



PMP® Prep Course Outline

The following skill areas are part of a comprehensive curriculum designed to teach the concepts, skills and tools necessary to successfully pass the PMP® Exam. Features detailed instruction on PMBOK® Knowledge Areas and Processes, plus practice quizzes, drills and game shows. Test taking techniques are discussed, analyzed and explained and online mentoring is available for those with questions prior to taking the exam.

Project Management Framework discusses Project Phases, Life Cycle, Stakeholders and Organizational Influence. It also gives an overview of the five core processes and process groups and interactions.

- Overview of entire Project Management Certification Curriculum.
- Certification requirements and tools for application.
- Review of PMBOK® and other study materials.
- Support activities - setting up study groups.
- Chapter's 2 & 3 of PMBOK®



Project Integration Management - focuses on the processes required to ensure that all elements of a project are properly coordinated.

- Project Plan Development - taking the results of other planning processes and positioning them into a consistent, coherent document.
- Project Plan Execution - carrying out the project plan by executing tasks included therein.
- Integrated Change Control - coordinating changes across the entire project.

Project Scope Management - processes to define and control what work is done to complete a project successfully.

- Initiation - committing organization to start (each phase) of a project.
- Scope Planning - developing a written scope statement defining work to be done - as basis for future project decisions.
- Scope Definition - subdividing major project deliverables into smaller components.
- Scope Verification - formalizing acceptances of the project scope.
- Scope Change Control - controlling changes to project scope.

Project Time Management - processes required to ensure timely completion of project.

- Activity Definition - identify activities to produce deliverables; project decomposition and work breakdown structure.
- Activity Sequencing - identify and document dependencies; create network diagram.
- Activity Duration Estimating - estimate elapsed time to complete activities.
- Schedule Development - analyze activity sequences, durations and resources required to create a project schedule.
- Schedule Control - controlling changes to project schedule.

Project Cost Management - focuses on the processes required to ensure that the project is completed within the approved budget.

- Resource Planning - determining what resources and quantities should be used to perform project activities.
- Cost Estimating - outlining the costs of the resources needed to complete project activities.
- Cost Budgeting - allocating the overall cost estimate to individual work items.
- Cost Control - controlling changes to the project budget.



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Project Quality Management - processes required to ensure that the project will satisfy the needs for which it was undertaken.

- Quality Planning - identifying the quality standards which are relevant to the project and determining how to satisfy them.
- Quality Assurance - evaluating overall project performance to provide confidence that the project will satisfy the relevant quality standards.
- Quality Control - monitoring specific project results to determine if they comply with relevant quality standards and identifying ways to eliminate causes of unsatisfactory performance.

Project Human Resources Management - focuses on the processes required to make the most effective use of the people involved with the project.

- Organizational Planning - identifying, documenting and assigning project roles, responsibilities and reporting relationships.
- Staff Acquisition - getting the human resources needed assigned to and working on the project.
- Team Development - developing individual and group skills to enhance project performance.

Project Communications Management - processes required to ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information.

- Communications Planning - determining the information and communications needs of the stakeholders.
- Information Distribution - making needed information available to project stakeholders in a timely manner.
- Performance Reporting - collecting and disseminating performance information.
- Administrative Closure - generating, gathering and disseminating information to formalize phase or project completion.

Project Risk Management - concerned with the systematic process of identifying, analyzing and responding to project risk.

- Risk Management Planning - deciding how to approach and plan the risk management activities for a project.
- Risk Identification - determining which risk might affect the project and documenting their characteristics.
- Qualitative Risk Analysis - performing a qualitative analysis of risks and conditions to prioritize their effects on project objectives.
- Quantitative Risk Analysis - measuring the probability and consequences of risks and estimating their implications for project objectives.
- Risk Response Planning - developing procedures and techniques to enhance opportunities and reduce threats to the project's objectives.
- Risk Monitoring and Control - monitoring residual risks, identifying new risks, executing risk reduction plans and evaluating their effectiveness throughout the project life cycle.

Project Procurement Management - processes required to gain goods and services from outside the performing organization.

- Procurement Planning - determining what to procure and when.
- Solicitation Planning - documenting product requirements and identifying potential sources.
- Solicitation - obtaining quotations, bids, offers or proposals as appropriate.
- Contract Administration - managing the relationship with the seller.
- Contract Closeout - completion and settlement of the contract, including resolution of any open items.

Review

- Understand key project management inputs, processes, tools & techniques and outputs.
- Reference materials for preparing for the actual exam plus testing techniques, tips and game show review.
- Multi-part practice test with feedback.
- How to analyze test questions when you don't know the answer.
- Requirements to maintain PMP® Certification.

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