

CONTINUING EDUCATION

COURSE OUTLINE – PMP®/CAPM® EXAM PREPARATION COURSE

INSTRUCTOR: Harold Eggert **PHONE:** 780-539-2441
OFFICE: M105 **E-MAIL:** ce@gprc.ab.ca

PREREQUISITE(S): Related job experience.

REQUIRED TEXT/RESOURCE MATERIALS: PMP Exam Prep 10th Edition
(Optional, but recommended)

CALENDAR DESCRIPTION:

The Project Management Professional (PMP)® is the most important industry-recognized certification for project managers. Globally recognized and demanded, the PMP® demonstrates that you have the experience, education and competency to lead and direct projects.

Regardless of your career stage, the Certified Associate in Project Management (CAPM)® is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on, or with, project teams.

This course will prepare you to write the 2021 version of the PMP or CAPM exam offered by the Project Management Institute. This course is highly interactive and focuses on ensuring you are well prepared. There are numerous practice quizzes, exercises, and a few fun games to make this an enjoyable learning experience. For more details on the exam and certification, visit www.pmi.org.

CONTACT HOURS: 36 hours

DELIVERY MODE(S): Remote (virtual) delivery

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon completion of the course, you will receive a Certificate of Completion.

EVALUATIONS: N/A

STUDENT RESPONSIBILITIES: Attendance and classroom participation.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Section 1: Creating a High-performing Team

- Build a Team
- Define Team Ground Rules
- Negotiate Project Agreements
- Empower Team Members and Stakeholders
- Train Team Members and Stakeholders
- Engage and Support Virtual Teams
- Build Shared Understanding about a Project

Section 2: Starting the Project

- Determine the Appropriate Project Methodology/Methods and Practices
- Plan and Manage Scope
- Plan and Manage Budget and Resources
- Plan and Manage Schedule
- Plan and Manage Quality of Products and Deliverables
- Integrate Project Planning Activities
- Plan and Manage Procurement
- Establish Project Governance Structure
- Plan and Manage Project/Phase Closure
- Understanding and applying the PMI code of conduct

Section 3: Doing the Work

- Assess and Manage Risks
- Execute Project to Deliver Business Value
- Manage Communications
- Engage Stakeholders
- Create Project Artifacts
- Manage Project Changes
- Manage Project Issues
- Ensure Knowledge Transfer for Project Continuity

Section 4: Keeping the Team on Track

- Leading a Team
- Support Team Performance
- Address and Remove Impediments, Obstacles, and Blockers
- Managing Conflict
- Collaborating with Stakeholders
- Mentoring Relevant Stakeholders
- Applying Emotional Intelligence to Promote Team Performance

Section 5: Keeping the Business in Mind

- Manage Compliance Requirements
- Evaluate and Deliver Project Benefits and Value
- Evaluate and Address Internal and External Business Environment Changes
- Support Organizational Change