



PMP® and CAPM® Exam Preparation

If you are preparing for the examination for the Project Management Professional designation, or the Certified Associate in Project Management, you should attend our intense preparation course.

This course has been offered from Hong Kong to Tehran and Lagos, and from Victoria to St John's, and has certainly prepared more Canadian candidates for the PMP exam than any other course.

This course is an intense "crash" review of exam material, it is not intended as a stand-alone project management course. It is delivered in a 3-day version for people who are well prepared already, and can be available in 5- and 6-day versions.

PMI and the PMP Designation

The Project Management Institute (PMI) is a worldwide professional organization dedicated to advancing the state-of-the-art in project management. Certification requires showing certain experience and passing an examination administered by PMI. The course reflects the contents of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), published by PMI. You can contact PMI at (610) 356-4600 or at www.pmi.org.

PARTICIPANT EVALUATIONS

"Fast-track, intensive...focused me on where I need to spend the remaining time...greatly enjoyed"

John Beaumont, Director Corporate Projects, *Sears Canada Inc.*

"Excellent: Very professional, well organized, in-depth explanations, strong presentation skills, expert level knowledge and experience"

Diane Powell, *Sabre Group*

"Can't say enough good things...the instructor has such a wealth of knowledge that goes across PMBOK®"

Gord Fogel, PM Consultant, *Royal Bank*

"Excellent flow...good coverage where needed and no wasted time ...great discussion which clarified a lot"

Richard Lavoie, *MTT / Alliant*

"By far the best instructor I've seen in ages...used practical everyday relevant examples to explain concepts"

Linda Peers, *Nova Scotia Power*

LEARNING OBJECTIVES

Participants will gain practical skills to:

- Review all eight Knowledge Areas as well as Professional and Social Responsibility.
- Obtain an overall view of the current state of the project management body of knowledge.
- Identify your responsibilities as a Project Management Professional
- Prepare for project management exams

WHO SHOULD ATTEND

The PMP and CAPM Exam Preparation course is suitable for individuals who:

- Want to prepare for the PMP or CAPM designation.

For most examination candidates, we recommend that you take our longer 6-day Comprehensive PM Seminar at University of Toronto. However, this shorter course is appropriate if you are already somewhat or largely prepared for the exam.

PREREQUISITE

- 3-day Project Management Essentials (or its equivalent)
- You already work in a project management environment that manages project scope, cost, time, quality, etc.

MATERIALS

You will receive a course binder containing copies of presentation slides, exercises, and suggested solutions.

WHAT YOU WILL LEARN

Project Management Context and Integration

- Project stakeholders
- Project life cycles
- Project tradeoffs
- The project charter
- Integration processes

Scope Management

- Scope planning
- Scope definition
- Work breakdown structure
- Scope verification
- Scope control

Time Management

- Logic networks
- Critical path calculations
- Resource loading & leveling
- Schedule contingency
- Schedule control

Cost Management

- Cost estimating
- Cost budgeting
- Cost control
- Other cost control concepts

Quality Management

- Quality management principles
- Quality planning
- Perform quality assurance
- Perform quality control

(see over)



Procurement Management

- Plan purchases & acquisitions
- Plan contracting
- Request seller responses
- Select sellers
- Contract administration
- Contract closure

Risk Management

- Risk management planning
- Risk identification
- Qualitative risk analysis
- Quantitative risk analysis
- Risk response planning
- Risk monitoring & control

Human Resources Management

- Organizational structure
- Human resource planning
- Acquire project team
- Develop and manage project team

Communications Management

- Communication planning
- Information distribution
- Performance reporting
- Manage stakeholders

Professional Responsibility

RELATED COURSES OF INTEREST

- The Comprehensive Project Management Seminar

FOR MORE INFORMATION

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