

PROJECT MANAGEMENT PROFESSIONAL REVIEW

Provides a comprehensive review of the nine Project Management Body of Knowledge (PMBOK) areas covered on the Project Management Institute's Project Management Professional (PMP) exam. It is recommended that participants already have a strong background in project management practice and techniques either through experience or prior education.



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COURSE NUMBER AND LENGTH

Course 001009
Typically 4 days, 7 hours per day

MAJOR COURSE OBJECTIVES

The course is designed to enable participants to:

- Understand the nine PMBOK areas and how they are related
- Successfully sit for the PMP exam

RECOMMENDED FORMAT

A minimum of 12 and a maximum of 20 participants are recommended for this course. This course provides highly interactive, experiential learning for participants and emphasizes the nine PMBOK areas.

TARGET AUDIENCE

Project management personnel preparing to take the Project Management Professional (PMP) exam given by the Project Management Institute (PMI)

CCE awards 35 contact hours for this course.



COURSE OBJECTIVES

INTRODUCTION TO PROJECT MANAGEMENT

Provides definitions, discussions of the broad context in which a project operates and addresses project management processes. The project life cycle, organizational influences on a project and linkage between the initiating, planning, executing, controlling and closing processes are addressed.

DEFINED PROJECT LIFE CYCLE AND MILESTONES

- Use the project life cycle to plan a given project.
- Identify when risk impact is the highest and explain why.
- Explain how project activities can be classified.

STABLE REQUIREMENTS AND SCOPE

- Understand and complete a "Project Requirements Document" to better define the scope of the project, given a sample project.
- Identify and determine stakeholder scope criteria of interests and success measures

DEFINED ORGANIZATION, SYSTEMS, ROLES

- Describe the types of project organization.
- Describe the project manager's role and responsibilities.
- Explain what the "critical success factors" are and what should be done so that they are managed effectively.
- Explain why the "2 Keys to Success" are so important.
- Provide some possible remedies for some common problems.
- Describe some of the benefits of a properly managed project.

LEADERSHIP

- Identify characteristics of leaders
 - Identify leadership styles for various project situations
- Understand leadership role of project manager



PROJECT MANAGEMENT PROFESSIONAL REVIEW COURSE OBJECTIVES (CONTINUED)

PLANNED COMMITMENTS

SECTION 1 - PLANNING THE PROJECT

- Explain what the components of a project plan are
- Given project data, create a work breakdown structure (WBS)
- Given project data, fill in a Responsibility Matrix form.
- Given project data, fill in a Project Team Structure worksheet
- Relate how a WBS supports the three critical success factors of a project
- Explain key activities and events in a project in order to set milestones
- Identify risk and perform qualitative risk analysis

PLANNED COMMITMENTS

SECTION 2 - SCHEDULING THE PROJECT

- Create network diagrams and bar charts (Gantt) which show how and when work can be scheduled, given project data
- Calculate critical path and project duration, given project data
- Recognize what flexibility exists in the project schedule
- Calculate a three point estimate, given project data
- Determine if the project will take longer than the planned duration, given project data

PLANNED COMMITMENTS

SECTION 3 - RESOURCE ALLOCATION AND STAFFING

- Explain the difference between resource loading and resource leveling
- Determine the resource variance, given planned resource usage and resource availability
- Reallocate available resources, given an identified resource variance
- Explain potential areas of conflict that can arise in allocating resources and ways to avoid conflict and resolve it once it occurs

PLANNED COMMITMENTS

SECTION 4 - BUDGETING

- Explain how managers determine the right level of funding for a project and keep the budget within range
- Describe the difference between a functional and a project budget
- Explain how a cost estimate is developed
- Given where the project is in the life cycle, determine likely type of cost estimate to be required and why

PERFORMANCE MEASUREMENT

- Describe the different techniques in which status can be reported
- Explain the value of determining project status
- Describe what activities should be measured to determine project status
- Elaborate on the common components of a project report
- Explain what crashing means and, given project data, adjust costs accordingly
- Explain how earned value provides a measure of project status

QUALITY ASSURANCE

- Explain why quality assurance is so important
- Describe how improving supporting processes will enable you to be more effective in meeting project goals
- Determine how to identify processes that have the potential to gain the most benefit for improvement

CHANGE CONTROL

- Explain why there must be formal control over change and why changes must be documented



PROJECT MANAGEMENT PROFESSIONAL REVIEW COURSE OBJECTIVES (CONTINUED)

ISSUE RESOLUTION & CORRECTIVE ACTION

- Determine at what organizational level resolution should occur, given project data
- State how a specific problem can be resolved and who is responsible
- Identify what questions need to be answered, given a variance in plan vs. actual for a project activity
- Describe the steps to take when identifying alternative solutions

ADDITIONAL PROGRAM FEATURES

- Additional in-class practice testing
- Access to DeVry course shell to form virtual study groups to aid learning
- Online practice testing
- Instructor review of exam results to help participant establish study plan for success