

**Course:****Project Management: Certification Preparation**

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**Category:** Business Skills**Duration:** 5.00 days**Description**

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. This course expands upon the basic concepts of project management you discovered in the Project Management Fundamentals course and covers in-depth the essential elements of managing a successful project. Focusing on the generally accepted practices of project management recognized by the Project Management.

**Target Audience**

This course is designed for experienced project managers who desire to increase their project management skills and apply a standards-based approach to project management.

**Prerequisites**

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Project Management Fundamentals

**Objectives**

Upon successful completion of this course, students will be able to:

- Initiate a project.
- Plan project work.
- Develop project schedules, cost estimates, and budgets.
- Plan project quality, staffing, and communications.
- Analyze project risks.
- Plan project procurement.
- Execute project work.
- Monitor and control project work.
- Monitor and control project schedule and costs.
- Monitor and control project quality, staffing, and communications.
- Monitor and control project risks and contracts.
- Close the project.

## Outline

- Lesson 1: Initiating a Project
  - Topic 1A: Apply Project Management Processes
  - Topic 1B: Create a Project Charter
  - Topic 1C: Develop a Preliminary Project Scope Statement
- Lesson 2: Planning Project Work
  - Topic 2A: Develop Project Management Plan
  - Topic 2B: Create a Scope Management Plan
  - Topic 2C: Create a Scope Statement
  - Topic 2D: Develop a Work Breakdown Structure (WBS)
- Lesson 3: Developing Project Schedules, Cost Estimates, and Budgets
  - Topic 3A: Create an Activity List
  - Topic 3B: Create a Project Network Diagram
  - Topic 3C: Estimate Activity Resources
  - Topic 3D: Estimate Activity Durations
  - Topic 3E: Identify the Critical Path
  - Topic 3F: Develop a Project Schedule
  - Topic 3G: Estimate Project Costs
  - Topic 3H: Establish a Cost Baseline
- Lesson 4: Planning Project Quality, Staffing, and Communications
  - Topic 4A: Create a Quality Management Plan
  - Topic 4B: Document Roles, Responsibilities, and Reporting Relationships
  - Topic 4C: Acquire Project Team
  - Topic 4D: Create a Communications Management Plan
- Lesson 5: Analyzing Risks and Planning Risk Response
  - Topic 5A: Create a Risk Management Plan
  - Topic 5B: Identify Project Risks and Triggers
  - Topic 5C: Perform Qualitative Risk Analysis
  - Topic 5D: Perform Quantitative Risk Analysis
  - Topic 5E: Develop a Risk Response Plan
- Lesson 6: Planning Project Procurement
  - Topic 6A: Prepare a Contract Statement of Work
  - Topic 6B: Prepare a Procurement Document
- Lesson 7: Executing Project Work
  - Topic 7A: Direct and Manage Project Execution
  - Topic 7B: Perform Quality Assurance
  - Topic 7C: Develop Project Team
  - Topic 7D: Information Distribution
  - Topic 7E: Request Seller Responses
  - Topic 7F: Select Sellers

- Lesson 8: Monitoring and Controlling Project Work
  - Topic 8A: Monitor and Control Project Work
  - Topic 8B: Manage Changes to Performance Baselines
  - Topic 8C: Review Deliverables and Work Results
  - Topic 8D: Control Project Scope
- Lesson 9: Monitoring and Controlling Project Schedule and Costs
  - Topic 9A: Control the Project Schedule
  - Topic 9B: Control Project Costs
- Lesson 10: Monitoring and Controlling Project Quality, Staffing, and Communications
  - Topic 10A: Perform Quality Control
  - Topic 10B: Manage Project Team
  - Topic 10C: Report Project Performance
  - Topic 10D: Manage Stakeholders
- Lesson 11: Monitoring and Controlling Project Risk and Contracts
  - Topic 11A: Monitor and Control Project Risk
  - Topic 11B: Administer a Contract
- Lesson 12: Closing the Project
  - Topic 12A: Close a Project
  - Topic 12B: Close a Contract
- Appendix A: Project Management Certification Mapping
- Appendix B: Certification Lightning Round
- Supplemental Lesson: Certification Practice Test
  - Topic 1A: Project Management Practice Test
- Appendix C: Schedule Management Plan Example
- Appendix D: Statement of Work (SOW) Example
- Appendix E: Professional and Social Responsibility