

## PMI EXAM PREPARATION WORKSHOP OVERVIEW

### PROGRAM DESCRIPTION

This 12-sessions instructor-led online program provides a detailed review of everything that participants need to pass the exam. The material covers everything, completing exam application form, the 10 knowledge areas, the 5 processes, a review of all math formulas and actual tips on writing the exam. **The workshops focus on PMI terminology and processes and PMIs to get participants ready for the exam.** Although the course is intended to help participants write and pass the exam, participants will get a large dose of practical experience as well as some principles and theories to help them in their day-to-day work (See attached detailed course topics)

### PROGRAM OBJECTIVE

The objective of this program, which consists of 12-sessions, is to prepare participants to write and pass the PMP exam. In addition to mastering the required exam skills, participants will develop advanced-level management skills. The workshop focuses on explaining PMI terminology and processes. The approach makes it easy for participants to understand and appreciate the new terminology used by PMI.

### WHO SHOULD ATTEND

This program is designed to prepare new and intermediate project managers and project team members to pass the PMI's PMP Certification Examination with high marks. It also perfectly fits the needs of individuals who are interested in learning more about PMI's approach to project management.

### DELIVERY METHODOLOGY

- The program is divided into 12- 3 ½ sessions or modules. This is done purposely in order to ease the participants into the topics and to familiarize them with the effective utilization of project management skills.
- The program provides a detailed review of everything that the participants need to pass the exam. The material covers everything including the completion of the exam application form, the 10 knowledge areas, the 5 processes, a review of all math formulas and actual tips on writing the exam.
- The workshops focus on PMI terminology and processes (American), comparing them with Canadian industry terminology. Although the course is intended to help participants write and pass the exam, participants will get a large dose of practical experience as well as some principles and theories to help them in their day-to-day work.

- The learning environment is highly interactive; the participants are grouped in virtual team round table seating which encourages group discussions. Participants are encouraged to challenge each other in a friendly and constructive manner.

### **PROGRAM DELIVERY**

The training consists of 12 sessions, One session for each. Each workshop will focus on what is required to successfully pass the PMI exam.

Program description is as follows:

#	Session	Topics Covered	Notes
1	Session I	<ul style="list-style-type: none"> <li>• Introduction to PMI, apply for certification</li> <li>• 5 project management processes</li> </ul>	
2	Session II	<ul style="list-style-type: none"> <li>• How to answer multiple choice questions</li> </ul>	
3	Session III	<ul style="list-style-type: none"> <li>• Project Integration</li> </ul>	
4	Session IV	<ul style="list-style-type: none"> <li>• Professional Responsibilities</li> </ul>	
5	Session V	<ul style="list-style-type: none"> <li>• Project Scope Management</li> </ul>	
6	Session VI	<ul style="list-style-type: none"> <li>• Project Quality Management</li> </ul>	
7	Session VII	<ul style="list-style-type: none"> <li>• Project Human Resources Management</li> </ul>	
8	Session VIII	<ul style="list-style-type: none"> <li>• Project Communication Management</li> </ul>	
		<ul style="list-style-type: none"> <li>• Stakeholder Management</li> </ul>	
9	Session IX	<ul style="list-style-type: none"> <li>• Project Time Management</li> </ul>	
10	Session X	<ul style="list-style-type: none"> <li>• Project Procurement Management</li> </ul>	
11	Session XI	<ul style="list-style-type: none"> <li>• Project Risk Management</li> </ul>	
12	Session XII	<ul style="list-style-type: none"> <li>• Project Cost Management</li> </ul>	

## **Instructional Methods**

1. Each session is composed of 3 ½ hours, timing will depend on your selection of the time frame. There will be 2-15 minute breaks.
2. Each knowledge area session ends with 20 to 30 questions. This will help the participants absorb and review material covered.
  - a. Each individual participant is expected to answer all the questions on his/her own, first.
  - b. Then, each participant's individual answers to all the questions are reviewed in their own groups. The group answer is presented to the instructor and the rest of the class.
  - c. The instructor gives the correct answer to each question. Any disagreement is discussed and explained.

## **Additional PMP Workshop Information:**

- The training uses adult learning principles and methodologies. Participants are encouraged to reflect on the workshop material and are encouraged to ask questions and share their experience with the rest of the class
- The course is based on the latest PMBOK 2017.
- PMP exam course is approved by PMI
- Performance Excellence Institute is a Registered Education Provider of the Project Management Institute (PMI).
- This course is approved for 42 hours of project management education required to write the PMP examination.
- The course is composed of 12 sessions. Each is 3.5 hours delivered in about a month and half (actual Instructions is 3 hours).
- There is ½ per week mandatory team work, to answer MCQ as a team

- You MUST attend at least 10 sessions out of the 12 scheduled sessions in order to receive the full 35 hours of credit for exam application.
- **You MUST write the exam by Dec 31, 2020**

## **COURSE MATERIALS**

- The course represent and uses PMBOK 2017
- Each participant will receive a complete set of course notes and handouts that will serve as informative references and a review material for the exam.
- The take home study and final review guide will also act as a manual with valuable project management tools and strategies for future use.

## **FACILITATOR:**

Dr. Fahmy is a Global Registered Educational Provider (R.E.P) with the Project Management Institute (PMI). Dr. Fahmy has more ten years of project management teaching experience. He has extensive experience as a teacher and instructor of project management programs and has taught them at Northern Alberta Institute of Technology (NAIT), the University of Calgary, and the PMI (Edmonton PMI Chapter). He is presently teaching four project management courses at the University of Alberta. He also teaches construction management graduate course with the University of Calgary, Alberta, Canada.

Dr. Fahmy is a professional engineer (P.Eng.) and Project Management Professional (PMP) with more than 30 years of hands-on experience covering a wide range of project management and technical areas. He has successfully managed hundreds of projects of varying size and complexity.

Dr. Fahmy's interest and expertise covers a wide range of topics including: project management, risk management, alternative project delivery, quality management, problem solving, decision making and contract administration. Recently, he is focusing on the communication skills and soft issues related to project management.