

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION

Available Dates: **Feb 4-8, Apr 1-5, Jun 3-7**

Class Length: **5 day**

Cost: **\$2,795**

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Class Outline:

Course Description:

Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course, and offers a job-related approach to successful project management across application areas and industries.

Prerequisites: To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

Project Management Fundamentals

Microsoft Project 2000, 2002, or 2003 Level 1

Microsoft Project 2000, 2002, or 2003 Level 2

Microsoft Word 2000, 2002, or 2003 Level 1

Microsoft Word 2000, 2002, or 2003 Level 2

Microsoft Word 2000, 2002, or 2003 Level 3

Course Content:

Lesson 1: Initiating a Project

Topic 1A: Apply Project Management Processes

Topic 1B: Create a Project Charter

Topic 1C: Develop a Preliminary Project Scope Statement

Lesson 2: Planning Project Work

Topic 2A: Develop Project Management Plan

Topic 2B: Create a Scope Management Plan

Topic 2C: Create a Scope Statement

Topic 2D: Develop a Work Breakdown Structure (WBS)

Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets

Topic 3A: Create an Activity List

Topic 3B: Create a Project Network Diagram

Topic 3C: Estimate Activity Resources

Topic 3D: Estimate Activity Durations

Topic 3E: Identify the Critical Path

Topic 3F: Develop a Project Schedule

Topic 3G: Estimate Project Costs

Topic 3H: Establish a Cost Baseline

Lesson 4: Planning Project Quality, Staffing, and Communications

Topic 4A: Create a Quality Management Plan

Topic 4B: Document Roles, Responsibilities, and Reporting Relationships

Topic 4C: Acquire Project Team

Topic 4D: Create a Communications Management Plan

Lesson 5: Analyzing Risks and Planning Risk Response

Topic 5A: Create a Risk Management Plan

Topic 5B: Identify Project Risks and Triggers

Topic 5C: Perform Qualitative Risk Analysis

Topic 5D: Perform Quantitative Risk Analysis

Topic 5E: Develop a Risk Response Plan

Lesson 6: Planning Project Procurement

Topic 6A: Prepare a Contract Statement of Work

Topic 6B: Prepare a Procurement Document

Lesson 7: Executing Project Work

Topic 7A: Direct and Manage Project Execution

Topic 7B: Perform Quality Assurance

Topic 7C: Develop Project Team

Topic 7D: Information Distribution

Topic 7E: Request Seller Responses

Topic 7F: Select Sellers

Lesson 8: Monitoring and Controlling Project Work

Topic 8A: Monitor and Control Project Work

Topic 8B: Manage Changes to Performance Baselines

Topic 8C: Review Deliverables and Work Results

Topic 8D: Control Project Scope

Lesson 9: Monitoring and Controlling Project Schedule and Costs

Topic 9A: Control the Project Schedule

Topic 9B: Control Project Costs

Lesson 10: Monitoring and Controlling Project Quality, Staffing, and Communications

Topic 10A: Perform Quality Control

Topic 10B: Manage Project Team

Topic 10C: Report Project Performance

Topic 10D: Manage Stakeholders

Lesson 11: Monitoring and Controlling Project Risk and Contracts

Topic 11A: Monitor and Control Project Risk

Topic 11B: Administer a Contract

Lesson 12: Closing the Project

Topic 12A: Close a Project

Topic 12B: Close a Contract

Appendix A: PMP Certification Mapping

Appendix B: Certification Lightning Round

Supplemental Lesson PMP® Certification Practice Test

Topic 1A: Practice Test

Appendix C: Schedule Management Plan Example

Appendix D: Statement of Work (SOW) Example

Appendix E: Professional and Social Responsibility

Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

Initiate a project.

Plan project work.

Develop project schedules, cost estimates, and budgets.

Plan project quality, staffing, and communications.

Analyze project risks.

Plan project procurement.

Execute project work.

Monitor and control project work.
Monitor and control project schedule and costs.
Monitor and control project quality, staffing, and communications.
Monitor and control project risks and contracts.
Close the project.