Project Management Professional Level and PMP Exam Prep

Overview

The CAD Corporation, in partnership with SQDC Business School presents the Project Management Professional Level and PMP Exam Prep.

In this course, the student will learn the essential PMBOK® terminology, tools and techniques required to plan and manage a project. This five day training course meets the required 35 contact hours of training for the PMP exam. Our course material is consistent with the internationally recognized PMBOK® Guide 5th Edition - Project Management Body of Knowledge, and covers all practical aspects of managing project scope, time, costs, quality, communications, human resources, risk and procurement.

Programme contents integrate the latest in academic theories and research findings along with state of the art practices and technologies.

You will learn how to:

- Prepare to pass the PMI PMP exam while completing the required 35 contact hours
- Navigate PMBOK® Guide process groups and knowledge areas
- Analyse the tools and techniques of the PMBOK® Guide processes
- Align your knowledge with PMBOK® Guide
- Create self-study plan to focus your efforts on your exam date

The programme's dynamic and highly interactive format will engage participants in examining:

- Project risk assessment alternatives
- Stakeholder relationships
- Internal and external customer needs
- Project team leadership essentials
- Organizing multiple projects
- Project quality management systems, including HSE and construction regulations
- Scheduling, controlling and negotiating
- Project performance contracts.
- Strategic planning approaches

Participants will learn to develop comprehensive project management metrics that insure project success and how to effectively link the efforts of individual project team members with the overall success of the project, thus promoting teamwork and improving project team morale. Moreover, participants will identify the best practices of successful project leaders and key important lessons learned from recent studies.

In addition, the program will examine practical project initiatives that can be implemented to improve processes, streamline productivity, and drastically reduce costs. Participants will improve

their own project management skills and will return back to their organizations with fresh and powerful knowledge. Once shared with others, this knowledge will enhance their own project environments.

Course Accreditations

- ISO 9001-2008 Certified by DEKRA
- PMI® (Project Management Institute USA) Global Registered Education & Training Provider
- PMSA – Project Management South Africa as a Platinum Registered training provider
- Services SETA as a provider of Project Management Training services. Our courses are all SAQA NQF aligned and registered at NQF's 3, 4 and 5

SQDC is registered with:

- Durban Chamber of Commerce
- Master Builders Association of KZN

Continuous & Professional Personal Development (CPD):

- PMI – Project Management Institute: 40 PDU's
- SAIA - the South African Institute of Architects: 10 CPD Credits
- CESA - South African Association of Consulting Engineers: 5 CPD Credits
- ASAQS – Association of South African Quantity Surveyors
- SACPCMP – South African Council for the Project and Construction Management Professions: 20 CPD Credits

Course Outcomes

Upon completing this skills program, the delegate should be able to apply the following general and cross-cutting areas of learning, as well as specific areas of learning will be addressed:

- The principals, methods and techniques of recognized best practice in project and quality management
- Gathering and analyzing information and planning a project to deliver an integrated Project Management Plan
- Communication Skills: both verbal and written
- Presentation of information
- Time Management; the ability to estimate resources and durations to create a Network Diagram and draw up the Project Schedule or Gantt chart.
- Cost Management: the ability to estimate costs and create a project budget and then control costs to measure performance using Key Performance Indicators such as SVI and CPI. Cash flow management.
- Projects and system thinking and implementation

- General understanding of how an organization is structured and operates, so as to enhance communication amongst stakeholders.
- Verification and cross-checking techniques
- Monitoring and evaluation practices, including how to obtain and give feedback
- How approval processes work and why they are needed
- Documentation practices, including version control
- Problem solving, using various techniques
- Professional responsibility and respect for ethics, society and others
- Dealing / implementing change management
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Course Outline

Introduction: The Nature of Projects and Project Management

- What is a project?
- Project and Portfolio Management
- The Project Management Office
- Identifying Enterprise Environmental Factors (EEF's) and Organizational Process Assets (OPA's)

The Project Management Context:

- Project Phases & Lifecycle
- Project Stakeholders
- Organizational Influences

Project Management Processes

- Project Processes
- Project Groups & Interactions

Project Integration Management

- Coordinating the various elements of the project
- Change control and configuration management

Project Scope Management & The Work Breakdown Structure

- Facilitating requirements-gathering using interviews, workshops and decision-making techniques
- Requirements changes and traceability matrices
- Determining scope through product analysis
- Creating the WBS through decomposition
- Setting the scope baseline and analysing variances
- Scope control

Project Time Management

- Activity Definition
- Activity Sequencing & Network Diagrams
- Schedule development using Critical Path Method
- Schedule Control

Project Cost Management

- Resource Planning & Scheduling
- Cost Estimating & Cost Budgeting
- Cost Control
- Performance Reporting: Earned Value
- Cash Flow Management
- Construction Costing (for construction courses only)

Project Quality Management

- Quality Concepts & Planning
- Quality Assurance
- Quality Control
- Health , Safety and Environment (to include "The Practical Guide to Construction Regulations" for construction courses only- optional)

Project Human Resources Management

- Organisational Planning
- Teams, Group Dynamics and Team Performances
- Conflict Management
- Team Building

Project Communications Management

- Communications Planning
- Information Distribution
- Performance Reporting – Earned Value
- Project Closure – Final Reporting

Project Risk Management

- What is Risk Management?
- Risk Management Standards and Approaches
- Probability and Uncertainty
- Project Risk Management Process

Project Procurement & Contract Management

- Contract types
- Procurement Management Processes
- Contract Management
- Contract Closeout

Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

Final wrap-up: review of the past four days work

- Recap of the five processes and ten areas of knowledge
- Review of problem areas
- Advice and guidance on the PMP® and CAPM® certifications