

## Project Management for Professionals

Days of Training: 5

### Overview

In this course, students will apply the generally accepted project management best practices recognized by the PMI® to successfully manage projects. This course is designed for experienced project managers who desire to increase their project management skills, apply a standards-based approach to project management and apply for Project Management Institute, Inc. (PMI®) Project Management Professional (PMP®) Certification.

### Prerequisites

- Project Management Fundamentals
- Please see the PMI web-site [www.pmi.org/certification/](http://www.pmi.org/certification/) for the educational and experiential prerequisites that must be met prior to taking the PMP examination.

### At Course Completion

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 project risks.
- Plan project procurement.
- Manage project procurement.
- Execute project work.
- Monitor and control project work.
- Monitor and control project schedule and costs.
- Monitor and control project quality, staffing, and communications.
- Monitor and control project risks and contracts.
- Close the project.

PMP

### Lesson 1: Examining Professional Project Management

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

### Lesson 2: Initiating a Project

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

### Lesson 3: Planning Project Work

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

### Lesson 4: 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

### Lesson 5: Developing Cost Estimates and Budgets

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

### Lesson 6: Planning Project Quality, Staffing, and Communications

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

### Lesson 7: Analyzing 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

### Lesson 8: Planning Project Procurement

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

### Lesson 9: 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

### Lesson 10: Managing Project Procurement

Identify the Conduct Project Procurements Process  
Obtain Responses from Sellers  
Determine Project Sellers

### Lesson 11: 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

### Lesson 12: Monitoring and Controlling Project Schedule and Costs

Control the Project Schedule  
Control Project Costs

### Lesson 13: Monitoring and Controlling Project Performance and Quality

Perform Quality Control  
Report on Project Performance

### Lesson 14: Monitoring and Controlling Project Risk and Procurements

Monitor and Control Project Risk  
Administer Project Procurements

### Lesson 15: Closing the Project

Close Project Procurements  
Close the Project or Phase Administratively