

Course Description: Attending this course will assist the student in developing the ability to discern project management practices which do and do not comply with Project Management Institute (PMI) expectations as outlined in the Project Management Body of Knowledge (PMBOK). The course also covers strategies, concepts, definitions, and practices whose understanding is required to pass PMI's Project Management Professionals (PMP), and Certified Associates in Project Management (CAPM) examinations.

Who Should Attend: PMP or CAPM Candidates should attend this course.

Prerequisites: Students should have taken Project Management Fundamentals, Core Processes, and Terminology.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Understand what is required of them to finish preparing for PMI examinations independently.
- Recognize variance from PMI standards in project processes.
- Recognize variance from PMI standards in project management practices.
- Recognize PMBOK compliant project plan components.

Course Outline:

How To Most Efficiently Prepare For PMP/CAPM Certification

Strategy
Improving efficiency
Key Issues
Common modes of failure
The role of test battery software & avoiding its traps
Exam provider expectations

Navigating The Application Process

Categorizing your application
Documenting & Categorizing experience
Application submission guidelines & options

Understanding The PMP & CAPM Exams

Differences in the PMP and CAPM exam intentions
Understanding the testing environment & mindset
What the exams are like
Knowing when you are ready to test

PMBOK Study Strategies

How the PMBOK supports the preparation process
How not to use the PMBOK
The PMBOK as a family of related processes
How to most quickly understand and retain PMBOK concepts and processes

Understanding PMI's "isms"

Assumptions about project management that frame all exam questions
Assumptions about project manager's behavior
Assumptions about the project environment
Avoiding getting tangled in the differences between what you do and what PMI requires

The Process Of Project Management

The Framework Of Project Management

Integration Management Topics

Scope Management Topics

Time Management Topics

Cost Management Topics

Quality Management Topics

Human Resources Management Topics

Communications Management Topics

Risk Management Topics

Procurement Management Topics

Professional Responsibility Topics