



Project Management Institute (PMI)[®] Exam Preparation

For CAPM[®] and PMP[®] Certification

Weekday course: 5 days. Weekend course: 4 days

Based on A Guide to the Project Management Body of Knowledge, (PMBOK[®] Guide) – Sixth Edition, Project Management Institute, Inc.

“ PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”

Sydney Training Centre

Level 5, 45 Clarence Street
Sydney NSW 2000
P: 1300 70 13 14
www.pm-partners.com.au
info@pm-partners.com.au

Melbourne Training Centre

Saxons
Level 8, 500 Collins Street
Melbourne VIC 3000
P: 1300 70 13 14

Singapore Training Centre

20 Bendemeer Road #03-12
Singapore 339914
P: +65 6818 5771
www.pm-partners.com.sg
info@pm-partners.com.au

Overview

Project management is experiencing unprecedented growth and recognition as a profession. A consequence of this growth is increased reliance upon project management and the need to professionally recognise project management ability. As companies increasingly adopt project management into their businesses, the demand for knowledgeable practitioners increases globally.

The Project Management Institute, Inc. (PMI)[®] sponsors a project management certification program. The purpose and goal of this certification program is the development, maintenance, evaluation, promotion and administration of a rigorous, examination-based, professional certification credential of the highest calibre – the Project Management Professional (PMP)[®] credential.

Our PMI Exam Preparation course provides the necessary study and preparation required to obtain the globally recognized PMP or Certified Associate in Project Management (CAPM)[®] certification from the PMI.

Our intention is not to teach participants how to manage projects, but to guide them through the process and study required to obtain certification.

Course Objective and Learning Outcomes

The objective of this course is to prepare project managers and project practitioners for the task of passing the CAPM or PMP certification exam with a minimum of disruption to current work duties.

Successful completion of this course will enable participants to:

- Describe in detail the...10 Knowledge Areas, 5 Process Groups, 49 Processes, and various tools and techniques required to conduct best practice project management ...as stated in the *PMBOK[®] Guide*
- Understand the current project management practices, processes and techniques that are being adopted and employed worldwide, including **agile practices** and how they integrate with traditional project management
- Acknowledge the conventional roles of a project manager and recognize the different organizational structures to which project management can be applied
- Understand the requirements of the certification application process and fully prepare for the PMI's CAPM / PMP certification and exam process

Project Management Institute (PMI)[®] Exam Preparation

Who should attend?

Experienced project managers wishing to obtain the PMP certification; those who are looking to develop their project management skills and obtain the CAPM certification.

Prerequisites

Participants should:

- Be practicing project managers (PMP certification only)
- Ideally have completed a project management fundamentals training course or equivalent
- Ideally have experience with agile practices or completed an agile overview or equivalent
- Satisfy the PMI eligibility criteria (for PMP or CAPM certification) or plan to in the near future.

For current eligibility criteria visit:

www.pmi.org

Pre-Course Work

Please note that to ensure your outcomes are achieved this course requires some pre-course preparation. This material will be sent out 2 weeks in advance of the course (or at time of booking if booking less than 2 weeks prior to course commencement).

It is a requirement that participants familiarise themselves with this material prior to commencing this course.

Estimated duration: 4 hours

Development Units

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn **20 CPDs** for this short course.

Course Objectives and Learning Outcomes contd.

In addition, upon successful completion of this course:

CAPM participants will be able to:

- Develop their project management skills to manage the crucial project elements to contribute to project success
- Recognize the skills required to ensure success in working within project teams and with other internal and external stakeholders

PMP participants will be able to:

- Thoroughly explain how the processes detailed in the *PMBOK[®] Guide* can be used and tailored to address typical project management scenarios and to improve project management practices
- Distinguish the management skills required to ensure success in leading project teams, managing stakeholders and communicating within entire organizations
- Recognize the appropriate business models and develop an appreciation for how the theories are relevant to complex projects and can be used to enhance project management practices and overcome issues

Course Summary

Pre-Course Content

- PMP and CAPM Certification and Examination Requirements
- Delivering Projects with the *PMBOK[®] Guide*: The Project Management Framework, Life Cycle and Processes
- Influencing Factors on Projects
- Tailoring for your Organization (including working with agile projects)
- Delivering Projects in an Organizational Context
- The Role and Competencies of a Project Manager
- Exam Practice Questions

Course Content

All 10 Knowledge areas (as follows) including Key Concepts; Trends and Emerging Practices; Tailoring Considerations; and Tailoring Considerations for Agile/Adaptive Environments:

- Project Scope Management
- Project Integration Management
- Project Schedule Management
- Project Procurement Management
- Project Cost Management
- Project Stakeholder Management
- Project Risk Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Practice Exam and review

Note: participants attending the weekend course will conduct the practice exam in their own time after Day 4.

Project Management Institute (PMI)[®] Exam Preparation

Course Delivery

Trainers of this course are highly qualified and experienced within the area of project management, methodology development and implementation, and hold all relevant certifications with leading bodies including PMP certification.

PM-Partners group is a Global PMI[®] Registered Education Provider (R.E.P.).

Materials: A comprehensive practitioner participant handbook will be provided.

Courses can be conducted onsite or at our premises.

Weekend courses are conducted over two full weekends.



Certification and Examination

This course is based on the PMBOK[®] Guide Sixth Edition.

This course prepares candidates to sit either the CAPM or PMP certification exam. Participants may, at the end of this program, register to undertake the relevant examination:

1. PMP Examination

Demonstrates to employers, clients and colleagues that a project manager possesses project management knowledge, experience and skills to bring projects to successful completion.

This is a 4-hour computer-based 200 question multiple-choice exam.

The PMP qualification is valid for 3 years. PMP certification holders must earn 60 Professional Development Units (PDUs) within a 3-year cycle to actively maintain their certification.

2. CAPM Examination

Offers recognition to practitioners who are interested in or are just starting a career in project management, as well as project team members who wish to demonstrate their project management knowledge.

This is a 3-hour computer-based 150 question multiple-choice exam.

Exam Preparation

Participants will be able to assess their ability to successfully pass the exam, through regular testing of knowledge throughout the program, and completing at least one full practice exam.