

Saturday Morning Workshops

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

2019 Workshop Dates:

Saturday Mornings Workshop Dates:
28 September—23 November 2019

Venue:
Pretoria

Fees per Candidate:

= R 15 492*

(Included in the 9-Week workshop: teas, course manual including Study Guide with questions and answers, 756 page PMBOK® Guide 6th Edition, AGILE Guide, and VAT).

3-Day PMP/CAPM Workshop Dates:

Venue:

14—16 August 2019

Centurion Hotel

Fees per Candidate:

= R 13 259*

(Included in the 3-day workshop, lunches, teas, course manual including Study Guide with questions and answers, 756 page PMBOK® Guide 6th Edition, Agile Guide, and VAT incl).

Discount of 10% is offered for third and subsequent candidates on the same workshop and on one invoice.

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.

Exam fees are payable direct to the PMI® USA. Visit www.pmi.org for latest requirements. US \$405 PMI® member, US \$555 non-member (Computer-based exam)

Tick course choice

PMP

CAPM

- ◆ **Project Management Professional (PMP)**
- ◆ **Certified Associate in Project Management (CAPM)**

You've been thinking of becoming internationally certified as a project manager for some time now. Years maybe? But there just isn't enough time in your hectic project schedule to break away for a few days to attend a course.

Your colleagues who are already certified Project Management Professionals (PMP) or Certified Associates in Project Management (CAPM) seem to be forging ahead with their careers. They bit the bullet and made the tough decision to go for the Project Management Institute certification exams. So should you.

ProjectPro has a win-win solution for you.

Consider the following after-hours PMP/CAPM workshop options offered in any location in Southern Africa if there are sufficient candidates:

- ◆ Saturday morning public workshops from 09:00 to 13:00 in Gauteng
- ◆ Saturday in-house course at your company's venue.

You will benefit - your projects will benefit.

Be decisive! Email ProjectPro today for details on training@projectpro.co.za to get the ball rolling.



**Burger Swart,
CAPM**

"I wrote and passed the Certified Associate in Project Management (CAPM) exam at the first try. I will one day look

back at the ProjectPro course as the turning point in that decision"

**Jacqui Baldwin
Jarvis, PMP**

"I attended your Project Management Professional preparatory workshop and registered for the PMP exam shortly thereafter and wrote the exam. I am thrilled to report that I passed and want to thank you for putting me through the paces at the prep workshop."



**Zakhele Dube,
PMP**

"I obtained my PMP certification. This was the most testing exam I ever

had to take but I was well prepared for it, thanks to the ProjectPro Prep Course. I attended the in-house Prep courses (ABB) with Terry Deacon, and read a couple of books together with the PMBOK® Guide."



ProjectPro Management Services
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Name _____

Company _____

Address _____

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

Mobile no. _____ Telephone no. _____
Fax no. _____

Email address _____ Fax no. _____

Course Date _____ Registration fee enclosed _____
Fax no. _____

Project Management Professional and Certified Associate in Project Management

9-Week PMP and CAPM exam Preparation Workshops

Curriculum

Week 1

Introduction and overview

Course Objectives

Structure of the PMBOK® Guide 6th Edition

PMI Talent Triangle

Development Life Cycles

The Agile/Adaptive approach

Overview of PMI Bodies of Knowledge and Standards

Definitions, PM Principles, Projects, Programmes, Portfolios

Trade-offs, Product and Project Life Cycles

Project Management Processes and Performance Domains

Professional Responsibility

PMP® /CAPM® exam fact-sheet

Overview of the PMP/CAPM Exam and Study Guide

Exam strategy, hints and tips

Online resources and support

Foundational elements;

How projects are originated, advantages of effective project management, various project development life cycles from predictive through adaptive, typical phases of a project, phase gates, five Process Groups, ten project management knowledge areas, business case, benefits management plan

Project environment:

Enterprise environmental factors, organisational process assets, types of organizational structures and their advantages and disadvantages, types and roles of the project management office.

Role of the project manager:

Definition of the project manager, role and sphere of influence of the project manager, competencies of a project manager, PMI Talent Triangle: technical, leadership and strategic and business management skills, leadership and management, various leadership styles and power bases, integrative skills required of a project manager at the process, cognitive and context levels.
Foundation typical exam questions

Week 2

Scope Management:

Project Charter, product and project scope, Scope Management Plan, Requirements Management Plan, Scope Statement, Work Breakdown Structure, WBS Dictionary, Scope changes, Scope creep, Gold plating,

Work Packages, Value Engineering and Value Management, Validate and control scope.

Scope typical exam questions

Week 3

Schedule Management:

Schedule Management Plan, Arrow Diagrams, PERT, CPM, Precedence Diagramming, GERT, define and sequence activities, estimate durations, apply resources, calculating float, types of Float, Critical Path, Schedule compression, Baselines, Schedule milestones, Types of Dependencies, Cost/time Chart, Critical Chain, Earned Schedule..

Schedule typical exam questions

Week 4

Cost Management:

Financial Management and Cost Management, Cost Management Plan, Cost/Benefit Analysis, Time/Cost Trade-off, Cost Estimating, work elements and cost types, Cost budgeting, Contingency reserve, Cost Overruns, Cash Flow, Cost control, Earned Value Management, Earned Schedule, Cost Forecasting, NPV, IRR, Payback Period.

Cost typical exam question

Week 5

Risk Management:

Understanding Risk in terms of threats and opportunities, risk management processes, Risk Management Plan SWOT analysis, Types of Risk, Steps in Risk Management, risk qualification and quantification, strategies to respond to threats and opportunities, Reserves and Contingencies, Probability Theory, Statistics, Control Charts, Monte Carlo Simulation, Merge Point Bias, Decision tree analysis, Utility Theory, Delphi technique, issues and risk.

Risk typical exam questions.

Week 6

Quality Management:

Defining Quality, The Quality Movement, Quality Gurus, ISO 9001:2018 Quality Principles, TQM, Quality Management Plan, Manage Quality, Quality Assurance, Cost of quality, Quality Control Charts, PDCA cycle, Pareto Principle, Six Sigma, Balanced Scorecard, Lean management, Kanban, Case studies in poor quality.

Quality typical exam questions

Week 7

Communication Management:

Communication models, Communication Management Plan,

Communication skills, Mechanics of communication, Dimensions, Pitfalls, Active Listening, Brainstorming, Group-think, Communication Mediums/Channels/Lines, Performance Reporting, Effective Meetings.
Communication typical exam questions

Human Resources Management:

Power Bases, Leadership / management Styles, Team Development, Conflict Management, Organisational Structures, Project Manager Profile, Stakeholders and their Roles, Project Sponsor, Responsibility Assignment Matrix, MBO, Maslo, Hertzberg, McGregor

Human Resource test questions

Week 8

Procurement Management:

Buyer-seller relationship, Processes of procurement management, Procurement Management Plan, Make-or-Buy decision, Types of Contract, Risk Sharing, selection methods and criteria, Specifications, Contracting Process, Negotiation, Contract Law, contract documents, Privity of contract, Administer and close a contract.

Procurement typical exam questions.

Stakeholder Management:

Stakeholder management processes, Stakeholder Management Plan, Stakeholder register, engagement strategy, Customer Relationship & Satisfaction Management, Market Awareness, Stakeholder analysis, Competitor Analysis, Power/Interest Grid, Manage stakeholder engagement, Emotional Intelligence.

Stakeholder typical exam questions

Week 9

Integration Management:

Processes of Integration Management, Role and Structure of Project Management Plan, subsidiary plans the Project Management Plan, other good practice project documents, components of a Project Charter, Integrated Change Control, Configuration Management, Issues management, Close a project or phase.

Integration typical exam questions

The Phasing Game, The Survivor game, Input-Output Exercise
Final tests (100 questions)

Applying for the PMP Exam. Continuing Certification Requirements, (CCR) and PDUs. Forming study groups Workshop evaluations
Workshop closure.