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Project Management Professional (PMP) Course Content – HB Services

Training Content:

1. Introduction

- What are PMI® and PMP® Certification
- Application Requirements for the PMP® Exam
- Guidelines to Complete the PMP® Application
- About the PMP® Exam
- PMP® Exam Syllabus
- About this Tutorial
- Introduction to Projects
- Projects, Examples, Characteristics and Drivers
- Definition of Project Management
- Value of Project Management
- Role of a Project Manager
- Project Management Skills
- Why do projects fail?
- Portfolios, Programs, Projects
- Program Management
- Features of Program Management
- Portfolio
- Portfolio Management
- Relationships between Portfolios, Programs, and Projects Stakeholder
- Stakeholder Management
- Summary

2. Professional and Social Responsibility

- Objectives
- Code of Ethics
- Responsibility
- Regulation and Legal Requirements
- Ethics
- Fairness
- Honesty
- Ensuring Individual Integrity
- Business Scenario
- Contributing to the Project Management Knowledge Base



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- Enhancing Professional Competence
- Business Scenario
- Promoting Stakeholder Collaboration
- Business Scenario
- Summary

3. Project Management Framework

- Objectives
- Project Management Office (PMO)
- Organization Structure
- Functional Organization
- Projectized Organization
- Matrix Organization
- Advantages and Disadvantages of Organizational Structures
- Project Lifecycle vs. Product Lifecycle
- Project Lifecycle vs. Project Management Process
- Project Management Process
- Definition of a Process
- Project Flow and Key Terms
- Project Management Processes
- Project Process
- Process Group Interactions
- Project Lifecycles
- Agile Mindset
- Project Framework
- Project Management Process Map
- PMI's Process Framework
- Common Inputs
- Project Terms
- Quiz
- Summary

4. Project Management Processes

- Objectives
- Project Management Process Groups
- Project Management Process Map
- Reading a Process Diagram
- Initiating Process Group
- Project Initiation
- Planning Process Group
- Project Planning



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- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group
- Quiz
- Summary

5. Project Integration Management

- Objectives
- Project Integration Management
- Role of Project Manager, Team, and Sponsor
- Project Selection Methods
- Present Value, Net Present Value, Internal Rate of Return, Payback Period, Benefit Cost Ratio, Return on Investment, Opportunity Cost
- Project Integration Management Knowledge Areas _ Develop Project Charter
- Initial Scope Statement
- Develop Project Management Plan and its contents ^a Key Terms
- Direct and Manage Project Work ^a Execution
- Manage Project Knowledge
- Monitor & Control Project Work, challenges, and lessons learned
- Perform Integrated Change Control
- Change Management Process
- Integrated Change Control ^a Business Scenario
- Close Project or Phase
- Summary

6. Project Scope Management

- Objectives
- Project Scope Management
- Project Scope Management Activities
- Product Scope vs Project Scope
- Definition of Work Breakdown Structure
- Key Terms
- Examples of WBS
- Project Scope Management Knowledge Area _ Plan Scope Management
- Collect Requirements ^a Business Scenario
- Group Creativity and Decision-Making Techniques
- Requirements Traceability Matrix
- Define Scope
- Create WBS
- Validate Scope



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- Control Scope
- Important Outputs
- Data–Information–Knowledge–Wisdom
- Business Scenario
- Summary

7. Project Schedule Management

- Objectives
- Project Schedule Management
- Project Schedule Management Activities
- Project Schedule
- Gantt Chart
- Gantt Chart – Relationships, Examples, Dependencies
- Network Diagram and Examples
- Key Terms
- The Project Schedule Management Processes _ Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Durations ^a Business Scenario
- Develop Schedule ^a Schedule Network Analysis
- Program Evaluation and Review Technique (PERT) and Example
- Critical Path Method
- Calculation of Float
- Schedule Compression
- Other Scheduling Techniques
- Control Schedule ^a Business Scenario
- Summary

8. Project Cost Management

- Objectives
- Project Cost Management
- Cost Management Plan
- Control Account
- The Project Cost Management processes _ Plan Cost Management
- _ Estimate Costs
- _ Determine Budget
- Control Costs
- Difference between Planned Value and Earned Value
- Earned Value Management
- Earned Value Formulae



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9. Project Quality Management

- Objectives
- Quality
- Quality Related Terms
- Optimal Level of Quality
- Quality Management
- Quality Planning vs. Quality Assurance vs. Quality Control
- Quality Management Concepts
- Cost of quality
- The Project Quality Management Processes _ Manage Quality
- Control Quality
- Plan Quality Management
- Seven basic tools of quality
- Control Charts
- Cause and effect diagram
- Flowcharting
- Histogram
- Pareto Diagram
- Check Sheets
- Scatter Diagram
- Six Sigma
- Quiz



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10. Project Resource Management

- Objectives
- Project Resource Management
- Functional Manager vs. Project Manager
- The Project Resource Management Processes _ Plan Resource Management ^ Organization Charts and Role Descriptions
- Responsibility Assignment Matrix
- Resource Histogram
- Estimate Activity Resources
- Acquire Resources
- Develop Team
- Manage Team
- Team Dynamics
- Conflict management
- Conflict Resolution Techniques
- Business Scenario
- Powers of Project Manager
- Business Scenario
- Organizational Theories
- Leadership Styles
- McKinsey's 7-S Framework
- Quiz
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11. Project Communications Management

- Objectives
- Communication
- Communication Methods, Technology & Channels
- Basic Communication Model
- The Project Communications Management Processes _ Plan Communications Management ^a Business Scenario
- Manage Communications
- Monitor Communications ^a Business Scenario
- Quiz
- Summary

12. Project Risk Management

- Objectives
- Risk
- Positive and Negative Risk Responses
- Key Terms
- Calculation of Risk
- Risk Categorization
- Decision Tree
- Risk Reserve
- Project Risk Management
- Business Scenario
- The Risk Management Processes _ Plan Risk Management ^a Definition of Impact Scale
- Identify Risks
- Perform Qualitative Risk Analysis ^a Probability and Impact Matrix
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks
- Quiz
- Summary

13. Project Procurement Management

- Objectives
- Contract and its Characteristics
- Centralized vs. Decentralized Contracting
- Types of Contract, Advantages and Disadvantages
- Business Scenario
- Key Terms
- Project Procurement Management
- The Procurement Management Processes _ Plan Procurements Management



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- Control Procurements
- Quiz
- Summary

14. Project Stakeholder Management

- Objectives
- Stakeholders
- Classification Models for Stakeholder Analysis
- Stakeholder Engagement Assessment Matrix
- Stakeholder Management Skills
- The Project Stakeholder Management Processes _ Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement
- Quiz
- Summary

15. Appendix: PMP® List of Knowledge and Skills

- Objectives
- Knowledge and Skills
- Cross-Cutting Knowledge and Skills

For more details, please Call or Whatsapp +91-9884987719