

## ***ALLY'S PMP® EXAM PREP BOOT CAMP***

### ***Seminar 142***

#### **Seminar Overview**

This full-featured seminar presents the important elements of the *PMBOK® Guide* in a hands-on format that lets you practice what you need to pass the PMP® exam. Take the opportunity to memorize key knowledge required for the exam, drill on over 500 questions, and take challenge quizzes at the end of each chapter.

You'll study, understand, and experience the *PMBOK® Guide* material. You'll receive templates for communication, scope, risk, and a variety of other plans compliant with the *PMBOK® Guide*. The templates will help you pass the test, plus instantly improve your efficiency with current business projects.

#### **Key Features**

- Exercises reinforce the theory and learning
- You'll practice on over 500 questions
- Memorization session help you retain specific knowledge required for the exam
- Understand how the theory works and be able to apply it in a real environment

#### **Who Should Attend**

This seminar is designed for anyone seeking to pass the PMP® exam or take advantage of the PMI® project management standard in their operation.

<b>Project Team</b>	<b>Management</b>	<b>Disciplines</b>
✓ Advanced Project Managers	Senior Managers	✓ Technical
✓ Project Managers	Business Analysts	✓ Non-Technical
Architects & Group Leaders	✓ PMO/Project Specialists	✓ Pharma/Biomed
Developers and Staff	Functional & Line Managers	✓ IT

#### **What's Covered**

- Project management framework
- The five process groups
- The nine knowledge areas
- Communication model
- Motivational and other theories included in the text, but not in the *PMBOK® Guide*
- Test-taking strategies and techniques
- Developing a study plan
- Practice questions
- Exercises that employ the processes
- Forms, charts, documents that are *PMBOK® Guide* compliant

#### **Your Benefits**

- Pass the test the first time!
- Develop a solid, compliant family of documents
- You'll learn how to think the PMI way for the test and in your office
- Know what you know, and what you need to study
- Develop a study plan that's easy and produces results
- Understand the *whys* as well as the *whats*
- Take and pass the test with confidence!

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## **SEMINAR SYLLABUS**

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### *Day 1*

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#### **1. Introduction**

This introductory module structures the seminar, and presents an overview of the test, the PMBOK® *Guide*, and key definitions needed for the test and for the class. You'll learn the breakdown of questions on the test, the characteristics of test questions, and how the seminar will help you throughout the examination process.

#### **2. The Exam**

Learn the characteristics, types of question, and make-up of the PMP examination. We'll show you how to address questions, help you develop an exam strategy, and ease the logistics.

#### **3. Framework**

This module examines architectural considerations, including PMI's view of phases and phase gates as well as project life cycles and how they integrate with product life cycles. You'll see the flow of key elements of the process groups and how the project unfolds. You'll not only see how the nine knowledge areas map into the five process groups, you'll see and understand the entire project flow: developing a thorough understanding of the *PMBOK® Guide* structure. Finally, you'll learn about those pesky organization process assets and enterprise environmental factors.

#### **4. Project Integration Management**

This module is the umbrella module that covers the other knowledge areas. Learn how to develop a project charter that supports the organization, the three definitions of project scope, the difference between execution and monitoring projects, interrogated change control and project closure.

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### *Day 2*

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#### **5. Project Scope Management**

Project scope management includes elaborating the project charter into project requirements, the work breakdown structure (WBS) and work packages. You'll learn how to take a high level work unit and decompose it down into a work package. You'll learn the difference between phases, work package, schedule activities, and sub-projects. At the conclusion, you'll know how to develop a comprehensive work plan that defines all the work and only the work required to do the project.

#### **6. Project Time Management**

Once you've defined the work, you can assign resources, determine resource requirements, and determine schedule estimates. You'll learn the difference between effort and duration estimates, you'll learn critical path, critical chain and were to place milestones.

#### **7. Project Cost Management**

Once you've established your resource requirements, you can estimate costs, and establish a project budget. You'll learn the difference between a cost estimate, budget, and cost baseline. See how mature organizations manage project funding with funding limit reconciliation.

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### Day 3

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#### 8. Project Quality Management

Project Quality Management handles product and scope verification as well as interim control measures. Learn the difference between quality control and quality assurance, discover the quality models that produce success, including TQM, ISO-9000, Kiasan, and many others. Learn how to chart quality to discover trends and where to focus quality improvement initiatives.

#### 9. Project Human Resource Management

This module covers such project-critical issues as team building, motivation and leadership. Learn long-standing management and leadership models that have proven themselves against the test of time, including Mazov and Hertzberg. Learn management styles, leadership models, conflict management methods an many more.

#### 10. Project Communication Management

Project Communication Management is clearly the most important module in the seminar. This module covers the communication model, addresses the number of communication channels a project manager has to handle, and reviews reports, meetings, and other communication methods throughout the project. According to PMI, communication is 90% of a project manager's job.

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### Day 4

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#### 11. Project Risk Management

This module is one of the most logical and best constructed of the knowledge areas. Learn how to identify, qualify and quantify project risks. Learn the methods for ranking and prioritize risks, then discover what to do about it. This module will help you identify, evaluate, communicate risks with stakeholders, and stabilize your project plans to withstand almost any outside attack.

#### 12. Project Procurement Management

In his module, you will learn how to create a procurement statement of work, find potential bidders, identify and qualify bidders, select and manager bidders, and close their contract professionally. You'll learn basic contract law, procurement documents, including IFB, RFP, and RFB, and the differences among them.

#### 13. Professional and Social Responsibility

This module covers the 6th domain and 9% of the PMP exam test. You'll learn the four tasks involved in professional and social responsibility. You'll discover the concepts for international professional ethics, morals, and professionalism.

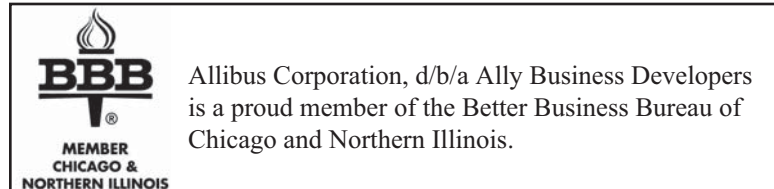
## **Seminar Logistics and Pricing**

**Open Enrollment:** Check Ally's web site for dates and locations.

**Bring this seminar in-house:** Prior to your seminar, Ally will conduct a phone Training Alignment Conference (TAC). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost. Ally seminars offer a fixed, simple fee structure. Call for details.

**Prerequisites:** Basic project management training plus at least one year of practical experience.

Duration: <b>4 Days</b>	PDU's: <b>35</b>
On-site: <b>Call for Quote</b>	Max Attendees: <b>20</b>
Open Enrollment: <b>\$1995.00</b>	Early-bird specials and group rates available.
<p>All Ally seminar on-site seminar fees include attendee's seminar materials, TAC, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required. Rates subject to change without notice. Pricing is valid as of publication date. Please check Ally's web site for current pricing.</p>	



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