PMP® Bootcamp workshop

Duration: 4 Days - 35 PDUs

GRT Consulting LLP brings you their eminent PMP® Boot camp workshop to address the requirements of delegates preparing for the Project Management Professional (PMP®) examination.

The course will be conducted by senior faculty – having 15+ years of experience in practical project and program management. Apart from facilitating the participants to clear the PMP® examination, the workshop focuses on imparting practical insights in project management – through interactive, experience sharing sessions.

A) Learning Objectives

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

- Gain an overview of the project management in terms of project phases, project life cycle, project stakeholders , key general management skills and the social-economic-environmental influences
- Understand the processes and process groups of Project management
- Understand all the knowledge areas of project management
- Learn about the core and facilitating processes
- Learn how to use the PMBOK® Guide to prepare for the examination
- Get guidelines on filling up the PMP® Application form
- Ascertain their level of readiness for taking the PMP® Examination
- Tips on how to prepare for and clear the PMP certification exam

B) Course overview

The contact workshop is a mix of instructor lead and self paced learning, designed as per the PMBOK® Fifth edition of Project Management Institute.

- The course gives multiple examples, exercises and case studies to facilitate the learning and application of the contents.
- Subsequent to the presentation and sample application as per the requirements of each chapter, a quiz on the topic covered is administered to reinforce the concepts

Note: The contents of this course will be covered in 4 days in an extended time schedule to fulfill the 35 PDU requirements for taking up the PMP® course.

C) Course Contents

Topic	Ref. PMBOK ® Guide 5th edition
Day 1 of 4	
Introduction	• Introductory – welcome address • Introduction to PMI® • PMP® certification – process and fees related information • PMP ® Application procedures – instructions on how to fill in the form • PMP® examination – Tips on how to prepare and take the examination (this theme will be reiterated throughout the course) • PMP® - Fulfilling the CCR requirements • Expectation setting and clarifications • Introductory Quiz
Introduction to Project Management	• What are Projects? • Difference between Projects vs. Operations • Project Management and the role of Project Manager • PMBOK® Guide structure • Interrelationship of Project Management with program and portfolio management • The concept of Project Management Office (PMO) • Multiple modes of operations of PMO • Quiz – Introduction to Project Management
Project Management Context	• Difference between Project and product Lifecycles • Phases defining the Project Lifecycle • Stakeholders in a Project • Varying types of Project organizational structures – Functional, Matrix and Projectized – their advantages and disadvantages • Quiz – Project Management context
Project Management Processes	• Description of five process groups in the Project Lifecycle and their interactions • Mapping of Project Management Processes across the Process Groups and Knowledge Areas • Quiz – Project Management Processes
Project Integration Management	• The role of Integration Management in Project execution • Description of Enterprise Environmental factors and organizational assets which can impact a Project • Description of various Project selection methods – like mathematical models and financial criteria like ROI, NPV, IRR etc. • The importance of Project Charter • Contents of the Project Management Plan • PMIS – its role in effective Project Management • Directing and Managing Project Work

	• Monitoring and Controlling Project Work
	• Performing Integrated Change Control
	• Change Control Management activities involved in a Project
	• Closing a Project (or a Phase)
	• Quiz – Project Integration Management
Project Scope Management	• Importance of Scope Management Plan in the Project
	• Collect Requirements process
	• Define Scope Process
	• Creating and Managing WBS
	• Validate Scope process
	• Control Scope process
	• Quiz – Project Scope Management

Day 2 of 4

Project Time Management	• Importance of Time Management in a Project environment
	• Define Activities process
	• Sequence Activities process
	• Multiple types of dependencies across activities
	• Estimating Activity Resource process
	• Estimating Activity Duration process
	• Develop Schedule Process
	• Critical Path computation and explanation of its characteristics
	• Application of techniques like Fast tracking, Crashing, Resource Optimization, PERT etc in schedule development
	• Control Schedule process· Revision of schedules
	• Quiz – Project Time Management
Project Cost Management	• The importance of Cost Management in Projects
	• Cost Management Plan and its use in Cost control
	• Estimating Costs process
	• Analogous, Parametric and Bottom-up methods of Cost estimating
	• Determine Budget process
	• Cost Baseline and its management
	• Control costs process
	• Application of Earned value management techniques for Cost Management
	• Quiz – Project Cost Management
Project Quality Management	• Concepts of Quality Management
	• Project Management vis-à-vis Quality Management
	• Planning Quality Management process
	• Perform Quality Assurance process
	• The role of Quality Audits in Quality Management
	• Perform Quality Control process
	• Seven basic tools of Quality Control – including Control Charts, Cause

and Effect diagrams, Pareto Diagrams, Histograms, Scatter diagrams etc.
- Cost of Quality/ Cost of Non-Quality concepts
- Quiz – Project Quality Management

Day 3 of 4

Project Human
Resource Management
- Developing Human Resource Management Plan process
- How Staffing Management Plan enables HR Management?
- Acquire Project Team Process
- Managing Virtual teams in a Project environment
- Building effective Project teams
- Develop Project Team process
- Multiple stages of Team Development
- Manage Project team process
- Project Managers' leadership styles
- Conflict Handling – multiple models
- Various models – including those of Maslow, Herzberg, Theory X, Y and Z etc- their descriptions and their application to Project Management
- Quiz – Project Human Resource Management

Project Communications
Management
- Planning Communications Management Process
- Communication Channels in a Project
- Communications Management Plan
- Sender Receiver models in the Project environment
- Manage Communications process
- Control Communication Process
- Reporting Performance
- Quiz – Project Communications Management

Project Risk
Management
- Risk Management cycle in a Project environment
- Plan Risk Management process
- Identify Risks process
- Risk identification facilitators – Brainstorming, Delphi techniques, SWOT Analysis, Documentation Review, Checklist Analysis etc
- Risk Register preparation and updation
- Perform Qualitative Risk Analysis process
- Probability Impact Matrix and its use in Risk Management
- Perform Quantitative Risk Analysis process
- Plan Risk Responses process
- Monitor and Control Risks process
- Quiz –Project Risk Management

Day 4 of 4

Project Procurement
- Procurement Management lifecycle

Management	• Plan Procurement Management process
	• Major types of Contracts – including FFP, Cost plus, T& M and their variations
	• Importance of Procurement Management Plan
	• Conduct Procurements Process
	• Various types of Procurement documents – incl. RFP, RFQ, IB etc.
	• Source Selection criteria to analyze vendor responses
	• Control Procurements process
	• Contract change - how to manage them more effectively
	• Close Procurements process
	• Quiz – Project Procurement Management
Project Stakeholder Management	• Identify Stakeholders Process
	• Creating the Stakeholder Register
	• Plan Stakeholder Management Process
	• Manage Stakeholder Engagement process
	• Control Stakeholder Engagement Process
	• Quiz – Project Stakeholder management
Professional Responsibility	• Professional Responsibilities of the Project Manager
	• Professional responsibilities towards
	o Self / Profession / Stakeholders /Society
	• Course end tips/ discussion of additional questions
	• Feedbacks / Workshop Valedictory

Note: Within the above structure, the split of contents could get suitably modified across the days for the best learning experience of the participants.