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If you are taking this course, you probably have some professional exposure to the duties of a project manager, or you may be considering embarking on a career in professional project management. Your ability as a project manager to demonstrate best practices in project management—both on the job and through professional certification—is becoming the standard to compete in today's fast-paced and highly technical workplace. In this course, you will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI)® to successfully manage projects.

Project Managers who have proven skills and experience can find exciting, high-visibility opportunities in a wide range of fields. This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

**Target Audience**

— Individuals with at least 3 years of project management experience who are planning to take the Project Management Professional (PMP®) Exam in the immediate future.

— Program managers, project managers, and project leaders with at least two (2) years of experience managing project teams, who wish to formalize their knowledge in alignment with the professional standards in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

**Prerequisites**

For both target audiences, at least 2 years of experience managing projects, including experience performing the following activities:

— Defining project scope
— Analyzing stakeholders
— Developing a project schedule
— Coordinating project communications
— Leading a project team
— Managing a project budget
— Monitoring the quality of project deliverables
— Assessing project risks
— Reporting on project performance

**Professional Designations**

— The PMP is PM credential of choice for numerous industries and companies.
To be eligible for the PMP certification, you must first meet specific education and experience requirements and agree to adhere to a code of professional conduct.

The final step in becoming a PMP is passing a multiple-choice examination designed to objectively assess and measure your PM knowledge.

In addition, those who have been granted the PMP credential must demonstrate an ongoing professional commitment to the field of PM by satisfying PMI’s Continuing Certification Requirements Program.

**WHY PMP**

- The global standard for PM competency and achievement
- Many PM organizations require the certification for all employees or vendors who manage projects
- PMI reports an average increase of 15% in the salaries of PMs who achieve PMP certification
- Understanding of shared language and processes required to execute projects on time, on scope, and within budget
- The capacity to standardize organizational PM processes and procedures
- Practitioners who have agreed to abide by a Professional Code of Conduct in addition to the organizations specific policy
- A staff who are required to continue their PM education in order to maintain their credential
- A worldwide community of practice – growth takes place through networking
- A development path
- A standard to measure new candidates and vendors

**Qualification Criteria**

<table>
<thead>
<tr>
<th>Educational Background</th>
<th>PM Experience</th>
<th>PM Education</th>
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<tbody>
<tr>
<td>High school diploma, associate’s degree or global equivalent</td>
<td>Minimum five years/60 months unique non-overlapping professional PM experience during which at least 7,500 hours were spent leading and directing project tasks*</td>
<td>35 contact hours of formal education</td>
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<td><strong>OR</strong></td>
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<tr>
<td>Bechlor’s degree or global equivalent</td>
<td>Minimum three years/36 months unique non-overlapping professional PM experience during which at least 4,500 hours were spent leading and directing project tasks*</td>
<td>35 contact hours of formal education</td>
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PMP Certification Exam

- Computer exam at a Thompson Prometric Test Center
- Global distribution – many languages, many locations
- 200 questions for PMP – 150 for CAPM
- Database of 2000+ questions
- Multiple choice – 4 options
- Psychometric exam
- 70-75% passing score

Based on the Guide to the Project Management Body of Knowledge (PMBOK) and other references

PMP Exam Topics

<table>
<thead>
<tr>
<th>Domain</th>
<th>Percentage of Questions</th>
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<tbody>
<tr>
<td>Initiating</td>
<td>13%</td>
</tr>
<tr>
<td>Planning</td>
<td>24%</td>
</tr>
<tr>
<td>Executing</td>
<td>30%</td>
</tr>
<tr>
<td>Monitoring and Controlling</td>
<td>25%</td>
</tr>
<tr>
<td>Closing</td>
<td>8%</td>
</tr>
<tr>
<td>Professional and Social Responsibility</td>
<td>0% (Mixed with Other Domains)</td>
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</tbody>
</table>
— Passing score raised from 69% (137 out of 200) to ~75% (exact not revealed by PMI)
— 25 questions are included as “pre-test” questions — not included in the pass/fail determination
— Fewer of the easy Professional Responsibility questions
— New and improved online application
— Collection of contact information for past projects
— Instant notification if you get selected for audit
— More stringent review by PMI to verify the experience and education of applicants
Course Contents

— Chapter-1: Project Management Introduction
— Chapter-2: The Environments in which Projects Operate
— Chapter-3: Role of the Project Manager
— Chapter-4: Project Integration Management
— Chapter-5: Project Scope Management
— Chapter-6: Project Schedule Management
— Chapter-7: Project Cost Management
— Chapter-8: Project Quality Management
— Chapter-9: Project Resource Management
— Chapter-10: Project Communications Management
— Chapter-11: Project Risk Management
— Chapter-12 Project Procurement Management
— Chapter-13 Project Stakeholder Management
— Chapter-14 Professional and Social Responsibility (PSR)

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### Trainer’s Introduction

Mr Asad Naveed has over 20 years of experience in various areas of Project & Quality Management in Saudi Arabia, USA, Canada and Pakistan. He is adept in Business Management, Technology Management, System Engineering & Planning, Testing & Commissioning, Training & Teaching, Technical Support, Project Management, Contract Management, Troubleshooting, Documentation, Standards, Market Research, Product Comparisons, etc.

He has contributed in a number of Fortune 500 and other Companies (Lucent Technologies, Alcatel, IBM, Celestica, HBC, KFUPM and PTCL) and widely travelled in Middle East, Europe, Asia, Africa, Oceania and North America.

Asad has got Master’s and Bachelor’s Degrees in Electrical Engineering from foreign and accredited Universities. He is PMP Certified and has full grasp over PMBOK, Rita and Other related stuff. He is an expert trainer and prepares the student to pass PMP in first attempt. His technical expertise includes MS Project, Primavera and many other topics.