

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, operations, programs and portfolios
- Subprojects
- Business Value

Project Life Cycle and Organization

- Life cycle
- Project Stakeholders
- Organizational influences
- Project Team

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

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

Project Time Management

- Plan Schedule Management
- Define activities
- Sequence activities
- Estimate activity resources and durations
- Develop schedule
- Control schedule

Project Cost Management

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

Project Quality management

- Plan quality management
- Perform quality assurance
- Perform quality control

Project Human Resource Management

- Plan human resource management
- Acquire, develop and manage project team

Project Communication Management

- Plan communications management
- Manage communications
- Control communications

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 procurement management
- Conduct and control procurements
- Close procurements

Project Stakeholder Management

- Identify stakeholders
- Plan stakeholder management
- Manage stakeholder engagement
- Control stakeholder engagement

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* 5th Edition
- Two Workbooks
- Color Posters
- CD-ROM with guides, templates, checklists, examples, tools, videos and much more
- 2000 practice questions