



## **In-Person 4-Day Live PMP Training**

### **Course Syllabus:**

#### **DAY 1:**

**8:00AM – 12:00PM (Morning Session)**

##### **Welcome**

- a. Who is BOBCAT Academy?
- b. Introduce Yourself
- c. Course Dates
- d. Start/Stop Times
- e. Breaks
- f. Class Participation
- g. Homework
- h. Pre-requisites
- i. Follow Us

##### **Module 1: Course Introduction**

- a. What is PMI & PMBOK?
- b. History of PMI & PMBOK
- c. PMI Certifications
- d. What is a PMP?
- e. PMP Eligibility Requirements
- f. Apply to Take the Exam
- g. PMP Exam Grading
- h. PMP Exam Components
- i. PMI Membership Fees & Benefits

## **Module 2: Foundational Concepts**

- a. Definitions
- b. Triple Constraint
- c. Strategy, Portfolio, Program, & Project Relationships
- d. Project Management Office (PMO)
- e. Project, Development, & Product Life Cycles
- f. Project Phase & Phase Gate
- g. Project Management Processes & Process Groups
- h. Project Management Knowledge Area
- i. Project Management Data and Information

**10:00AM – 10:15AM (Morning Break)**

## **Module 3: Project Manager Role**

- a. Overview
- b. Project Manager Definition
- c. Project Manager Sphere of Influence
- d. Project Manager Competencies
- e. Performing Integration

**12:00PM – 1:00PM (Lunch Break)**

**1:00PM – 6:00PM (Afternoon Session)**

## **Module 4: Project Integration Management**

- a. Develop Project Charter
- b. Develop Project Management Plan
- c. Direct and Management Project Work
- d. Manage Project Knowledge
- e. Monitor and Control Project Work
- f. Perform Integrated Change Control
- g. Close Project or Phase

**3:30PM – 3:45PM (Afternoon Break)**

## **Module 5: Project Scope Management**

- a. Plan Scope Management
- b. Collect Requirements
- c. Define Scope
- d. Create WBS
- e. Validate Scope
- f. Control Scope

## DAY 2:

### 8:00AM – 12:00PM (Morning Session)

#### Module 6: Project Schedule Management – Part I

- a. Plan Schedule Management
- b. Define Activities
- c. Sequence Activities
- d. Estimate Activity Durations
- e. Develop Schedule
- f. Control Schedule

### 10:00AM – 10:15AM (Morning Break)

#### Module 6: Project Network Diagramming – Part II

- a. Activity on Node (AON)
- b. Creating an AON Diagram
- c. Critical Path
- d. Forward & Backward Pass
- e. Float (aka Slack)
- f. Network Diagramming Exercise

### 12:00PM – 1:00PM (Lunch Break)

### 1:00PM – 6:00PM (Afternoon Session)

#### Module 7: Project Cost Management

- a. Plan Cost Management
- b. Estimate Costs
- c. Determine Budget
- d. Control Costs

### 3:30 – 3:45 (Afternoon Break)

#### Module 8: Project Quality Management

- a. Plan Quality Management
- b. Manage Quality
- c. Control Quality

## DAY 3:

**8:00AM – 12:00PM (Morning Session)**

### **Module 9: Project Resource Management**

- a. Plan Resource Management
- b. Estimate Activity Resources
- c. Acquire Resources
- d. Develop Team
- e. Manage Team
- f. Control Resources

**10:00AM – 10:15AM (Morning Break)**

### **Module 10: Project Communications Management**

- a. Plan Communications Management
- b. Manage Communications
- c. Monitor Communications

### **Module 11: Project Risk Management**

- a. Plan Risk Management
- b. Identify Risks
- c. Perform Qualitative Risk Analysis
- d. Perform Quantitative Risk Analysis
- e. Plan Risk Responses
- f. Implement Risk Responses

**12:00PM – 1:00PM (Lunch Break)**

**1:00PM – 6:00PM (Afternoon Session)**

### **Module 12: Project Procurement Management**

- a. Plan Procurement Management
- b. Conduct Procurements Management
- c. Control Procurements

**3:30PM – 3:45PM (Afternoon Break)**

### **Module 13: Project Stakeholder Management**

- a. Identify Stakeholders
- b. Plan Stakeholder Management

- c. Manage Stakeholder Engagement
- d. Monitor Stakeholder Engagement

## **DAY 4:**

### **8:00AM – 12:00PM (Morning Session)**

#### **Module 14: Professional and Social Responsibility**

- a. PMI Code of Conduct
- b. Ensure Individual Integrity
- c. Contribute to Project Management Knowledge Base

### **10:00AM – 10:15AM (Morning Break)**

#### **Module 15: How to Pass the PMP Exam**

- a. Must Master
- b. Failing Analytical People
- c. Timing Techniques
- d. Answering Questions

### **12:00PM – 1:00PM (Lunch Break)**

### **1:00PM – 5:00PM (Afternoon Session)**

#### **Module 16: Tips and Tricks**

### **3:30PM – 3:45PM (Afternoon Break)**

#### **Recap**

#### **Module 17: How to Pass the PMP Exam**