



Professional Project Management Preparatory Course for the PMP Certificate

Introduction:

The Project Management Body of Knowledge is the sum of knowledge within the profession of project management. As with other professions such as law, medicine, and accounting, the body of knowledge rests with the practitioners and academics who apply and advance it. The complete Project Management Body of Knowledge includes proven traditional practices that are widely applied, as well as innovative practices that are emerging in the profession, including published and unpublished material. As a result, the Project Management Body of Knowledge is constantly evolving.

To earn PMI's PMP credential, you must demonstrate the required 'long term commitment' to project management professionalism and pass a rigorous, 200-question exam covering the five project management processes and nine knowledge areas in PMI's Project Management Body of Knowledge (PMBOK).

At the end of this course, participants will gain the following:

- Understand the nature and tricks of the PMP Exam
- Understand the new concept of Project Management created by PMI
- Understand the whole areas of knowledge in the PMBOK® "the latest version, 4th edition". Integration Management, Scope management, Cost Management, Time Management, Quality Management, Human Resource Management, Communications Management Risk Management, Procurement and Contract Management and correlate them with the processes of project management in addition to the Professional Responsibility.
- Practice for the Exam
- Determine the gap areas you have
- Develop Confidence
- Tips for the Exam



Audience for the PMBOK® Guide ?

This standard provides a foundational reference for anyone interested in the profession of project management. This includes, but is not limited to:

- Senior executives
- Program managers and managers of project managers
- Project managers and other project team members
- Members of a project management office
- Customers and other stakeholders
- Functional managers with employees assigned to project teams
- Educators teaching project management and related subjects
- Consultants and other specialists in project management and related fields
- Trainers developing project management educational programs
- Researchers analyzing project management.

PMP® Exam Overview

- Computer-based
- Language: English
- 200 four option, multiple-choice questions, covering the nine PM knowledge areas within the five PM process groups (Initiation, Planning, Executing, Controlling & Monitoring and Closing) + Professional Responsibility
- 25 questions are not scored (used for benchmarking the test)
- Duration: 240 minutes. The exam will be scored when you are ready or the time is up
- Passing score: min. 61% (106 of 175 correct answers)
- Passing score may be changed by PMI!
- **Certification Requirements:**
 - Educational and Experiential: eligibility criteria
 - Knowledge and understanding of Project Management: examination
- Two eligibility categories:
 - **Category 1:** at the time of application, the candidate holds a baccalaureate or global equivalent university degree
 - **Category 2:** at the time of application, the candidate does not hold a baccalaureate or global equivalent university degree, but holds a high school diploma or equivalent secondary school credential
- **Category 1 EDUCATIONAL:**
 - at the time of application, the candidate holds a baccalaureate or global equivalent university degree
 - minimum 35 contact hours of project management education (no time frame associated with this requirement)
- **Category 1 EXPERIENTIAL:**
 - Minimum 4,500 hours of Project Management experience, covering the five project management process groups



Project Management Information House

- At least 3 years (36 non-overlapping, unique months) of project management experience, within the 6-year period prior to the application
- **Category 2 EDUCATIONAL:**
 - at the time of application, the candidate holds a high school diploma or equivalent secondary school credential
 - minimum 35 contact hours of project management education (no time frame associated with this requirement)
- **Category 2 EXPERIENTIAL:**
 - Minimum 7,500 hours of Project Management experience, covering the five project management process groups
 - At least 5 years (60 non-overlapping, unique months) of project management experience, within the 8-year period prior to the application

Course Director

Eng. Akram Alnajjar , B.Sc., PMP ,PSP

- Eng. Akram Alnajjar Certified Project Management Professional (PMP) by PMI / USA
- Planning and Schedule Professional PSP by AACE (The Association for the Advance Cost Engineer international) /USA
- Postgraduate Diploma for Construction Management by Ain Shams
- BSC , Civil Engineering 1984
- PM consultant and Shareholder for ITI and owner of Pmi House
- Currently working as lecturer for Arab Academy , ITI, PMI Gulf Chapters , Projacs international Company,
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- **Previously worked as :**
- Project Control Manager for Eni Group /AGIP (Italian Oil and Gas company) Port-Harcourt / Nigeria to July 2005
- Senior Project Control Planner for Eni Group/AGIP Assaluyeh / Iran
- Planning and Training Manager for Promastar Co. (Primavera Authorized representative / Egypt and Saudi Arabia) Responsible for Primavera professional training courses and Primavera consultation services.
- Planning and Cost Control Manager for Bin-Jarallah Group / Riyadh
- Planning and Cost Control Manager for Saudi Lada Group Riyadh



Course Curriculum:

Day One

Introduction:

PMP Certifications and Requirements

(I) Project Management Framework

Project and Project Management

Areas of Expertise

Project Management Processes for a Project Management Context

(II) Project Management Environment

Project Phases and Project life cycle

Stakeholders Analysis and Organization Structure

Organizational Structure Influences on Projects

(III) PM Knowledge / Management Area

Scope Management:

1. Collect Requirements
2. Define Scope
3. Create Work Breakdown Structure
4. Verify Scope
5. Control Scope

Day Two

Time Management:

1. Define Activities
2. Sequence Activities
3. Estimate Activity Resources
4. Estimate Activity Durations
5. Develop Schedule
6. Control Schedule

Human Resource Management:

Involves all aspects of people management and personal interaction.

1. Develop Human Resource Plan
2. Acquire Project Team
3. Develop Project Team
4. Manage Project Team



Day Three

Cost Management:

- Estimate Cost
- Determine Budget
- Control Costs

Quality Management:

- Plan Quality
- Perform Quality Assurance
- Perform Quality Control

Day Four

Risk Management:

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Monitor and Control Risks

Communications Management:

- Identify Stakeholders
- Plan Communications
- Distribute Information
- Manage Stakeholders Expectations
- Report Performance

Day Five:

Procurement Management:

- Plan Procurements
- Conduct Procurements
- Administer Procurements
- Close Procurements

Integration Management:

- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Execution
- Monitor & Control Project Work
- Perform Integrated Change Control
- Close Project or Phase