

**PROJECT MANAGEMENT
PROFESSIONAL
(PMP)®**

*Exam Preparation Class
(35-hour)*



<Venue>

<Date>

<Time>

What is PMP?

The [Project Management Professional\(PMP\)](#) certification is awarded by the [Project Management Institute\(PMI\)](#) to recognize individuals who have obtained knowledge and experience in project management.



Course Overview

This program is based primarily on the Project Management Institute's (PMI®) 'A Guide to The Project Management Body of Knowledge' (PMBOK® Guide 3rd edition) standards and certification process for the designation of PMP® - Project Management Professional from PMI. It is a comprehensive program that will assist individuals in preparing for the PMI's certification exam. PMI's exam covers each section of the PMBOK Guide and other reference materials.

Why Get Certified?

There are at least 4 reasons for seeking certification:

1. *Need to expand competence*
2. *Personal professionalism*
3. *Corporate support*
4. *International recognition*



Course Objective

- ❖ Enable learners to pass the PMP exam.
- ❖ Familiarize learners with the multiple-choice exam format.
- ❖ Provide access to suitable study material.
- ❖ In-depth review of the PMBOK 2000.
- ❖ Guidance in applying for PMP.

Who Should Attend?

- ❖ Anyone who intends to take the PMP Exam in the next six months.
- ❖ Project managers and other project team members.
- ❖ Managers of project managers.
- ❖ Project customers and other project stakeholders.
- ❖ Educators teaching project management and related subjects.
- ❖ Consultants and other specialists in project management and related fields.
- ❖ Trainers developing project management educational programs.



Course Outline

Getting Started	
What it Takes to be a Certified Project Manager (PMP)	
Session 1 - Project Management - Framework and Standard	Session 2 - Project Management Knowledge Areas
<ul style="list-style-type: none"> ■ The Project Management Framework <ul style="list-style-type: none"> ■ Introduction ■ Project life cycle and organization ■ The Standard for Project Management of a Project <ul style="list-style-type: none"> ■ Project Management Processes for a Project 	<ul style="list-style-type: none"> ■ Project Integration Management ■ Project Scope Management ■ Project Time Management ■ Project Cost Management ■ Project Quality Management ■ Project Human Resource Management ■ Project Communications Management ■ Project Risk Management ■ Project Procurement Management
Session 3 – Development of the Major Project Documents	Session 4 – Development of Subsidiary Plans and WBS Creation
<ul style="list-style-type: none"> ■ Introduction to Initiation ■ Develop Project Charter [Process] ■ Develop Preliminary Project Scope Statement [Process] ■ Develop Project Management Plan [Process] ■ Scope Planning [Process] ■ Scope Definition [Process] 	<ul style="list-style-type: none"> ■ Quality Planning [Process] ■ Communications Planning [Process] ■ Risk Management Planning [Process] ■ Create WBS [Process]
Session 5 - Identification of the Resource Availability	
<ul style="list-style-type: none"> ■ Resource Types ■ Plan Purchases and Acquisitions [Process] ■ Plan Contracting [Process] ■ Request Seller Responses [Process] 	<ul style="list-style-type: none"> ■ Select Sellers [Process] ■ Human Resource Planning [Process] ■ Acquire Project Team [Process]
Session 6 - Identification of Activity Resource Requirements	Session 7 – Risk Analysis and Developing Response Plan
<ul style="list-style-type: none"> ■ Activity Definition [Process] ■ Activity Sequencing [Process] ■ Project Estimating ■ Activity Resource Estimating [Process] 	<ul style="list-style-type: none"> ■ Risk Identification [Process] ■ Qualitative Risk Analysis [Process] ■ Quantitative Risk Analysis [Process] ■ Risk Response Planning [Process]
Session 8 - Development of the Project Schedule and Budget	Session 9 - Team Development for Better Performance
<ul style="list-style-type: none"> ■ Cost Estimating [Process] ■ Activity Duration Estimating [Process] ■ Schedule Development [Process] ■ Cost Budgeting [Process] 	<ul style="list-style-type: none"> ■ Develop Project Team [Process] ■ Earned Value Technique ■ Information Distribution [Process] ■ Manage Project Team [Process]
Session 10 – Change Management and Performance Reporting	Session 11 - Assuring, Auditing, and Inspecting the Work
<ul style="list-style-type: none"> ■ Integrated Change Control [Process] ■ Scope Control [Process] ■ Schedule Control [Process] ■ Cost Control [Process] ■ Perform Quality Control [Process] ■ Risk Monitoring and Control [Process] ■ Performance Reporting [Process] 	<ul style="list-style-type: none"> ■ Monitor and Control Project Work [Process] ■ Manage Stakeholders [Process] ■ Direct and Manage Project Execution [Process] ■ Perform Quality Assurance [Process] ■ Contract Administration [Process] ■ Scope Verification [Process]
Session 12 - Closing and Professional Responsibility	
<ul style="list-style-type: none"> ■ Close Project [Process] ■ Contract Closure [Process] 	<ul style="list-style-type: none"> ■ Professional Responsibility

Certification

A certificate of attendance will be issued for those who attend and successfully complete the course.

Course Tuition

Course tuition is \$ < _____ >

Course Instructor

Mohammed Al-Arabi

- He has over than 20 years experience in Information Technology field.
- He is a certified ITIL foundation from OGC - England.
- He has a B.Sc in Computer and Systems Engineering.
- He started his career in Systems Engineering, moving to computer hardware and data network, and then moved to Project Management, Marketing, and Business.
- Currently his main focus is in Training and Consultation.
- He has delivered many workshops, training courses, and presentations to a number of organizations (Saudi Telecom, Vodaphone, Dallah, and Aramco).
- He has been involved heavily in project management since 1995 and has a broad experience in managing projects.
- He has extensive experience in Project Management Office, Project Administration, Project Management Methodologies, and Project Management Information System (PMIS).
- Mr. Al-Arabi has started his career in business development since 1999.
- Mr. Al-Arabi has a considerable experience in developing business plans.
- Mr. Al-Arabi has his own company (www.NexusProjectManagement.com).
- He is an author for Arabic book in Marketing.
- He is a Comptia's IT project+ Certified Professional.
- Mr. Al-Arabi's courses are in Project Management, Administration, Management, Business, and Information Technology.
- He has business project management experience in Software Development, Telecom, and Data Network.
- He is registered as a Project Management Professional (PMP®) from Project Management Institute (PMI®) (www.PMI.org) - USA. His PMP certificate is valid till the end of 2007.
- He obtained a token of appreciation in recognition of outstanding contribution - PMI-AGC, 2005-2006.
- Mr. Al-Arabi is an Orange Belt certified for Microsoft Project 2003 from IIL (www.iil.com).
- He has an ICC (Interim Cost Consultant) certificate from AACE International
- He is an author for Arabic book, in Obeikan bookstore, in Project Management.
- Mr. Al-Arabi is a Certified Six Sigma Black Belt (CSSBB) from Harrington-Institute (www.Harrington-Institute.com) - USA.
- He is a Certified Quality Improvement Associate (CQIA) from American Society for Quality (www.asq.org).