

PROGRAM DELIVERY SCHEDULE AND WORKSHOP OUTLINE

PROGRAM DELIVERY

The training consists of 6 days broken down to 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:

Day (0)

Introduction to PMI and the PMP exam

- A. Introduction to PMI
- B. PMP certification
- C. Code of Ethics
- D. Planning your most important project

PMP Exam Preparation

- E. How to complete the PMP Exam application form
- F. How to study and get ready
- G. Types of exam questions
- H. How to prepare for the exam
- I. How to answer MCQ
- J. How to answer other types of questions

Day (1) Creating a high performing team by

- A. Build a Team
- B. Define Team Ground Rules
- C. Negotiate Project Agreements
- D. Empower Team Members and Stakeholders
- E. Creating a high performing team by
- F. Train Team Members and Stakeholders
- G. Engage and Support Virtual Teams
- H. Build a Shared Understanding about a Project

Day (2) Starting the Project

- A. Determine appropriate project methodology, methods and practices
- B. Plan and manage scope
- C. Plan and manage schedule
- D. Plan and manage budget and resources
- E. Plan and manage quality of product and deliverables
- F. Integrate project planning activities

- G. Plan and manage procurement
- H. Establish project governance structure
- I. Plan and manage project phase closure

Day (3) Doing the work

- A. Assess and manage risk
- B. Execute project to deliver business value
- C. Manage communication
- D. Engage stakeholders
- E. Create project artifacts
- F. Manage project changes
- G. Manage project issues
- H. Ensure knowledge transfer to project continuity

Day (4) Keeping the team on track

- A. lead a team
- B. Support team performance
- C. Address and remove impediments, obstacles and Blockers
- D. Manage conflict
- E. Collaborate with stakeholders
- F. Mentor relevant stakeholders
- G. Apply emotional intelligence to promote team performance

Day (5) Keeping the Business in mind

- A. Manage compliance requirement
- B. Evaluate and deliver project benefits and value
- C. Evaluate and address internal and external business
- D. Support organizational change
- H. Employ continuous process improvement