

35 contact hours PMI, USA Authorized Advanced Project Management Course

Based on “Best International Practices” of Project Management and Aligned to PMBOK-Latest Version (Fourth Edition), the Course covers all the 42 Project Management Processes covering 9 Project Management Knowledge Areas which have been grouped in 5 PM Process Groups viz., Initiation, Planning, Execution, Monitoring & Controlling, and Closing. The course also awards 35 globally recognized PDUs (Professional Development Units).

PMP WorkshopSyllabus

COURSE CONTENTS	COURSE DELIVERABLES
Introduction to the 'Guide to PMBOK-Latest Version-2008'	
Project Management Framework	<ul style="list-style-type: none"> • Awareness of PMI Standards, Areas of Expertise. • Learning definition of a project, project management, link between projects and strategic planning, program management, portfolio management and inter-relationships. • Project Management and Operations management • Role of a project manager • Learning importance of Organizational Process Assets and Enterprise Environmental Factors, PMO.
Project Life Cycle and Organization	<ul style="list-style-type: none"> • Understanding Project Management Context. • Learning Project Life Cycle, Importance of Project Stakeholders and Organizational Influences for successful management of the Projects.
Global Standard for Project Management of a Project	<ul style="list-style-type: none"> • 42 Management Processes • 5 Project Management Process Groups (Initiating, Planning, Executing, Monitoring and Controlling, Closing), Interlinking of 42 PM Processes within 5 process Groups • Mapping 9 PM Knowledge Areas with 5 PM Process Groups
Initiation Process Group <ul style="list-style-type: none"> ○ Develop Project Charter ○ Identify Stakeholders 	<ul style="list-style-type: none"> • Charter Formulation • Trains on identifying project stakeholders, their assessment and classification. Development of Stakeholder Register and Stakeholder management Strategy.
Planning Process Group <ul style="list-style-type: none"> ○ Collect Requirements ○ Define Scope ○ Create WBS 	<ul style="list-style-type: none"> • Develops capability to use 8 International Techniques of Collecting Requirements, including Group Creativity Techniques, QFD, Joint Application Development, and Prototyping. • Trains on how to develop Project Scope Statement. • Understanding of WBS, WBS Dictionary, and Scope baseline.
Examination Simulation Test (Interactive pattern)	<ul style="list-style-type: none"> • Project Management Knowledge Assessment and Refinement of Concepts learned during the day.
Planning Process Group (continued) <ul style="list-style-type: none"> ○ Define Activities ○ Sequence Activities ○ Estimate Activity Resources ○ Estimate Activity Durations ○ Develop Schedule 	<ul style="list-style-type: none"> • Learning to decompose work packages into activities • Learning to decide project work flow, having regard to 3 major dependencies, milestones, leads and lags. • How to estimate project resources • Analogous, Parametric, Three-point estimation & other estimation techniques. Calculating Time Buffer and Confidence Level in duration estimates.

<ul style="list-style-type: none"> ○ Estimate Costs ○ Determine Project Budget ○ Plan Quality ○ Develop Human Resource Plan ○ Plan Communications 	<ul style="list-style-type: none"> • Learning Schedule Network Analysis, Schedule Compression, Resource Leveling, CPM, PERT, Monte Carlo, Critical Chain Methods, etc. • Learning to estimate Cost of Project Activities, including risk reserve and cost of quality. • Learning to prepare Cost Base Line • Quality Management Plan, Quality Metrics, QIP • Role Assignment Matrix, Project organization • Communication Management Plan
<p>Examination Simulation Test (Interactive pattern)</p>	<ul style="list-style-type: none"> • Project Management Knowledge Assessment and Refinement of Concepts learned during the day.
<ul style="list-style-type: none"> ○ Plan Risk Management ○ Identify Risks ○ Perform Qualitative Risk Analysis ○ Perform Quantitative Risk Analysis ○ Plan Risk Response ○ Plan Procurements ○ Develop Project Management Plan 	<ul style="list-style-type: none"> • Learning importance of an advance risk management plan And developing approach to risk identification, analysis, action planning, and risk monitoring and controlling. Extremely important and often ignored area. • Identifying Risks by learning 7 Critical Techniques, including Checklist Analysis, Delphi, Ishikawa, and Influence Diagramming techniques. • Risk Probability and Impact Assessments, P& I Matrix, Categorization and Prioritization Risks. • Learning how to 'Numerically Analyze' the effect of identified risks on overall project objectives. • Learning to make risk response plans for project success, both for positive and negative risks. • Learning how organizations decide what to procure from vendor organizations: PSOW, Contract Type, and Procurement Management Plan • Learning how to make Procurement Documents (R.F.P.). • Learning how to integrate overall planning outputs to develop 'A Realistic and Achievable Project Management Plan.
<p>Examination Simulation Test (Interactive pattern)</p>	<ul style="list-style-type: none"> • Project Management Knowledge Assessment and Refinement of Concepts learned during the day.
<p>Execution Processes</p> <ul style="list-style-type: none"> ○ Direct and Manage Project Execution ○ Perform Quality Assurance ○ Acquire Project Team ○ Develop Project Team ○ Manage Project Team ○ Information Distribution ○ Manage Stakeholder Expectations 	<ul style="list-style-type: none"> • Learning how to coordinate people, resources, and Interfaces for successful project execution • Learning what quality assurance activities should be done to Ensure processes are deployed and improved. • Learning to staff project • How to develop team members. Including Team-Building Principles and Practices, Ground Rules and importance of 'soft skills'. • How to track performance, provide feedback, resolve issues, and manage changes to optimize performance. Conflict Resolution Techniques. • Sending information as decided in communication plan, using techniques: Choice of media, Writing Style, Meeting Management, Presentation techniques, Facilitation techniques. Also using Interactive, Push, and Pull Methods.

<ul style="list-style-type: none"> ○ Conduct Procurements <p>Examination Simulation Test (Interactive pattern)</p> <p>Monitoring & Controlling Process Group</p> <ul style="list-style-type: none"> ○ Monitor & Control Project Work <ul style="list-style-type: none"> ○ Integrated Change Control <ul style="list-style-type: none"> ○ Verify Scope ○ Control Scope <ul style="list-style-type: none"> ○ Schedule Control <ul style="list-style-type: none"> ○ Cost Control <ul style="list-style-type: none"> ○ Perform Quality Control ○ Monitor and Control Risks <ul style="list-style-type: none"> ○ Administer Procurements <p>Closing Process Group</p> <ul style="list-style-type: none"> ○ Close Procurements 	<ul style="list-style-type: none"> • Learning how to communicate and work with stakeholders to meet their needs and addressing their issues. How to use Interpersonal and Management Techniques. • Learning how to conduct/participate in bidder conference, Obtain/ make Offers/Proposals. For vendor organizations, it Provides expertise on how to bid in a winning manner. • Learning the art of negotiating and finalizing Contract • Project Management Knowledge Assessment and Refinement of Concepts learned during the day. • Learning how to measure project performance, conduct variance analysis. How to find causes of variances and design corrective and preventive actions. Learning how to recommend for approval of a corrective action with due evaluation and impact analysis. Understanding how to use 'Configuration Management', how to update plan and lessons learned. • Understanding the process of reviewing and approving of all change requests, corrective and preventive actions. • Understanding how to maintain sanctity of baselines • Understanding importance of having an Integrated Change Control Board in the organization and its role right from inception through completion of the project. • Learning how to obtain formal acceptance of deliverables • Learning how to measure scope performance, identify corrective actions and manage changes to the scope. How to update project management plan and record lessons learned. • Learning how to measure schedule performance, identify corrective actions and manage changes to the schedule. How again use schedule compression, Monte Carlo, Critical Chain, etc to recover schedule overruns. • Learning cost performance measurement techniques, including famous Earned value Management technique: PV, EV, AC, SV, SPI, CV, CPI, EAC, ETC, TCPI, etc. Learning how to develop 'Forecast Reports'. Learning how to design corrective actions and manage changes to the costs. • Learning quality control techniques, including Pareto, Ishikawa, Scatter diagram, and Control Chart, etc. • Learning how to conduct risk re-assessment to measure performance in the area of risk management. Learning how to respond to a new risk or a risk that could not be settled by our action plan. How to conduct risk audit, document lessons learned. • Measuring effectiveness of risk response plans and taking Necessary actions to ensure project success • Learning to manage the contract to fulfill contract SOW and Other contract requirements.
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<ul style="list-style-type: none">○ Close Project or Phase <p>Professional Responsibility</p> <ul style="list-style-type: none">○ Balance Stakeholder Interests○ Enhance Individual Competence○ Interact with Team and Stakeholders○ Contribute to Knowledge Base○ Ensure Integrity and Professionalism <p>Group Discussion on Course Learning and Setting up Action Plan for PMP Exam preparation and practice Time-table and Support Schedule.</p> <p>Examination Simulation Test (Interactive pattern)</p>	<ul style="list-style-type: none">• How to successfully close contract, make formal acceptance And record lessons learned.• How to successfully close project/phase, make formal acceptance and record lessons learned. • Learning to deal with situations of diverse stakeholder Interests.• How to continually improve one's competence• Mastering art of dealing with team members and Stakeholders, contributing in knowledge management and Observing personal and professional integrity. • Project Management Knowledge Assessment and Refinement of Concepts learned during the day.
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