

# Certified PMP®

**Become a Certified  
Project Management  
Professional from our  
exclusive 4 full day's  
training program  
conducted by  
authorized faculties  
from PMI.**

Exclusive Classroom Training  
by Industry Experts

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Authorized faculties from  
PMI

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35 Contact Hour/PDU  
Certificate for PMI

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REP number: 1689

## Learning from the class

Project Management Professional (PMP) is the most important internationally recognized professional designation for Project Managers offered by the Project Management Institute (PMI).

The PMP signifies that you speak and understand the global language of project management and connects you to a community of professionals, organizations and experts worldwide. Become a PMP and become a project hero.

The PMP Role Delineation states that candidates for the PMP certification:

- Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Lead and direct cross-functional teams to deliver projects within the constraints of schedule, budget, and scope
- Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined requirements and deliverables

## Benefits of Training

- Understand the processes of Project management
- Learn about the Project phases, Project life cycle, Project stakeholders, key general management skills and the social-economic-environmental influences
- Learn about the key Project management processes of Scope, Time and Cost
- Learn about facilitating processes of Quality, Human Resources, Communication, Risk, Procurement and Stakeholder Management
- Learn about Project Integration Management
- Learn how to use the PMBOK® Guide to prepare for the examination
- Get guidelines on filling up the PMP® Application form
- Ascertain their level of readiness for taking the PMP® Examination

## Who should attend this training

- Project & Program Managers
- Delivery Managers
- Project / Team Leaders
- Consultants
- Senior Executives
- IT Managers
- Project Team Members
- PMO staff

**“Showcase your competency in Leading and Directing Teams and achieve gold standard of Project Management Certification”**

Book Online

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Phone

1800-3000-9111

# Day wise Course Agenda

## Day 1

- **Introduction**

- Getting to know the participants
- Introduction to PMI®
- PMP® Certification – advantages
- PMP® certification – process and fees related information
- PMP® Application procedures – instructions on how to fill in the form
- PMP® examination – information on the split of questions, question pattern
- PMP® examination – Tips on how to prepare and take the examination (this theme will be reiterated throughout the course)
- PMP® – Fulfilling the CCR requirements
- Familiarization with course outline
- Familiarization with the protocols and timings
- Expectation setting and clarifications
- Introductory Quiz – to assess the current level of familiarization of the participants with PMBOK® concepts and assess the gaps.

- **Introduction to Project Management**

- What are Projects?
- Projects vs. Operations
- Project Management and the role of Project Manager
- The concept of Progressive Elaboration
- PMBOK® Guide structure
- Interrelationship of Project Management with General Management concepts
- The concept of Program Management and Portfolio Management
- The concept of Project Management Office (PMO)
- Multiple modes of operations of PMO
- Quiz – Introduction to Project Management

- **Project Management Context**

- The concept of Project Lifecycle and its characteristics
- Phases defining the Project Lifecycle
- Stakeholders in a Project
- Varying types of Project organizational structures – Functional, Matrix and Projectized – their advantages and disadvantages
- Quiz – Project Management context

# Day 1

- **Project Management Processes**
  - Project Management vs. Product oriented Processes
  - Description of five process groups in the Project Lifecycle and their interactions
  - Characteristics and components of Process groups
  - Process Interactions / Customization of Processes
  - Mapping of Project Management Processes across the Process Groups and Knowledge Areas
  - Quiz – Project Management Processes
- **Project Integration Management**
  - The role of Integration Management in Project execution
  - Description of multiple ways in a Project can arise
  - SOW – its characteristics
  - Description of Enterprise Environmental factors and organizational assets which can impact a Project
  - Business Case and Continued business justification
  - Project Charter – its characteristics
  - Project Strategic alignment
  - Description of various Project selection methods – like mathematical models and financial criteria like ROI, NPV, IRR etc.
  - Benefit Realization
  - Learning from Lessons
  - Project Management Plan Development
  - Contents of the Project Management Plan
  - PMIS – its role in effective Project Management
  - Directing and Managing Project Work
  - The role of Configuration Management system in a Project environment
  - Monitoring and Controlling Project Work
  - Performing Integrated Change Control
  - How to manage changes in a Project?
  - Change Control Management activities involved in a Project
  - Role of Change Control Board in Project environment
  - Closing a Project ( or a Phase)
  - Multiple types of closures (Administrative closure and Financial closure)
  - Updation process to organizational Process assets
  - Quiz – Project Integration Management

# Day 1

- **Project Scope Management**

- Project Scope vs. Product Scope and their interrelationships
- Importance of Scope Management Plan in the Project
- Collect Requirements process
- Define Scope Process
- Project Scope statement – how to prepare and update?
- WBS – its key role in Project Management
- Creating and Managing WBS
- Interactions of WBS with other Breakdown structures used in Project Environment
- Validate Scope process
- Scope Validation vs. Quality Control
- Control Scope process
- Quiz – Project Scope Management

# Day 2

- **Project Time Management**

- Importance of Time Management in a Project environment
- Define Activities process
- Sequence Activities process
- Multiple types of dependencies across activities
- Precedence Diagramming Method
- Estimating Activity Resource process
- Estimating Activity Duration process
- Various duration estimating procedures – Top-Down, Bottom-up, Analogous, Parametric etc.
- The concept of Contingency in Time Management
- Develop Schedule Process
- The importance of calendars in the Scheduling process
- The importance of Critical Path in Project Management
- Critical Path computation and explanation of its characteristics
- Application of techniques like Fast tracking, Crashing, Resource Optimization, PERT etc in schedule development
- Use of Modeling techniques in Scheduling
- Critical Chain applications
- Schedule I data- descriptions
- Control Schedule process Revision of schedules
- Quiz – Project Time Management

# Day 2

- **Project Cost Management**

- The importance of Cost Management in Projects
- Project Lifecycle costing vs. Product Lifecycle costing
- Cost Management Plan and its use in Cost control
- Estimating Costs process
- Cost Management Plan and its use in Cost control
- Analogous, Parametric and Bottom-up methods of Cost estimating
- Multiple types of cost estimates – Order of Magnitude and Definitive estimates
- Determine Budget process
- Cost Baseline and its management
- Control costs process
- Planning Quality Management process
- Cost and Schedule Performance Indices and their use in Forecasting
- Multiple methods of Depreciation
- Quiz – Project Cost Management

- **Project Quality Management**

- Project Quality vs. Product Quality
- Concepts of Quality Management
- Project Management vis-à-vis Quality Management
- Current themes in Quality Management
- Planning Quality Management process
- Project Quality Management Plan and Process Improvement Plan
- Perform Quality Assurance process
- The role of Quality Audits in Quality Management
- Perform Quality Control process
- Seven basic tools of Quality Control – including Control Charts, Cause and Effect diagrams, Pareto Diagrams, Stratification, Histograms, Scatter diagrams etc.
- Applicability of Normal distribution in SQC Process capability definitions Pioneers of Quality – Deming, Juran, Crosby etc. and their key contributions
- Cost of Quality/ Cost of Non-Quality concepts
- Quiz – Project Quality Management

# Day 3

## • **Project Human Resource Management**

- Developing Human Resource Management Plan process
- Organizational Planning & Structures
- Description of OBS and RBS
- RAM and RACI Charts
- How Staffing Management Plan enables HR Management?
- Acquire Project Team Process
- Managing Virtual teams in a Project environment
- Building effective Project teams
- Develop Project Team process
- Importance of Trainings in Project team development
- Delegation for effective management
- Multiple stages of Team Development
- Manage Project team process
- Performance Appraisals of team members
- Types of Power – De-facto and Personal Powers
- Project Managers' leadership styles
- Conflict Handling – multiple models
- How to motivate Team members?
- Maslow's Hierarchy of Needs
- Fredrick Herzberg's Two-Factor Theory
- Theory X, Y and Z descriptions and their application to Project Management
- Expectancy Theories
- Quiz – Project Human Resource Management

## • **Project Communications Management**

- Planning Communications Management Process
- Project Communications structures
- Communications requirements analysis in the Project environment
- Communication Channels in a Project
- Communications Management Plan
- Sender Receiver models in the Project environment
- Manage Communications process
- Communication Methods – Push, Pull and Interactive
- Control Communication Process
- Reporting Performance
- Obstacles in cross-cultural communication
- Quiz – Project Communications Management

# Day 3

## • Project Risk Management

- Risk Management cycle in a Project environment
- Plan Risk Management process
- Importance of Risk Management Plan in the Risk Management Lifecycle
- Types of Risks which can impact a Project
- Identify Risks process
- Risk identification facilitators – Brainstorming, Delphi techniques, SWOT Analysis, Documentation Review, Checklist Analysis etc
- Risk Register preparation and updation
- Perform Qualitative Risk Analysis process
- Probability Impact Matrix and its use in Risk Management
- Perform Quantitative Risk Analysis process
- Use of varying Simulation Techniques
- Application of Decision Tree analysis and Sensitivity Analysis tools to Risk Management
- Plan Risk Responses process
- Strategies of Risk response for positive and negative risks
- Different types of Risks – Primary Risks, Secondary Risks, Residual Risks etc.
- Risk Register updation
- Monitor and Control Risks process
- Use of Risk Audits, Reserve Analysis and Variance and Trend Analysis in Monitoring and Control of Risks
- Corrective and Preventive Actions in Risk Management process
- Quiz –Project Risk Management



# Day 4

## • Project Procurement Management

- Why Procurement is important for Projects?
- Procurement Management lifecycle
- Project Manager's Procurement Management responsibilities
- Plan Procurement Management process
- Centralized vs. Decentralized Procurement organizations
- Make or Buy analysis
- Major types of Contracts – including FFP, Cost plus, T& M and their variations
- Risks associated with various types of contracts
- Importance of Procurement Management Plan
- Creating Procurement SOW and Procurement Documents
- Conduct Procurements Process
- Various types of Procurement documents – incl. RFP, RFQ, IB etc.
- Source Selection criteria to analyze vendor responses
- Source selection process
- Application of Screening and Weighting systems in Procurements selection
- Use of Independent Estimates
- Contract negotiations process
- Multiple negotiation tactics
- Contracts – their legal implications
- Control Procurements process
- Contract change – how to manage them more effectively
- Dispute management processes
- Contract documentation file
- Discharge of contracts
- Close Procurements process
- Quiz – Project Procurement Management

# Day 4

## • Project Stakeholder Management

- Identify Stakeholders Process
- Conducting Stakeholder Analysis – Power-Interest Grid
- Creating the Stakeholder Register
- Plan Stakeholder Management Process
- Stakeholder Engagement Levels
- Stakeholder Engagement Assessment Matrix
- Manage Stakeholder Engagement process
- Control Stakeholder Engagement Process
- Professional Responsibility
- Professional Responsibilities of the Project Manager
- Professional responsibilities towards
  - Self
  - Profession
  - Stakeholders
  - Society
- Quiz: Professional Responsibilities [with discussions ]
- PMP® MOCK test (100 questions) — QAI proprietary
- Feedbacks
- Workshop Valedictory

# What will I get?

## QAI Offerings

- 'Exposure to best industry project management principles and practices of PMBOK
- Tips & Tricks to clear the PMP exam
- Downloadable workbooks, PDF-guides and study material
- Networking opportunities with fellow professionals
- 1 Year email based doubt clearing support from our experts
- 35 Contact hour certificate

# What you should have?

## Pre-requisite of the course

- Secondary degree (high school diploma, associate's degree or the global equivalent)
  - 7,500 hours leading and directing projects
  - 35 hours of project management education
- OR
- Four-year degree
  - 4,500 hours leading and directing projects
  - 35 hours of project management education

## Requirements for the training

This Masterclass is conducted in a customized training venue where you will have to bring the laptop with you.

There is no any specific requirement of any software tool installation in your laptop before the training.

**Got several participants?**  
Run this course in your company

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