



PMP/CAPM 9-WEEK SATURDAY MORNING WORKSHOPS



COURSE OVERVIEW

Across 37 countries included in the Project Management Institute's (PMI's) latest salary survey, certification holders reported higher median salaries than those without the certification. This is a key finding of the Earning Power: Project Management Salary Survey, 10th Edition – a leading source of data on project practitioner earning – incorporating responses from more than 33000 project management practitioners.

It shows that PMP certification offers exceptional advantage, especially in South Africa, where PMP holders report a median salary 58 percent higher than those without the certification. PMP tenure also plays a role – among survey respondents in most countries, median salary steadily increases with the length of time one holds a PMP certification.

WHO SHOULD ATTEND?

An experienced project manager who meets the following requirements:

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 resources. Demonstrate sufficient knowledge and experience to appropriately apply a methodology to projects that have reasonably well-defined project requirements and deliverables.

ACCREDITATION

ProjectPro is a Registered Education Provider (REP) no. 3618 with the Project Management Institute (PMI)® and Project Management South Africa (PMSA) no. 0027

BENEFITS

The PMP can also provide a significant advantage when it comes to salary and earning potential. Those with a PMP certification garner a higher salary (**20% higher on average**) than those without a PMP certification. Employers benefit as well. When more than one-third of their project managers are PMP-certified, organizations complete more of their projects on time, on budget and meeting original goals. (*Pulse of the Profession®* study, PMI, 2015.)

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.



WHY OUR COURSE?

ProjectPro aim to promote excellence in project management through providing high quality services and accredited training and assessment, to the standards and global project management best practices of:

- ◆ South African Qualifications Authority (SAQA)
- ◆ International Organisation for Standardisation (ISO)
- ◆ Project Management Institute (PMI)

This course focuses on the ten management knowledge areas requiring project management knowledge and attention—Integration, Scope, Scheduling, Cost, Quality, Communication, Resources, Risk, Procurement, and Stakeholders as well as the process groups of Initiating, Planning, Executing, Monitoring & Controlling, and Closing.

ProjectPro's 3-day, 5-day (in-house only), or after-hours (Saturday mornings) preparatory workshops towards preparing for and sitting the PMP® exam include:

- ◆ a computer-based testing and scoring process that tests your knowledge during the workshops and guides your preparation. 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 6th Edition*, *Agile Practice Guide*, exam application procedures, etc. Optional recommended study books are on display during the workshop.
- ◆ access to a library of Project Management Journals, PM Network and ProjectPro magazines

A FEW OF OUR SUCCESSFUL PMP'S ON THEIR FIRST TRY



JOIN US ON THE UPCOMING COURSE

Date: 18 April–13 June 2020

Venue: Centurion Lake Hotel, Gauteng



COURSE PROGRAMME



Project Management Professional (PMP)

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 Foundational Standards & Practice Guides, Definitions, PM Principles, Projects, Programmes, Portfolios Trade-offs, Product and Project Life Cycles, Project Management Processes and Performance Domains, Professional Responsibility PMP® exam fact-sheet, Overview of the PMP 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: 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, 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 questions.

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 versus 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.

Communications Management:

Communication models, Communications 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.

WEEK 7

Resource Management:

Stakeholders, soft skills, Resource Management Plan, Power Bases, Leadership / Management Styles, Interpersonal skills, Team Development, stages in building a project team, recognition and rewards, Conflict Management, role of the Sponsor, Responsibility Assignment Matrix, Maslow, Hertzberg, McGregor, Emotional Intelligence, Coaching and Mentoring

Resource typical exam questions.

WEEK 8

Procurement Management:

Buyer-seller relationship, Processes of procurement management, Procurement Management Plan, Make-or-Buy decision, Types of Contracts 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.

WEEK 9

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.

Integration Management:

Processes of Integration Management, Role and Structure of Project Management Plan, Subsidiary Plans and 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 AND The Phasing Game, Survivor Game, Input-Output exercise. FINAL TEST (50 questions)

Continuing Certification Requirements (CCR) and PDUs. Forming study groups. Workshop evaluation.

WORKSHOP CLOSURE



CAPM/PMP 9-WEEK SATURDAY MORNING WORKSHOPS

Tel: +27 12 346 6674

Email: training@projectpro.co.za

Website: www.projectpro.co.za

Registration Form

Please complete this form and email to : training@projectpro.co.za

2020 Workshop Gauteng Dates: **Venue:** Centurion Lake Hotel **Course Fee:** R13 259 VAT incl.

18 April–13 June 2020

Other venues and dates:

Workshops throughout Southern Africa can be arranged on sufficient demand (minimum 8 delegates)

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

AUTHORISATION

APPROVED BY:	POSITION:
COMPANY VAT NUMBER:	ORDER NUMBER:
COMPANY:	
POSTAL ADDRESS:	
TELEPHONE:	FAX:
MOBILE NUMBER:	EMAIL:
SIGNATURE:	DATE:

DELEGATE DETAILS

TITLE	FULL NAMES	DESIGNATION	EMAIL	MOBILE

TERMS AND CONDITIONS

Upon receipt of registration form an invoice will be issued. Payment must be made within five days from receipt of invoice. No delegate will be allowed to attend without proof of payment or an official purchase order.

CANCELLATIONS: 30 days prior to the course—75% of the registration fee is refundable; 14 to 7 days prior to the course—50% is refundable. Within 6 days of the course and NO SHOWS—NO REFUNDS.

SUBSTITUTIONS: Delegates can be substituted at any time at no extra cost. Please inform us of the new Name (s) for registration purposes.

INDEMNITY: We reserve the right to change the dates, and venue (due to any unforeseen circumstances). Notification will be made not less than 5 working days prior to commencement so please enquire before making final travel and accommodation arrangements which are the sole responsibility of the delegate

PAYMENT TERMS:

Electronic Transfer or Direct Deposit into our Account,

BANKING DETAILS:

ProjectPro Management Services (Pty) Ltd
FNB Brooklyn Branch
Account no.: 62328882619
Branch code: 251345



*PLEASE NOTE:

Payment is required in full 5 days from date of invoice.