



PMP/CAPM

SATURDAY MORNINGS WORKSHOPS

TIME: 09:00 - 13:00

A Guide to the
**PROJECT MANAGEMENT
BODY OF KNOWLEDGE
(PMBOK® GUIDE)**

Fifth Edition

DATE:

30 SEPTEMBER

TO

25 NOVEMBER 2017

Registration Form

(you may register from www.projectpro.co.za)

ProjectPro Management Services offers 9-week Saturday mornings preparatory workshops towards preparing for and sitting the PMP exam:

- * 9-week Saturday mornings workshops focus on the PMI Project Management Body of Knowledge (PMBOK)
- * a computer-based testing and scoring process that tests your knowledge during the workshops and guides your preparation. Hundreds of typical exam questions are worked through during the workshop.
- * guidelines for qualifying in areas of experience and knowledge.
- * course study material comprises a course manual, study guide, PMBOK Guide, application forms, etc. Optional recommended study books are on display during the workshop.
- * access to a library of Project Management Journals, PM Network and ProjectPro magazines
- * workshops are offered in Johannesburg, Pretoria, Cape Town and Durban. (see Registration Form for dates & prices)

Fees per Candidate:

= R 14 220*

(Included in the 9-week workshop, teas course manual including Study Guide with questions and answers, 589 page PMBOK® Guide 5th Edition, and VAT incl).

The full fee is payable one week prior to commencement date. Cancellations/postponements less than two weeks prior to commencement date cannot be made, however substitutions may be made at any stage. Cancellations/postponements must be made in writing.

NB. Prices and dates may change, so please enquire before registering, or making final travel and accommodation arrangements.



ProjectPro is a Registered Education Provider (REP) no. 3618 with the Project Management Institute (PMI).

Name _____

Company _____

Address _____

Order Number _____ Management Approval (Please sign and print name) _____

Mobile no. _____ Telephone no. _____

Email address _____ Fax no. _____

Course Date _____ R _____
Registration fee enclosed

ProjectPro Management Services
P.O. Box 25430, Monument Park, 0105
Phone: +27 (0)12 346 6674
Fax: 086 656 9736
E-mail: training@projectpro.co.za

Tick course choice **PMP** **CAPM**

Project Management Professional and Certified Associate in Project Management

9-Week PMP and CAPM exam Preparation Workshops

Curriculum

Week 1

Introductions and workshops objectives

Online resources and support Overview and benefits of the PMP

Overview of PM Bodies of Knowledge and Certifications

Project Management / Functional Interface and Responsibilities

Project Management Framework

Definitions:

PM Principles, Projects, Programmes, Portfolios, Stakeholders

Project Management Context:

Dimensions of project success, Trade-offs, Project Life Cycles

Project Management Processes and Performance Domains

Professional Responsibility

Overview of the PMP Exam and Study Material

Exam strategy, hints and tips

Framework test questions

Week 2

Scope Management:

Origin of projects, Project Charter, Scope Statement, Statement of Work, Work Breakdown Structure, Work Packages, Value Management

Scope test questions

Week 3

Time Management:

Arrow Diagrams, PERT, CPM, Precedence Diagramming, Calculating float, Types of Float, Critical Path, Types of Dependencies, Cost/time Chart, Critical Chain

Time test questions

Week 4

Cost Management:

Time/Cost Trade-off, Cost Estimating, Cost Overruns, Cash Flow, Earned Value, Cost Forecasting, Cost Benefit Analysis, NPV, IRR, Payback Period

Cost test questions

Week 5

Risk Management:

Understanding Risk, SWOT analysis, Types of Risk, Six Steps in Risk Management, Reserves and Contingencies, Probability Theory, Statistics, Control Charts, Monte Carlo Simulation, Merge Point Bias, Decision trees, Utility Theory

Risk test questions.

Week 6

Quality Management:

The Quality Movement, Quality Gurus, Fundamental Quality Principles, TOM, Quality Planning, Quality Assurance, Quality Control, Six Sigma, Balanced Scorecard, ISO 10006.

Quality test questions

Week 7

Human Resources Management:

Power Bases, Leadership / management Styles, Team Devel-

opment, Conflict Management, , Organisational Structures, Project Manager Profile, Stakeholders and their Roles, Project Sponsor, Responsibility Assignment Matrix, MBO, Maslo, Hertzberg, McGregor

Human Resource test questions

Communication Management:

Mechanics of communication, Pitfalls, Communication Mediums,/Channels/Lines, Performance Reporting, Effective Meetings

Communication test questions

Week 8

Procurement Management:

Make or Buy, Types of Contract, Risk Sharing, Specifications, Solicitation, Contracting Process, Negotiation, Contract Law,

Procurement test questions

Week 9

Integration Management:

Role and Structure of Project Plan, Change Control, Configuration Management, The Phasing Game, The Survivor game

Input-Output Exercise

Integration test questions

Final tests (100 questions)

Applying for the PMP Exam

Continuing Certification Requirements (CCR) and PDUs

Forming study groups Workshop evaluations Workshop closure.