

Project Management Certification Prep Program- Day wise Schedule



Day-1

Introduction

- Introduction to Projects
- Terms and type of questions in PMP/CAPM Exam

Project Management Framework

- Definition of a Project
- Salient features of P5
- Project Management Office
- The Triple Constraints
- Organization Structure

Project Management Processes

- 5 Project Management Process Groups
- 10 Knowledge Areas
- Roles and Responsibilities



Day-2

Integration Management

- Development of a Project Charter
- The Key role in Projects
- Project Selection Methods
- Requirements and change management plan
- Work Authorizations and correction actions
- Change handling process

Stakeholder Management

- Importance of Stakeholder Management
- Stakeholder Identification
- Stakeholder Classification and Analysis
- Best Practices

Communications Management

- Communication Methods, Technology and Channels
- Basic Communication Model
- Number of communication channels
- Various reports

Day-3

Scope Management

- Collect Requirements
- Define Scope
- Create WBS
- Validate, Control Scope

Schedule Management

- Reserve Analysis
- Critical chain and critical path
- Define Activities
- Sequence Activities
- Develop Schedule
- Control Schedule

Cost Management

- Estimate Costs
- Determine Budget
- Control Costs
- Earned Value Analysis & TCPI

Quality Management

- Quality theorists
- Marginal analysis technique
- Introduction to Six Sigma
- Seven Basic tools of Quality
- Cost of Quality: Modern theory

Day-4

Resource Management

- Roles of Various Stakeholders
- Problem solving process
- Conflict Management
- Powers of Project Manager
- Motivation Theories

Risk Management

- Risk Categorization
- Identify Risk
- Perform Qualitative Analysis
- Perform Quantitative Analysis
- Plan Risk Responses
- Monitor and control Risks

Procurement Management

- Contracting Environments
- Types of Contracts
- Key terms in Procurement Management
- Professional and Social Responsibility
- Exam preparation guidelines
- Exam preparation schedule
- Exam center layout and facility de-briefing