

The Institute of Swift Learning and Boston University Corporate Education Center

Present

PMP® Exam Preparation

PROJECT MANAGEMENT FAST TRACK

“Hands-on program aligned with the Project Management Institute’s (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide)”

Al-Khobar, Saudi Arabia | 28 Aug – 8 Sept

Course description

The Project Management Fast Track is a hands-on program that is aligned with the Project Management Institute’s (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide). This program is designed to help you understand and pull together all the knowledge areas and processes of project management necessary to initiate, plan, execute, control and close successful projects.

A case study is threaded throughout the program, and includes activities (development of many of the planning deliverables and more)- which enable participants to apply the lessons learned in the units to the projects they are currently working on.

The curriculum is presented in a dual fashion; the theory of PMI® is balanced by the reality of the course instructors’ project management experiences. The dual approach provides the student learner with real examples of the theory of PMI®. There are numerous discussion topics throughout, along with exercises to reinforce what participants have learned in the classroom, which translates into opportunities to incorporate improved practices into your current projects. Quizzes, also called knowledge checks, are given after lessons to measure the students’ progress.

About the PMI®

The Project Management Institute (PMI®) is the world’s leading association for the project management profession. It administers a globally recognized, rigorous- education and professional experience examination based on professional credential program that maintains an ISO 9001 certification in Quality Management Systems.

Earning a professional credential through PMI® means that one has:

- *Demonstrated the appropriate education and/or professional experience;*
- *Passed a rigorous examination;*
- *Agreed to abide by a professional code of conduct;*
- *Committed to maintaining their active credential through meeting continuing certification requirements.*

PMI® professional credentials — available to members of the Institute and nonmembers alike — are widely recognized and accepted throughout the world as evidence of a proven level of education, knowledge and experience in project management.

About Boston University Corporate Education Center

Trusted for more than 20 years, Boston University Corporate Education Center is the foremost resource for industry-leading courses and certificate programs in information technology, project management, business analysis, management and leadership, business process management, and more. Recognizing the diverse demands of today's professional, BUCEC's goal is to provide

- Award-winning curriculum taught by industry experts
- Flexible training options and schedules designed to meet your needs at your convenience
- The tools you need to be successful

Who should attend?

Program managers, project managers, and project leaders with experience managing project teams and a knowledge of the PMBOK. Individuals interested in obtaining their PMP® certification should also attend.

Prerequisites

- ✓ At least 2-4 years of experience working in a Project Manager role leading a team,
- ✓ Already have a understanding of PMI® and the PMBOK Guide
- ✓ Interest in taking/prepping for the PMP® certification exam
- ✓ Has the sufficient experience to take the PMP® certification exam (*4,500 hrs. of experience over 5 years*)

What you will achieve?

- An understanding of the nine project management knowledge areas and the five process groups, and the ability to distinguish between core and facilitating processes of project management.
- An understanding of how to prepare for the PMP® Exam.
- The ability to define the scope of a project - one of the most challenging tasks for a project manager.
- An understanding of the importance of determining project activities and breaking them down to the smallest components, along with an understanding of how to manage the project schedule.
- An understanding of the differences between qualitative and quantitative risk analysis, and when it is appropriate to use each type of analysis.
- The ability to manage conflict on the project team and among stakeholders, along with common communications issues and how to resolve them.

What you will learn

- **Overview of Project Management** - Key project management definitions, concepts and processes.
- **Overview of Project Integration Management** - Integration in project management is evident in situations where individual processes interact. The processes and activities required to identify, define, combine, unify, and coordinate the various processes and project management activities with the project management process groups are discussed.
- **Overview of Project Scope Management** - Defining the scope of a project is one of the most challenging tasks for a project manager. The importance of formally initiating a project and the need for proper documentation of the scope of the project is discussed, along with the importance of working with stakeholders to ensure that the project meets their expectations.
- **Overview of Project Time Management** - The importance of determining project activities and breaking them down to the smallest components, as well as how to manage the project schedule.
- **Overview of Project Risk Management** - Risk is a given on any project. The progression of risk from identification to analysis to response is covered, in addition to the importance of developing and maintaining a risk-management plan and a risk-response plan.
- **Overview of Project Communications Management** - There are a myriad of challenges in developing and executing a project communications plan. Participants explore how communication media, frequency and content are adapted to fulfill the communication needs of stakeholders.
- **Overview of Project Human Resource Management** - Learning how to effectively manage resources is paramount to the successful completion of a project. The stages of team development are covered, along with the methods used to guide teams through the various stages.
- **Overview of Project Cost Management** - Ways of estimating and budgeting costs are discussed, as well as effective monitoring and control of project costs.
- **Overview of Project Quality Management** - Quality is important to any project, regardless of size. The importance of developing and utilizing a quality plan is covered, in addition to methods of managing quality for a project.
- **Overview of Project Procurement and Contract Management** - The variety of types of contracts and procurement documents are covered, along with effective evaluation criteria.
- **Overview of the PMP® Certification Exam** - Basic information to prepare for taking the PMP® Certification exam is covered, including study resources. Information on the Professional Responsibility section of the exam is also discussed.

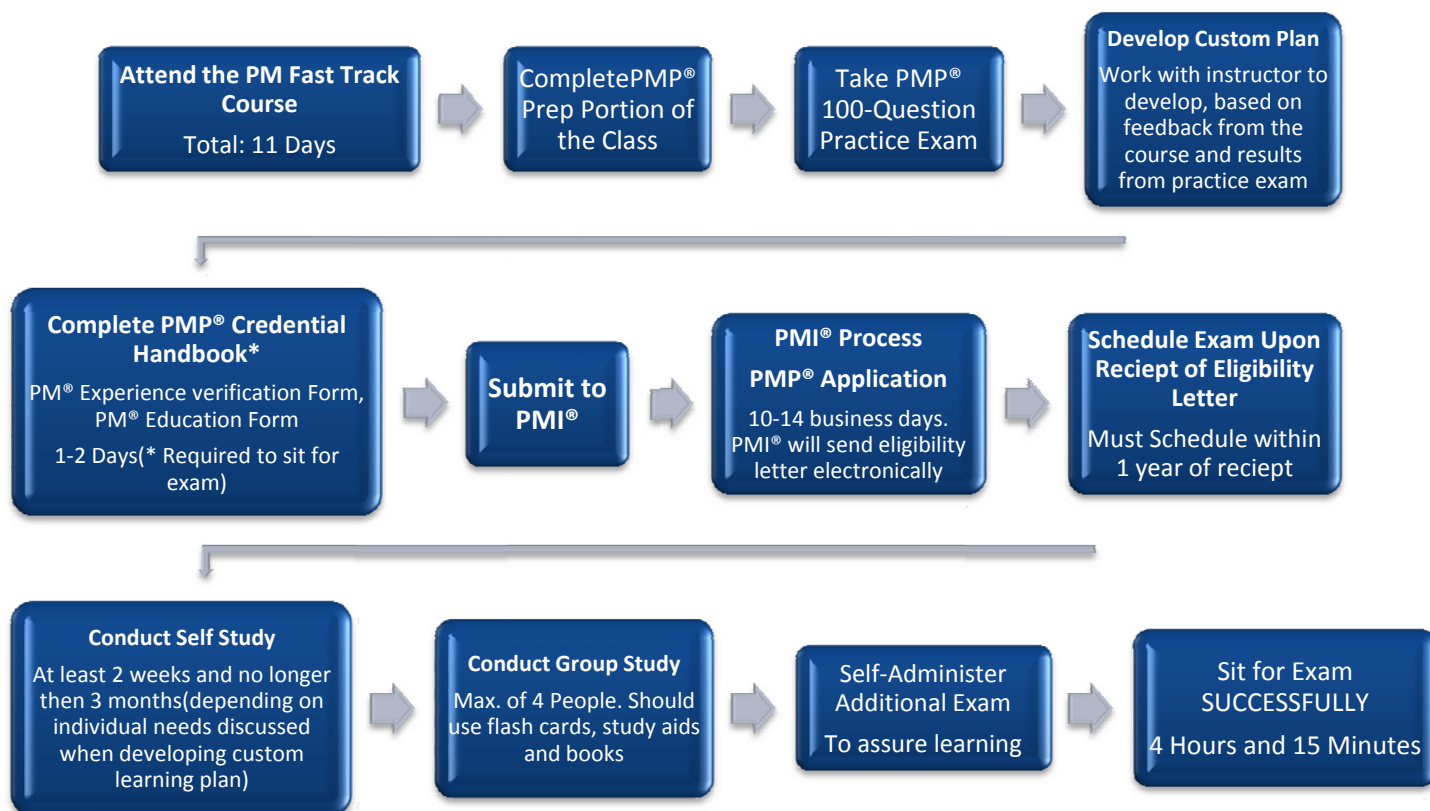


Project Management Institute® Education Provider

Boston University Corporate Education Center is on PMI's® corporate council and is a charter member of the PMI®. The Boston University Corporate Education Center official curriculum is compliant with the Guide to the Project Management Body of Knowledge (PMBOK® Guide)

PMP® Certification Process

If you are interested in obtaining your PMP certification, the Project Management Fast Track course can help you achieve that, as the program includes a Project Management Professional® (PMP) Prep component to prepare you for PMP certification. Additionally, a 100-question practice PMP certification exam is included and, upon successful completion of this course, you will be granted the 35 PDUs that are required for taking the PMP certification exam. See the diagram below for an in-depth roadmap to PMP certification through the Project Management Fast Track course.



Eligibility Requirements

Educational Background	Project Management Experience	Project Mgmt Education
High school diploma or equivalent*	7,500 hours leading and directing specific tasks & 60 months of project management experience	35 hours*
Baccalaureate degree(or equivalent)	4,500 hours leading and directing specific tasks and 36 months of project management experience	35 hours*

**Our training programs are approved by PMI® for the hours needed for exam eligibility.*

Applying

Candidates applying for the PMP® exam should allow 10-15 business days to receive notice of approval from PMI®. The approval process can take an additional 20-30 business days. So, get started on your exam application early.

Scheduling

Once approved by PMI®, go to www.2test.com. Exams are offered in all major Saudi cities.

Exam Fee

Members pay only \$405, while non-members pay \$555. The primary consensus is that it makes sense to become a member since the annual membership fee is only \$120.

Passing Score

The PMP® exam consists of 200 multiple-choice questions. Test takers are now required to score 106 questions correctly out of 175 questions or 60.5%.

