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Training and Development

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Course: The Project Management Professional Examination Preparatory Course

Code	City	Hotel	Start	End	Price	Language - Hours
384	Zurich (Switzerland)	Hotel Meeting Room	2025-02-10	2025-02-14	5450 €	En - 25

Why Choose this Course?

If you are intending to pursue the recognized Project Management Professional (PMP)® certification, then this course is for you. This is a MUST DO for all Project Managers or those who wants to get involved in the profession of project management. The course is designed to review and emphasize the project processes and knowledge areas, terms, tools, and formulas required for taking and passing the PMP® certification examination. The entire course content is compliant with the “Guide to the Project Management Body of Knowledge, fifth edition, (PMBOK® Guide)” of the Project Management Institute, Inc. (PMI), USA.

This course will feature:

- Thorough review of the five project management process groups
- Complete review and study of the 10 knowledge areas and the 47 process steps, including the inputs, tools and techniques and outputs of each
- Review and hands on practice with sample test questions, problems and practical exercises supporting project scheduling, earned value management and expected monetary value
- Review and use of 20 different project management mathematical formulas for estimating, critical path analysis, earned value management, expected monetary value and probability and impact
- The application process, the testing process and completing a full PMP practice test



What are the Goals?

- Understand terms, acronyms, and formulas specific to PMI
- Learn the processes and knowledge areas specific to PMI
- Recognize inputs, tools and techniques and outputs for 47 separate process steps
- Comprehend test taking strategies
- Understand PMI's specific methods and expectations for managing large projects called PMI'isms

By the end of this course, participants will be able to:

- Understand qualifications and application processes for the PMP exam
- Meeting education requirements for the PMP exam
- Being prepared to pass the PMP certification exam.
- Understanding existing project practices or new project process
- Understanding project tools and procedures that can or may be implemented to improve or establish formal project management methodologies.

Who is this Course for?

The course is intended for project management professionals in any business work areas who have been working as project managers or key members of project teams for at least 3 years.

The course will provide the following benefits to these participants:

- Comprehensive understanding of the PMP certification requirements and testable materials.
- Comprehensive review of the various processes, knowledge areas, formulas, terms and individual process steps for project management.
- Having an advanced set of project management tools and techniques for continued use or new implementation at the workplace.



- Being prepared for PMP certification resulting in greater project management confidence and credibility

This programme is suitable to a wide range of professionals but will greatly benefit:

- Professionals who have been directly involved in initiating, planning, executing, controlling and closing of any kind of projects
- Professionals who are working as project managers or key project or program team members
- Those who want to get a recognized Project Management qualification and who recognize project management as a core part of their professional experience

How will this be presented?

This course will utilize a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes case study presentation, lecture-based presentation, video and audio inserts, simulated exams and exam practice.

The Course Content

Day One

The Project Management Basics, Framework and Processes

- Project definitions
- The Project Management Office
- Project organisational structures
- Project and product life cycles



- Enterprise environmental factors and organisational process assets
- The ten knowledge areas within PMBOK®
- The project selection process

Practical Exercise: Framework practice exam

Project Exercise: Project Selection exercises

Project Exercise: Processes practice exam

Day Two

Project Integration Management

- Developing the project charter
- Develop the project management plan
- Direct and Management Project Work
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

Practical Exercise: Integration Management practice exam

Project Scope Management

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create the Work Breakdown Structure (WBS)
- Validate Scope
- Control Scope

Practical Exercise: Scope Management practice exam



Project Time Management

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations

Day Three

Project Time Management (continued)

- Develop Schedule
- Control Schedule

Practical Exercise: Network diagramming practice

Practical Exercise: Time management practice exam

Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs

Practical Exercise: Earned Value Management calculations practice

Practical Exercise: Cost management practice exam

Project Quality Management

- Quality Management terms and concepts
- Plan Quality Management
- Perform Quality Assurance



- Control Quality

Practical Exercise: Quality Management practice exam

Project Human Resources Management

- Plan Human Resource Management
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Human Resources Management Theories

Practical Exercise: Human Resources Management practice exam

Project Communications Management

- Plan Communications Management
- Manage Communications
- Communications Channels
- Control Communications

Practical Exercise: Communications Management practice exam

Day Four

Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Expected Monetary Value analysis
- Plan Risk Responses
- Control Risks



Practical Exercise: Risk Management practice exam

Project Procurement Management

- Plan Procurement Management
- Understanding contracts
- Conduct Procurement
- Control Procurements
- Close Procurements

Practical Exercise: Procurement Management practice exam

Day Five

Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement
- Practical Exercise: Stakeholder Management practice exam
- Professional Ethics and Responsibility
- The PMI Code of Ethics and Professional Conduct
- Practical Exercise: Professional Ethics and Responsibility practice exam
- PMP Practice Exam: Evaluate PMP exam
- Practical Exercise: Create end course lessons learned and final exam plan



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

- **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

- **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

- **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

- **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

- **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

- **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

- **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

- **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

- **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.