



Proactive Professional Project  
Management Services  
SBU of VINSYS



## **PMP® Study Facilitation Program**

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35 contact hrs comprehensive training program

Designed on the basis of Project Management Body of Knowledge (PMBOK® Guide) IV  
Edition



**Vinsys IT Services (I) Pvt. Ltd.**

**Corporate Office :**

1<sup>st</sup> Floor, Butte Patil Complex, Paud Phata, Kothrud, Pune - 411 038. Maharashtra, India.

Tel: + 91-20- 25458159 / 60 | Fax - +91-20-66032090 | [www.vinsys.in](http://www.vinsys.in)

**Branch Offices :**

●Pune ●Hyderabad ●Bengaluru ●Noida



## PMP® Study Facilitation Program

Based on PMBOK® Guide Fourth Edition

VINSYS IT SERVICES (I) PVT. LTD. (Formerly System Consultants), R.E.P. Global, conducts this training program as an Open House Public Program as well as at the Corporate Trainings at their sites.

The objective of this program is to facilitate the participants for PMP® Certification and to gain 35 contact hours formal education certificate in project management. It is designed to develop basic knowledge to manage projects effectively, with respect to knowledge areas and process groups as described in PMI framework, published in PMBOK® Guide Fourth edition. Comprehensive sections including questions on each knowledge area and processes are discussed in detail.

### Learning Objective:

- Establish a common vocabulary and understanding of basic Project Management terms and concepts as in PMBOK® Guide – Fourth edition, viz. project, project management, stakeholders, earned value, scheduling techniques, and project managers' responsibilities and competencies.
- Describe the purpose, inputs, and outputs of the processes in each of the five Process Groups: Initiating, Planning, Executing, Monitoring and Controlling, Closing.
- Define the 9 Project Management Knowledge areas & explain the relationship of Process groups, knowledge areas, project phases, project & product Life Cycle.
- Understand the importance of Project Charter, Scope Statement, Work Breakdown Structure (WBS), Responsibility Matrix, Network Building, CPM.
- Demonstrate a clear understanding of what activities, tools, & techniques, are necessary in each phase of a project & understand the PMP® examination nuances.
- Understand, acknowledge & appreciate importance of Risk management, Procurement Management, Human Resource Management.

### Duration:

4 Days, 35 Contact Hours

### Course Outline:

Overview of Project Management: Introduction and Key Concepts in Project Management. Reasons why Project Management is required. Differences between Projects & Operations. Overview of PMBOK® Guide Fourth edition. Project and Product Life Cycles. Organizational Impact: Approaches in Organizational structure and its impact. Functional vs. Project based & Matrix Structure.

Understanding process in each knowledge area: Project Integration Management, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Project HR Management, Project Communication Management, Project Risk Management, Project Procurement Management.



Understanding the importance and utilization of Scope statement, WBS, Scheduling techniques, Cost baseline, Quality Assurance, Communications Plan, Managing Human Resources, Contract Administration and Risk Response Plan. Revision of PMBOK® Guide– Fourth edition ,through knowledge areas and process groups. Discussions on tips & tricks, preparation for PMP® examination. Assignments, homework and plan for post course studies.

## Who should attend?

Any person having 4500 hrs and 36 months of unique non-overlapping project management experience leading and directing project tasks and holding a baccalaureate or global equivalent university degree, or he/she should have 7500 hrs and 60 months of experience if he/she does not hold a baccalaureate or global equivalent university degree.

## Participant's kit:

- A copy of Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fourth edition by Project Management Institute, U.S.A.
- Course material, which includes presentations
- Comprehensive test on each knowledge area & process groups
- Self – Assessment Test titled “(Assess yourself!!)” on the lines of PMP® examination.
- Certificate of Participation for 35 Contact hrs of training by Vinsys IT Services Pvt. Ltd., PMI R.E.P.Global (Formerly System Consultants). Candidates applying for PMP® certification examination, have to submit a minimum of 35 contact hrs. Certificate of formal Project Management education.

## Course Contents

### **Day 1:**

- ◆ Introduction: Participants & Faculty
- ◆ Objectives of the Training program
- ◆ Brief information about PMI procedures & PMP exam
- ◆ Understanding Professional responsibility part of PMI certification
- ◆ What is Project? What is Project Management?
- ◆ Why Project? Project Management Context
- ◆ Influencing factors: Project success & Failure
- ◆ Projects & Operations



- ◆ PMBoK® Guide Knowledge Areas and Process Groups
- ◆ PMBOK® triple constraints & expanded constraints
- ◆ Project Phases, Project Life cycle, Product Life Cycle
- ◆ Types of organizations & its Impact on Project Management
- ◆ **Pre assessment "Let's get into it!"**
- ◆ Develop Project Charter Process
- ◆ Project Selection Methods: Understanding of "NPV, ROI, IRR" terminology
- ◆ Identify Stakeholders Process

### **Day 2:**

- ◆ Revision of Day-1
- ◆ Develop project management Plan Process
- ◆ Collect requirements Process
- ◆ Define Scope Process
- ◆ Create WBS Process
- ◆ Verify Scope Process
- ◆ Integrated Change Control Process (ICC)
- ◆ Direct & Manage project execution Process
- ◆ Monitor & Control project work Process
- ◆ Control Scope Process
- ◆ **Assessment Test: Project Scope Management**
- ◆ Define Activities Process
- ◆ Sequence Activities Process & Exercise Precedence diagramming method
- ◆ Estimate activity resources Process
- ◆ Estimate activity durations Process

### **Day 3:**

- ◆ Revision of Day-2
- ◆ Estimate Costs Process
- ◆ Determine Budget Process
- ◆ Control Costs Process
- ◆ Earned Value Management (EVM) & Exercise on EVM (Performance Analysis and Forecasting)
- ◆ **Assessment Test: Project Cost Management**
- ◆ Plan Quality Process
- ◆ Perform Quality Assurance Process
- ◆ Perform Quality Control Process
- ◆ **Assessment Test: Project Quality Management**
- ◆ Plan Communications Process
- ◆ Distribute Information Process
- ◆ Manage Stakeholder expectations Process
- ◆ Report Performance Process
- ◆ **Assessment Test: Project Communications Management**

### **Day 4:**

- ◆ Develop Human Resource Plan Process
- ◆ Acquire Project Team Process
- ◆ Develop Project Team Process



- ◆ Manage Project Team Process
- ◆ **Assessment Test: Project Human Resource Management**
- ◆ **Assessment=II Progress review**
- ◆ Plan Risk Management Process
- ◆ Identify Risks Process
- ◆ Perform Qualitative Risk Analysis Process
- ◆ Perform Quantitative Risk Analysis Process
- ◆ Plan Risk response Process
- ◆ Monitor & Control Risks Process
- ◆ **Assessment Test: Project Risk Management**
- ◆ Plan Procurements Process
- ◆ Conduct Procurements Process
- ◆ Administer procurements Process
- ◆ Close Procurements Process
- ◆ Assessment Test: Project Procurement Management
- ◆ Close Project or Phase Process
- ◆ **Assessment Test: Project Integration Management**
- ◆ "Post Training" follow up assignment