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*

Overview and Foundational Elements

- Overview
- The Importance of project management
- Project, operations, programs and portfolios
- Components of the *PMBOK® Guide*
- Tailoring
- Management Business Documents

The Environment in Which Projects Operate

- Enterprise Environmental Factors
- Organizational Process Assets
- Organizational Systems

The Role of the Project Manager

- Definition of a Project Manager
- The Project Manager's Sphere of Influence and competences
- Performing Integration

Project Integration Management

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

Project Scope Management

- Plan Scope Management
- Collect requirements
- Define Scope
- Create WBS
- Validate scope
- Control scope

Project Schedule Management

- Plan Schedule Management
- Define activities
- Sequence activities
- Estimate activity durations

- Develop schedule
- Control schedule

Project Cost Management

- Plan cost management
- Estimate costs
- Determine budget
- Control costs

Project Quality management

- Plan quality management
- Manage and control quality

Project Resource Management

- Plan resource management
- Estimate and acquire resources
- Develop and manage team
- Control resources

Project Communication Management

- Plan communications management
- Manage communications
- Monitor communications

Project Risk Management

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

Project Procurement Management

- Plan procurement management
- Conduct and control procurements

Project Stakeholder Management

- Identify stakeholders
- Plan stakeholder engagement
- Manage and Monitor stakeholder engagement

Social and Professional Responsibility

- Code of Ethics and 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:

- Two Workbooks
- Color Posters
- Guides, templates, checklists, examples, tools and videos available to download
- 3200 practice questions