

Project Management Professional (PMP®) Certification

You would like to have an officially acknowledged certification of your abilities as a project leader?

In your company, the project leaders should have a state-of-the-art professionalism in Project Management?

Then we are the right partner for you!

The PMP® Certification is the internationally most renowned and accepted certification in project management. It is granted by the Project Management Institute (PMI®). As the leading global professional association in the field, the PMI sets standards in project management. PMI has more than 220.000 members and is active in 159 countries.

The PMP® is by far the project management credential of choice across a vast array of industries and companies. By attaining the PMP® credential, you will be included in the largest and most renowned group of certified professionals in the project management community.



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How to become PMP® ?

The PMBOK® Guide

To be able to be eligible for the Project Management Professional credential, each candidate has to prove three elements of professional expertise:

1. Several years of practical experience in project management *¹
2. Education or training in project management *²
3. Sound know-how in project management in theory and practise

The first two points are being checked by PMI even before a candidate is permitted to the exam. The third point is being confirmed in a very demanding examination by PMI. In the course of this test, the candidates have to answer 200 questions on all the areas of project management within four hours. The exam is centrally administered by PMI and can be done at any time in one of four test centres in Germany.

PMI has published several documents of standardisation of which the “Guide to the Project Management Body of Knowledge” (*PMBOK® Guide*) is the core document. The *PMBOK® Guide* is being accepted as the most important standard in project management globally.

The *PMBOK® Guide* describes all process steps of professional project management. It covers the whole project life cycle from initiation of the project, to planning, executing and controlling a project and ends with a project’s closure. At the same time, the *PMBOK® Guide* comprises detailed descriptions of Scope-, Time-, Cost-, Risk-, Quality-, Human Resources-, Communication- and Procurement-Management in projects.

Above that, PMPs are expected to adhere to a code of professional conduct for ethically correct behaviour. This aspect is also part of the examination.

*¹ 7500 hours of active Project Management in a position of responsibility leading and directing specific tasks (within the last 8 years)
With university degree: 4500 hours within the last 8 years.

*² At least 35 hours of project management training and education.

Objectives

Our course is designed to assist the experienced project manager in preparing for the Project Management Professional[®] certification exam by presenting the complex topic in a comprehensive way to you and by guiding you through all the knowledge areas and process steps of the *PMBOK[®] Guide*. In addition, we cover all the other topics relevant for the exam.

Your objectives:

- You will prepare yourself for the PMP[®] Certification and you will acquire all the knowledge needed for professional project management.
- You would like to pass the exam at the first go with minimal effort.
- You learn methods which you can apply directly on your own projects.

Our approach

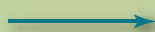
Our seminar consists of two modules. This way, you can process the amount of material more easily and you can use your preparation time perfectly.

- We discuss and explain the most important information on seminar and exam in a (telephone) kick-off. After that, you will have time to prepare for the seminar and apply for the certification.
- During the first module, we will work on the *PMBOK[®] Guide's* topics from the planning point of view. So, we will go through all knowledge areas in detail. After this module, you will know in which areas you should work on more intensively.
- During the second module, we will talk about the topics from an execution and controlling point of view and we will clarify open questions. Then you should be ready to sit the exam.

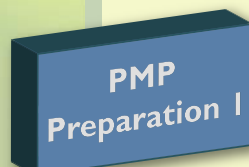
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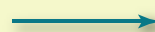
2 hours



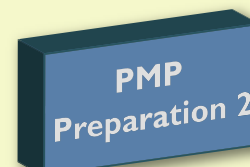
4-6 weeks



3 days



3-5 weeks



2 days



4 weeks

Examination



Our services

- We support you during the application for the exam
- We convey the knowledge necessary to pass the exam
- We help you to develop a suitable learning strategy
- We teach those methods and strategies which will lead to a successful examination result
- You will do sample tests to practise for the exam and to test your level of knowledge
- We offer phone coaching to accompany your learning process and to answer questions

Seminar trainers

Our trainers are certified PMPs with many years of experience in numerous projects and seminars.

Participants & preconditions

The seminar is designed for experienced project leaders who wish to acquire the PMP credential. The participants should be familiar with the basic methods of project management, as delivered in our seminar “Project Management Fundamentals”.

Costs

For our open enrolment course:

2.590,- € per participant including course material, photographic minutes, lunch and beverages. In addition is German VAT of 19%. We offer a 10% discount for companies who register three or more participants.

Locations

We conduct this course as in-house seminar for groups of 5 people or more. This way, we could also refer to your company's project management processes.

Open enrolment courses in English:

Haiterbach (approx. 50 km south of Stuttgart)

Language

In our open enrolment courses (except for 1/2010), the explanations of the subjects and discussion of the details will be done in German. Training materials and presentation of contents are in English.

For in-house seminars: English or English/German

Contents

Contents module 1 (3 days)

Project Management Body of Knowledge

- Overview on the *PMBOK® Guide*
- Projects and Project Management according to PMI Definitions
- Overview on the Knowledge Areas, Processes and other related areas

PMP Certification

- Formal criteria to be accepted for certification
- Application, certification and testing procedures

PMI Ethics

- Code of Professional Conduct as a PMP

Project Management Framework

- Overview

Initiating a Project

- Develop the project charter

Planning the Project

- Scope planning and definition
- Activity definition, sequencing, estimating and schedule development
- Resource planning, cost estimating and cost budgeting
- Risk Management planning

Risk Management

- Risk Identification, qualitative and quantitative Risk Analysis and Risk Response planning

Earned Value Management

- EVM planning, analysis & control

Human Resource Management

- Organisational planning and staff acquisition
- General management skills

Procurement Processes

- Procurement planning and solicitation planning

Contents module 2 (2 days)

Executing the project

- Project Plan execution
- Team Development

Communication Management

- Communication planning
- Reporting

Monitoring & Controlling the Project

- Verification and control of scope, schedule, cost, quality and risk
- Integrated Change Control

Quality Management

- Quality planning, assurance & control

Closing the project

- Contract Close-out and Administrative Closure

Wrap-up & Test Preparation

- Sample Test
- Review of open issues

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