

## Project Management Capacitation Course Syllabus

The PM Tech Project Management Capacitation Course provides a high-quality, facilitator-led course of study designed to prepare the student to perform and participate in project management in their organization. This course provides students the opportunity to learn effective project management methods. This course also provides PMP and CAPM candidates the opportunity to effectively organize and plan completion of their Exam preparation.

### Who should attend?

Individuals who are performing projects as a project coordinator, project lead or project manager or business analysts who perform project related analysis would benefit from this course. Subject matter experts who want to learn a simple structure for performing project management would also benefit from attending this course.

### Introduction

- Course description
- PMP / CAPM Exams
- How to understand the PMBOK Guide

### Introduction

- Overview
- Project definition, program
- Operations
- Portfolio and project management
- Subprojects

### Project Life Cycle and Organization

- Life cycle
- Stakeholders
- Organizational influences
- Skills



### Processes of Project Management

- Process design
- Process groups
- Interactions between processes

### Project Integration Management

- Develop project charter
- Develop project management plan
- Direct and Manage project execution
- Monitor and control project work
- Perform integrated change control
- Close project or phase

### Project Scope Management

- Collect requirements
- Define Scope
- Create WBS
- Verify scope
- Control scope

### Project Time Management

- Define activities
- Sequence activities
- Estimate activity resources
- Estimate activity durations
- Develop schedule
- Control schedule

### **Project Cost Management**

- Estimate costs
- Determine budget
- Control costs

### **Project Quality management**

- Plan quality
- Perform quality assurance
- Perform quality control

### **Project Human Resource Management**

- Develop human resource plan
- Acquire project team
- Develop project team
- Manage project team

### **Project Communication Management**

- Identify stakeholders
- Plan communications
- Distribute information
- Manage stakeholders expectations
- Report performance

### **Project Risk Management**

- Plan risk management
- Identify risks
- Perform qualitative risk analysis
- Perform quantitative risk analysis
- Plan risk responses,
- Monitor and control risks

### **Project Procurement Management**

- Plan procurements
- Conduct procurements
- Administer procurements
- Close procurements



### **Social and Professional Responsibility**

- Code of Ethics
- Standards of Conduct
- Procedures
- Ensuring the integrity
- Contribution-based knowledge
- Respect for differences.

### **During the class, each process is discussed using the following methodology:**

- Introduction to the process, knowledge goals
- Discussion of the purpose that the process serves in the project life cycle
- Specific inputs, tools and outputs from the process
- Practical application for the process
- Chapter Quiz
- Review of "Must Know Concepts" for the process

### **Learning materials include:**

- *PMBOK® Guide* 4<sup>th</sup> Edition
- Two Workbooks
- Color Posters
- CD-ROM with guides, templates, checklists, examples, tools, videos and much more
- 1800 practice questions