estimating
- Schedule control
- CPM, PERT, earned value
- Statistics

Day Five

Module 5: Cost Management

- Cost estimating
- Cost budgeting
- Cost control
- Earned value and cost control

Module 6: Quality Management

- Quality definitions
- Quality planning
- Quality assurance and quality control

Module 7: Human Resources Management

- Human resource planning
- Staff acquisition
- Team development
- Team management

Module 8: Communications Management

- Communications planning
- Information distribution
- Performance reporting
- Managing stakeholders

Module 9: Risk Management

- Risk management planning and risk identification
- Qualitative and quantitative risk analysis
- Risk response planning
- Risk monitoring and control

Module 10: Procurement Management

- Planning purchases and acquisitions
- Plan contracting
- Request seller responses
- Select sellers
- Contract administration
- Contract closure



PMP® is a registered certification mark of the Project Management Institute, Inc.

AUS's training partner AMIDEAST has been reviewed and approved as a provider of project management training by the Project Management Institute.

Venue

All courses will be held at American University of Sharjah, a distinguished campus located in University City, Sharjah www.aus.edu/photos/aus/index.php. Free parking and free wireless internet access are available to the guests. Internet spots, fax, photocopy machine and printer are also available upon request.

Material

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fourth Edition, Project Management Institute
- Instructor's Handouts

Certificate

Participants who attend and complete the course obtain two Certificates of Accomplishment: one from AUS and one from AMIDEAST. The certificate awarded from AUS is signed by the university's Chancellor and Vice Chancellor for Enrollment Management. The certificate awarded from AMIDEAST is signed by the AMIDEAST Country Director. This certificate can be used to obtain approval from PMI that the contact hours required to take the PMP® exam have been met.

Course Fee

The course fee includes five-day course attendance, course material, PMBOK® Guide and online simulation exam, coffee breaks and lunches, and Certificates of Accomplishment.

Public Fee: AED 7,500

Early Registration: AED 6,750 (for registrations submitted one month before course starts)

As AUS and AMIDEAST value team building within organizations, they offer a special discounted rate for organizations sponsoring three or more participants.

For groups of three and above, and AUS Alumni: AED 6,500

Registration closes two weeks before course start date.

Accommodation is not included in course fees. However, AMIDEAST/ AUS can recommend hotels with special discounted rates. Driver service from the hotel to AUS and back can be provided for participants staying in the recommended hotel (pick up and drop off timings are fixed).

About AUS AMIDEAST Professional Development Courses

American University of Sharjah (AUS) and America-Mideast Educational & Training Services Inc. (AMIDEAST), a not-for-profit educational organization, have a strategic partnership for testing and professional training. Both organizations have a common goal: to provide updated and advanced courses for professionals in the Gulf region for reasonable fees.

Many successful courses have already taken place under this partnership and more are coming. As both AUS and AMIDEAST are aware of the importance of professional training as an investment in human capital, special arrangements, such as discounted fees and hotel reservations, are available for organizations sponsoring course participants.

Executive education programs can be designed according to an organization's specific needs. AUS and AMIDEAST will ensure the instructor's availability and arrange the communication between the organization and the instructor. The organization usually will conduct the administrative tasks, but AUS/AMIDEAST can provide support upon request.

Course Registration Form Project Management Professional (PMP®) Exam Preparation

April 10–14, 2011, American University of Sharjah

Personal Details

AUS ID (if applicable): Type: Vendor () Personal ()
Title: Name:
Position: Dept:
Tel: Fax: E-mail:
Car Info (model, color & plate #):
(for parking permit purposes only)

Company Details

Organization:
P.O. Box: City: Country:
E-mail: Website:
Industry: Number of employees:
Approving Manager: Position:
Tel: Fax: E-mail:

Date and Venue

Venue: American University of Sharjah
Timing: Daily, 9:00 a.m. to 5:00 p.m.

Workshop Fee

Fee: AED 7,500 per participant
Early Registration: AED 6,750 per participant
(please register at least one month before course starts)
Groups of three and above, and AUS Alumni: AED 6,500 per participant

Fee includes 5-day course attendance, course material, PMBOK® Guide and online simulation exam, coffee breaks and lunches, and Certificates of Accomplishment

Payment and Cancellation

An invoice will be sent upon receipt of your registration form. For payments to AUS an AUS ID number will be issued. Please contact AUS for details. If a participant cancels three or more weeks before the course starts, a full refund applies less an administrative fee of AED 500. No refund applies for cancellations requested less than two weeks before the course start date. AUS and AMIDEAST reserve the right to make changes in the course program, venue and speakers or to cancel the course when conditions prevail.

Declaration

I have read and understood the refund policy and the cancellation conditions.
Signature and Full Name:

For any inquiries please contact:

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