

COURSE PREREQUISITES

STUDENTS ARE REQUIRED TO HAVE EITHER OF THE FOLLOWING TO SIT FOR THE PMP® TRAINING PROGRAM AND TO BE ELIGIBLE TO TAKE THE EXAM

A secondary degree (high school diploma, associate degree, or the global equivalent), 7,500 hours of leading and directing projects and 35 hours of class instruction OR

A four (4) year degree, 4,500 hours of leading and directing projects, and 35 hours of class instruction

In an event where a does not meet the requirements above and still want to pursue a certification in project management, they will still be able to enroll in the Certified Associate in Project Management (CAPM®) exam in place of the Project Management Professional (PMP®) exam.



**WE GUARANTEE YOU WILL
PASS ON THE FIRST TRY IF
NOT WE PAY FOR YOUR
SECOND ATTEMPT!**



State Council of
Higher Education for Virginia

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ADV TECHNICAL INSTITUTE

PMP® Certification
Training



COURSE OUTLINE

Session 1: Creating a High-Performing Team

- Building a team
- Defining team ground rules
- Negotiating project agreements
- Empowering team members and stakeholders
- Training team members and stakeholders
- Engaging and supporting virtual teams
- Building shared understanding about a project

Session 2: Starting the Project

- Determining the best project methodology, methods, and practices for the work
- Planning and managing scope, budgets and resources, your schedule, quality, and procurement
- Integrating project planning activities
- Establishing a project governance structure
- Planning and managing project phase closure
- Planning the project for a successful project kick off

Session 3: Doing the work

- How to assess and manage risks, and focus on delivering business value
- Managing communications
- Working with stakeholders
- Creating project artifacts
- How to manage project changes and issues
- How to ensure knowledge transfer for project continuity

Session 4: Keeping the team on track

- Keeping the team focused to accomplish project objectives.
- Leading a team and supporting team performance
- Addressing and removing impediments & obstacles
- Managing conflict
- Collaborating and mentoring stakeholders
- Using emotional intelligence to promote team performance

Session 5: Keeping the Business in Mind

- Managing compliance requirements
- Evaluating and delivering project benefits and value
- Evaluating and addressing internal and external business environment changes
- Supporting organizational change
- Employing continuous process improvement

COURSE FEATURES



- Live instructor-led training by certified PMI trainers
- Thorough review of all PMP® topics by industry experts
- 24 x 7 Access to the class materials and exam simulator
- 100% latest material & realistic practice questions
- Review sessions until successful completion of the exam
- Study material, notes, videos, and practice questions included
- In course price



LEARNING OUTCOMES

As a result of participating in this project management course, you will be able to:

- Build the skills and activities associated with effectively leading a project team
- Reinforce the technical aspects of managing a project
- Highlight the connection between projects and organization strategy
- Demonstrate the leadership skills to effectively manage a project team and stakeholders
- Verify 35 hours of project management education

PROJECT MANAGEMENT (PMP/CAPM) TRAINING COURSE

DESCRIPTION

Organizational success centers on a strong strategy and the ability to execute that strategy through efforts aimed at progressing company objectives and achieving sustainable outcomes. Increasingly, individuals asked to lead these efforts are functional experts, not formally trained project managers. Bringing together operational understanding, leadership skills, and project management capabilities is a critical factor to drive effectiveness and enhance value to an organization.

This program provides a solid foundation in project management processes, tools, and the interpersonal skills needed to:

- Define the opportunity or problem to be exploited or solved
- Plan outcomes and the path to achieving them
- Lead teams and champion efforts
- Manage risk and change
- Remove roadblocks and make decisions
- Influence stakeholders
- Analyze results to recommend improvements and solutions

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