

Number	Course Name	Days	PDU's	Cost
CERT	5-day PMP Certification Exam Prep	5	35	\$1,595
CERT3	3-day PMP Certification Exam Prep	3	21	\$1,195

See www.softkeyinc.com/pmu.php for course schedule.

This course is designed to prepare the student for the Project Management Institute's (PMI®) International Project Management Professional (PMP®) exam. The course is 5 days in length and provides the 35 project management education hours required to sit for the PMP® examination. In addition to PMP® preparation, the student will also learn essential skills for managing projects. The course covers all areas of the PMBOK® Third Edition as well as PMI's Code of Ethics and Professional Conduct. Participants will learn how to structure and plan a project, how to form the team, how to estimate the project and develop the project schedule, how to monitor and control the project, assess risk, build quality into the project and much more. This course provides a common language for project management and utilizes the terminology and concepts provided in the PMBOK®. During the course, students will work through sample exam questions and exercises that will prepare them to sit for the exam. The course is designed to be interactive and informal and includes all the necessary course materials for exam preparation. The 3-day course is a condensed version of the 5-day course.

Includes a **FREE 1-day Exam Cram** to attendees of the PMP Exam Prep

15 key course topics to pass the exam:

▶ Project life cycle	▶ Goals and objectives	▶ Business Case
▶ Project Charter and Kickoff Meeting	▶ Roles and responsibilities on the project team	▶ Building an effective and cohesive team
▶ Stakeholder analysis and project communication	▶ Planning the project and the project plan	▶ Defining and managing project scope
▶ Developing the WBS	▶ Task relationships	▶ Estimating
▶ Critical path analysis and developing the schedule	▶ Task dependencies and critical path analysis	▶ Risk identification and quantification
▶ Budgeting & earned value analysis	▶ Project Baselines	▶ Managing the project team
▶ Controlling the project	▶ Change control	▶ Closing the project

At the end of this course you will understand:

- ▶ The project life cycle and process groups
- ▶ The responsibilities and characteristics of a project manager
- ▶ Leadership in project management and the challenges of team building
- ▶ Scope definition and how to develop a work breakdown structure
- ▶ Integration management and how to develop a project plan
- ▶ Network diagrams and critical path analysis
- ▶ How to estimate activity durations and develop a schedule and budget
- ▶ Learn how to monitor and control a project and utilize earned value
- ▶ Quality assurance and quality control
- ▶ Learn how to identify risk and develop risk response strategies
- ▶ Effective project communication and stakeholder management
- ▶ The procurement process and its impact on the project

