

# **PROJECT MANAGEMENT PROFESSIONAL (PMP) TRAINING** **(SINGLE-USER, DVD-ROM)**

## **Course Introduction**

Course Introduction

## **Chapter 01 - PMP Application and Exam**

PMP Application and Exam  
How Do I Become A PMP?  
Requirements Category 1  
Requirements Category 2  
Contact Hours  
PMP Application  
Application Approval  
PMP Exam Overview  
PMP Exam Breakdown  
PMP Exam Score and Fees  
PMP Exam Emphasis  
Re-Examination

## **Chapter 02 - Types of Exam Questions**

Types of Exam Questions  
Two Right Answers  
Situational Questions  
Extraneous Information  
Understanding vs. Memorization  
Recurring Themes  
More PMI'isms  
Why People Fail

## **Chapter 03 - Organizations and Project Management**

Organizations and Project Management  
Differentiation vs. Integration  
Organization Structures  
The Functional Organization  
Functional Organization Chart  
Potential Advantages of a Functional Organization  
Potential Issues with a Functional Organization  
The Projectized Organization  
Projectized Organization Chart  
Potential Advantages of a Projectized Organization  
Potential Issues with a Projectized Organization  
The Matrix Organization  
A Weak Matrix Organization  
A Balanced Matrix Organization  
A Strong Matrix Organization  
Potential Advantages of a Matrix Organization  
Potential Issues with a Matrix Organization  
Organizational Structures

## **Chapter 04 - The Basics of Project Management**

What is Project Management?  
When to Get Stakeholders Involved  
Definitions  
Relationships  
Projects vs. Operations  
PMBOK Guide Knowledge Areas

**BUY ONLINE AT:**

**<http://www.itgovernance.co.uk/products/3106>**

The Project Life Cycle  
The Spectrum Diagram  
The Five Process Groups  
PM Process Model  
PDCA Cycle  
The Framework  
Nine Knowledge Areas

## **Chapter 05 - Project Integration Management**

Integration Management  
Develop Project Charter  
Integration Management Model  
Develop Project Charter - Process  
Charter vs. Scope Statement  
Project Charter Summary  
Business Case Project Selection Methods - Quantitative  
Compounding or Future Value  
Discounting or Present Value  
Net Present Value and Internal Rate of Return  
Develop Project Management Plan  
Develop PM Plan - Process  
Project Management Plan Model  
Additional Items in the PM Plan  
PM Plan vs. Project Documents  
Direct & Manage Project Execution  
Direct & Manage Project Execution - Process  
Monitor & Control Project Work  
Monitor & Control Project Work - Process  
Perform Integrated Change Control  
Perform Integrated Change Control - Process  
Close Project or Phase  
Close Project or Phase - Process  
Summary

## **Chapter 06 - Project Scope Management**

Scope Management  
Scope Management Model  
The Product vs. Project Scope  
Collect Requirements  
Collect Requirements - Process  
Stakeholder Analysis  
Define Scope - Process  
Create WBS - Process  
Create WBS  
Components of the WBS  
Effective WBS's  
Code of Accounts  
Verify Scope - Process  
Control Scope  
Control Scope - Process  
Summary

## **Chapter 07 - Project Time Management**

Time Management  
Define Activities  
The Activities Chart  
Define Activities - Process  
Rolling Wave Planning  
Sequence Activities  
Sequence Activities - Process

**BUY ONLINE AT:**

<http://www.itgovernance.co.uk/products/3106>

PDM  
Conditional Diagramming  
Types of Dependencies  
Leads and Lags  
Estimate Activity Resources - Process  
Bottom-up Estimating  
Estimating Activity Durations  
Estimating Activity Duration - Process  
Types of Estimating  
Project Evaluation & Review Technique (PERT)  
PERT Formulas  
Reserve Analysis  
Develop Schedule  
Develop Schedule - Process  
CPM Overview  
CPM Components  
The Critical Path Method Model  
The Critical Path Method Calculations  
Resource Leveling  
Critical Chain Method Overview  
Critical Chain Method Start  
Critical Chain Method Defined  
Critical Chain Method Project Buffer  
Critical Chain Method Feed Buffers  
Critical Chain Method Reporting  
Develop Schedule Tools and Techniques  
Control Schedule  
Control Schedule - Process  
Summary

## **Chapter 08 - Project Cost Management**

Cost Management  
Cost Management Overview  
Estimate Costs  
Estimate Cost - Process  
Types of Estimates  
Determine Budget  
Determine Budget - Process  
Cost Baseline  
Funding Requirements  
Accounting Categories  
Depreciation  
Depreciation - Standard  
Depreciation - DDB  
Depreciation - SYD  
Control Costs  
Control Costs - Process  
Control Costs - Continued  
Performance Measurement Analysis  
EV Table  
Earned Value Basic Calculations  
Earned Value Analysis  
Cumulative Cost Curve  
Forecasting - ETC  
Forecasting - EAC  
Forecasting - TCPI  
Summary

## **Chapter 09 - Project Quality Management**

Quality Management  
Key Terms

**BUY ONLINE AT:**  
<http://www.itgovernance.co.uk/products/3106>

Thought Leaders  
Responsibility  
Cost of Quality  
Plan Quality  
Plan Quality - Process  
Benchmarking  
Design of Experiments (DOE)  
The Quality Management Plan  
Perform Quality Assurance  
Perform Quality Assurance - Process  
Continuous Process Improvement  
Quality Audits  
Perform Quality Control  
Perform Quality Control - Process  
Quality Control Defined  
Inspections  
Variation  
Statistical Sampling Terms  
Statistical Terms  
Statistical Example  
3 Sigma, 6 Sigma  
Cause and Effect Diagram  
Control Chart  
Pareto Diagrams  
Run Charts Summary

## **Chapter 10 - Project Human Resource Management**

Human Resource Management  
Develop Human Resource Plan  
Develop Human Resource Plan - Process  
Human Resource Plan  
Enterprise Environmental Factors  
Constraints on Project Staffing  
The Organization Chart  
The Responsibility Matrix  
Maslow's Hierarchy  
McGregor's Theory of X and Y  
Herzberg's Theory  
Ouchi's Theory  
Theory Z  
Acquire Project Team  
Acquire Project Team - Process  
Enterprise Environmental Factors - Continued  
Develop Project Team - Process  
Manage Project Team  
Manage Project Team - Process  
Leadership Styles  
Theories of Management Style  
The Five Conflict Resolution Modes  
Sources of Power  
Summary

## **Chapter 11 - Project Communications Management**

Communications Management  
The Communication Model  
Communications Terms  
The Audience  
Identify Stakeholders - Process  
Stakeholder Analysis  
Plan Communications  
Plan Communications - Process

**BUY ONLINE AT:**

<http://www.itgovernance.co.uk/products/3106>

Create the Communications Management Plan  
Didactic Communication  
Communication Types  
Distribute Information  
Distribute Information - Process  
Styles  
Manage Stakeholder Expectations  
Manage Stakeholder Expectations - Process  
Report Performance  
Report Performance - Process  
Performance Report Example  
Summary

## **Chapter 12 - Project Risk Management**

Risk Management  
Risk Management Defined  
Types of Risks  
Key Terms  
Plan Risk Management  
Plan Risk Management - Process  
Components of the Risk Management Plan  
Sample RBS  
Also Included in the Risk Management Plan  
Impact and Probability  
Sample Impact Matrix  
Scales for Impact and Probability Matrices  
Identify Risks  
Identify Risks - Process  
Useful Information to Begin  
Information Gathering  
What Else Can You Do?  
The Risk Register  
Perform Qualitative Risk Analysis  
Perform Qualitative Risk Analysis - Process  
Risk Score for Each Specific Risk  
Quantitative Risk Analysis  
Quantitative Risk Analysis - Process  
Risk Management Comparison  
Data Gathering and Representation  
Data Modeling and Simulation  
Data Modeling - Sensitivity Analysis  
Data Modeling - Expected Monetary Value Analysis (EMV)  
Expected Monetary Value Calculations  
Data Modeling - Decision Tree Analysis  
Decision Tree Model  
EMV Chart  
Risk Register Updates  
Additional Results from Quantitative Risk Analysis  
Plan Risk Responses  
Plan Risk Responses - Process  
Responses  
Response Strategies  
Other Risk Register Updates  
Resulting Risks  
Monitor & Control Risks  
Monitor & Control Risks - Process  
Additional Purposes of Risk Monitoring & Control  
Results of Risk Monitoring & Control  
Summary

## **Chapter 13 - Project Procurement Management**

**BUY ONLINE AT:**

<http://www.itgovernance.co.uk/products/3106>

Procurement Management  
Contracts  
Parties  
Plan Procurements  
Plan Procurements - Process  
Make-or-Buy Analysis  
Contract Type Selection  
Procurement Management Plan  
Conduct Procurements  
Conduct Procurements - Process  
Standard Procurement Documents  
Documents Used to Seek Proposals or Bids  
Source Selection Criteria  
Selected Sellers  
Administer Procurements  
Administer Procurements - Process  
Close Procurements  
Close Procurements - Process  
Negotiate Settlements  
Summary

#### **Chapter 14 - Professional Responsibility**

Professional Responsibility  
Responsibilities to the Profession  
Responsibilities to Customers & the Public  
Role of the Project Manager  
Scope Guidelines  
Authority Guidelines  
Unexpected Events Guidelines  
General Guidelines  
Course Closure

#### **Final Exam**

PMP 2008 Exam Prep - Final Exam