

Essential Project Management Skills for PMI

3 Days EPM

OVERVIEW

This course has been designed to provide a complete understanding of the internationally recognised PMI approach to project management and to enable delegates to apply the PMI principles to their own projects. The course will help prepare them to sit the PMP qualification.

The PMP qualification in project management by the Project Management Institute is internationally recognised. The course will take delegates through the stages of a project, using PMI processes and knowledge areas.

DESIGNED FOR

The course is intended for people working in any industry and who are responsible for the management of projects. It is also designed for individuals wishing to become familiar with the PMI's approach to project management or intending to take the PMP® qualification.

Delegates wishing to take the PMP examination for Project Management Professionals must hold a bachelors degree and have a minimum of 4,500 hours of project management experience within a six-year period prior to the application or hold a secondary school diploma and have a minimum of 7,500 hours of project management experience within an eight-year period prior to the application.

LEARNING OUTCOMES

By the end of this course participants will be able to:

- Understand and apply the PMI® Body of Knowledge.
- Know when and how to use project management tools and techniques.
- Understand the inputs and outputs of the project processes.
- Understand how project processes and knowledge areas are interrelated.
- Understand the importance of the nine knowledge areas to the success of the project.

TOPICS COVERED

Project and Project Management

- The project management framework
- Types of organisational structure
- Internal and external influences on projects
- Integration of PM processes and project management knowledge areas

Starting the Process

- Initiation

Planning the Project

- Scope definition
- Work breakdown structure
- Schedule development
- Risk planning
- Resource planning
- Time and cost estimating
- Quality planning
- Organisational planning
- Communications planning
- Procurement planning

Implementing the Project

- Project plan execution
- Team development
- Information distribution

Controlling the Project

- Performance reporting
- Change control
- Control of schedule, cost and quality
- Risk monitoring and control

Closing the Project

- Contract close-out
- Administrative close-out

Professional Responsibility

- PMI® code of conduct
- Ethical and professional behaviours
- International cultural sensitivities

PMP Certification

- Exam structure
- Definitions, vocabulary and acronyms
- Planning of exam revision