



# Project Manager Training

## 104 PMP® Certification Exam Prep Syllabus

**Duration:** 60 hours of work, at your pace and schedule with no time limits

**Credits:** 2 graduate school credits, fulfills the 35 contact hour requirement

**Prerequisites:** 2.5 - 3 years of project management experience

**Designed for:** experienced PMs seeking the PMP® certification

**What you will learn:** understand all the PMBOK® processes and knowledge areas plus project management best practices so you can pass the PMP® exam. Earn an internationally recognized credential and take your project manager career to the next level

**Textbook:** *Project Manager's Knowledge Base*, 8.5" by 11" 563 pages, 2007 5th edition

### Overview

Working directly with your PMI® certified instructor, you'll learn all the PMBOK® knowledge areas, processes, inputs, outputs, and tools and techniques. You'll also master the project management best practices required to pass the PMP® exam. You will begin each module with textbook reading followed by a lecture (on CD) that you can play whenever and as often as you wish. Then you complete the practice exams in each module. You may work on the course at your pace whenever it fits your schedule. There are no time limitations or expiration dates. This course fulfills the required 35 contact hours of education and we guarantee you will pass the PMP® exam. You talk to your instructor privately by phone whenever you want to ask questions or discuss concepts. You will always receive a personal reply within 24 hours. You also have a mid-course progress review and you talk again the day before your PMP® exam.

### Knowledge Areas

#### Human Resources

Begin with reading and a lecture covering:

- project manager's roles
- team motivation
- management styles
- motivational theories
- conflict management

### Practice Exams & Assignments

Learn the 3 human resource processes with all their inputs and outputs for assembling and managing the people resources for a project. See examples of a PM managing stakeholders and the team the PMBOK® way throughout the project lifecycle. The PM starts by identifying skill requirements then moves on to assignments, team development and rewards.

Then take the practice exams and do the super-scenario questions to tie the entire procurement knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.

Your PM mentor will answer your questions, review your human resources exams and assignments, explain concepts you missed and perhaps ask you to retest before you move on.

Ask your PM mentor questions by phone or e-mail

Learn the 6 procurement process and the interaction between them. Read examples of a PM managing procurement through the lifecycle; planning, soliciting bids, assessing make or buy decisions, contract negotiation, administration and closeout.

### Procurement

Begin with reading and a lecture covering:

- contract management
- contract types
- warranties
- guarantees
- make or buy decisions

Then take the practice exams and do the super-scenario questions to tie the entire procurement knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.

Your PM mentor will answer your questions, review your procurement exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.

Ask your PM mentor questions by phone or e-mail

**Enroll by Phone 800-942 4323 or Web <http://www.ProjectManagerTraining.com>  
The Hampton Group, Inc. 5031 South Ulster Suite 240 Denver Colorado 80237**



# Project Manager Training

- change control
- RFPs, RFQs, RFIs

## Risk Management

Begin with reading and a lecture covering:

- risk characteristics
- quantified analysis
- qualitative assessment
- risk response planning
- risk reserves
- time value of money

Risk is a complex area with 6 processes and many mathematical tools and techniques. Learn the sequence and interaction between risk management processes with examples of a PM following the process. The PM makes initial assumptions that affect the project, developing the risk management plan, risk identification, quantitative & qualitative analysis, risk response planning and implementation of the risk plan and contingency plans.

Then take the practice exams and do the super-scenario questions to tie the entire risk management knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.

Your PM mentor will answer your questions, review your risk exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.

Ask your PM mentor questions by phone or e-mail

## Cost Management

Begin with reading and a lecture covering:

- cost estimating
- cost budgeting
- earned value
- forecasting
- cost formulas
- cost management

Cost has lots of formulas to learn and many interactions with time and human resource management. Follow a PM through the development of a budget from quantifying requirements and estimating, cost management, planning and variance analysis.

Then take the practice exams and do the super-scenario questions to tie the entire cost management knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.

Your PM mentor will answer your questions, review your cost management exams and assignments, explain concepts you missed and perhaps ask you to retest before you move on.

Ask your PM mentor questions by phone or e-mail

## Quality Management

Begin with reading and a lecture covering:

- quality concepts
- quality planning
- quality control
- quality assurance
- cost of quality
- statistical control
- control charts

Quality has only three processes but there are lots of tools and many subtle techniques to learn. You understand quality management processes by reading scenarios of a PM applying the PMBOK® quality approach to a project, identifying the required quality characteristics and then building quality assignments into the schedule. You'll see quality control and monitoring as well as problem resolution.

Then take the practice exams and do the super-scenario questions to tie the entire quality management knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.

Your PM mentor will answer your questions, review your quality exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.

Mid-course review phone call with your PM mentor

## Time Management

Begin with reading and a lecture covering:

- work breakdown

Everybody is familiar with Gantt charts and network diagrams but there are a host of other techniques to learn for the exam. See a PM go through all the steps starting with defining the activities in the project, complete the activity sequencing, do Monte Carlo simulations, network diagrams (AOA and AON) with duration estimates and then apply PERT & CPM scheduling techniques, variance analysis and tracking.

Then take the practice exams and do the super-scenario questions to tie the entire time

**Enroll by Phone 800-942 4323 or Web <http://www.ProjectManagerTraining.com>  
The Hampton Group, Inc. 5031 South Ulster Suite 240 Denver Colorado 80237**



# Project Manager Training

- AOA charts management knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.
- AON charts
- PERT & CPM Your PM mentor will answer your questions, review your time management exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.
- resource leveling Ask your PM mentor questions by phone or e-mail
- duration compression
- fast tracking
- crashing the plan

## Scope Management

Begin with reading and a lecture covering:

- scope definition Scope is a real key to the exam since it is so central to all the other processes. Learn the interactions between scope, time, cost, risk and procurement and others. Read how a PM works through scope initiation and the organization's benefit-cost analysis. Then the PM completes scope elaboration, identifying major deliverables and the work breakdown structure (WBS). Next see the PM manage scope changes with integrated change control leading to acceptance by the sponsor and project success.
- project life cycle Then take the practice exams and do the super-scenario questions to tie the entire scope management knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.
- project charter Your PM mentor will answer your questions, review your scope exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.
- planning process Ask your PM mentor questions by phone or e-mail
- work authorization
- progress reporting
- scope change control

## Communications

Begin with reading and a lecture covering:

- stakeholder mgt PMs spend most of their time communicating and this knowledge area will add to your skills. Read examples of a PM following the PMBOK® communications process including stakeholder analysis, use of the communications model, stakeholder information requirements and implementation of reporting and tracking.
- communications model Then take the practice exams and do the super-scenario questions to tie the entire communications knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.
- filtering, barriers Your PM mentor will answer your questions, review your communication exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.
- managing conflict Ask your PM mentor questions by phone or e-mail
- channels
- listening techniques

## Integration

Begin with reading and a lecture covering:

- Integration of all eight previous sections Integration is critical for passing the PMP® exam as it is where the PM makes sure all the other process are fitting together. See how a PM integrates all of the PMBOK® processes on three different size projects: within a department, a cross-functional project and a consulting project for a client. Then take the practice exams and do the super-scenario questions to tie the entire integration management knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.
- Project plan development Your PM mentor will answer your questions, review your integration exams and assignments, explain concepts you missed and perhaps ask you to retest before you move on.
- Integrated change control
- Project execution

Enroll by Phone 800-942 4323 or Web <http://www.ProjectManagerTraining.com>  
The Hampton Group, Inc. 5031 South Ulster Suite 240 Denver Colorado 80237



# Project Manager Training

Ask your PM mentor questions by phone or e-mail

## Professionalism & Ethics

Begin with reading and a lecture covering:

- legal requirements
- communications
- conflict of interest
- ethnical & cultural norms
- PMP® code of ethics

The exam has lots of subtle ethics questions which require that you master the skill for analyzing project situations. Read how a PM faces a series of ethical challenges and applies the PMI® ethics to meet the standards of the profession when faced with conflicts of interest, cultural diversity and developmental issues.

Then take the practice exams and do the super-scenario questions to tie the entire professionalism and ethics knowledge area together. Watch the "PMs in Action" video and spot when they fail to follow PMI best practices.

Your PM mentor will answer your questions, review your professionalism exams and assignments, explaining concepts you missed and perhaps asking you to retest before you move on.

Ask your PM mentor questions by phone or e-mail

## Comprehensive Exams

We give you tips for taking PMI's® PMP® certification exam plus a comprehensive practice exam.

Take the comprehensive final exam that covers everything on the test as your last step before talking with your PM mentor in your "Day before the PMP®" phone call.

Then you pass the exam on your first try.

Ask your PM mentor questions by phone  
or e-mail

Enroll by Phone 800-942 4323 or Web <http://www.ProjectManagerTraining.com>  
The Hampton Group, Inc. 5031 South Ulster Suite 240 Denver Colorado 80237