PINNACLE
PROFESSIONAL DEVELOPMENT, LLC

PMP®/CAPM® (Project Mgt. Professional/Certified Associate Project Manager) Exam Preparation Course Outline

Course Overview

This course introduces participants to many of the concepts found on the CAPM® and PMP® certification exams. The course uses the *Guide to the Project Management Body of Knowledge Sixth Edition* as the source material and aligns with the certification exams released March, 2018. Participants will earn 35 PDUs upon completing this course. The numbers appearing after each topic (e.g. 1.1, 1.2) refer to the corresponding section of the *PMBOK® Guide Sixth Edition*. The PMP® and CAPM® certifications are authored and maintained by the Project Management Institute (PMI®), a non-profit organization that collects and disseminates project management best practices. Over 750,000 people in 170 countries hold the PMP® credential. The PMP® exam is generally viewed as notoriously difficult.

Course Details

Class Duration	4 days (Public Classes) (35 contact hours) 4 or 5 Days (Client site, based on client preference) (35 contact hours)
Course Materials Provided	*PMBOK® Guide Sixth Edition*, electronic student manual, over 1,000 online sample questions, 70 electronic templates and sample project management documents, over 1,000 online ITTO (Input, Tool & Technique, Output) flashcards, and over 300 online glossary flashcards.
Course Price	$1,995 per participant. Special group pricing available.
PMI Course Number; PDUs	PPD6000; 35 PDUs

Prerequisites

PMP® candidates with a four-year degree or higher must have 4,500 hours of project management experience in the last eight years. PMP® candidates with a high school equivalent must have 7,500 hours of project management experience in the last eight years. CAPM® candidates require either 23 contact hours of training or 1,500 hours of project management experience. Visit http://www.pinnacleprodev.com/ for more details and prerequisites.

Instructors

We hand pick our instructors to ensure you receive a top-quality educational experience. Some of our instructors have over 20 years of experience in the field, as well as years of adult education experience. We require that our instructors have a minimum of 10 years of experience in the subject matter they deliver, as well as at least three years of adult education classroom experience. Your training class is only as good as your instructor.

Our founder, Brian Salk, PhD, PMP® PMI-ACP®, personally hires and trains all of our instructors. Our instructors attend Dr. Brian's intensive train-the-trainer session, designed to help instructors deliver effective, interactive, and informative training sessions that are tailored to the unique learning styles of adult students. Dr. Brian's highly interactive teaching style is based on proven educational theory and over 25 years of practice. He has won the prestigious Worldwide Excellence in Training award four times.

Pinnacle Professional Development, LLC
www.pinnacleprodev.com
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New Baltimore, MI 48047
For sales information, contact Brian Salk, PhD 586-295-2519; brian@pinnacleprodev.com

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Lesson 1: Project Management Introduction
- PMP®/CAPM® Exam Details
- Project Management Introduction Overview
- Defining Projects (1.2.1)
- The Importance of Project Management (1.2.2)
- Project, Program, Portfolio and Operations Management (1.2.3)
- Key Components (1.2.4)
- Project Management Process Groups
- Project Management Knowledge Areas
- Project Data, Information, and Reports
- Tailoring
- Project Management Business Documents (1.2.6)
- Success Measurements
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions

Lesson 2: The Environment in Which Projects Operate
- The Environment in Which Projects Operate Overview
- Enterprise Environmental Factors (2.2)
- Organizational Process Assets (2.3)
- Organizational Systems (2.4)
- Governance Frameworks (2.4.2)
- Management Elements (2.4.3)
- Organizational Structure Types (2.4.4)
- Project Management Office
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions

Lesson 3: The Role of the Project Manager
- The Role of the Project Manager Overview (3.1)
- The Project Manager's Sphere of Influence (3.3)
- Project Management Competencies (3.4)
- Leadership: Politics, Power, and Getting Things Done (3.4)
- Levels of Skills Capability (3.4)
- Competency Model
- Comparison of Leadership and Management (3.4.5)
- Leadership Styles (3.4.5)
- Personality (3.4.5)
- Performing Integration (3.5)
- Navigating Complexity: A Practice Guide
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions

Lesson 4: Initiating Processes
- Initiating Process Group Overview
- Develop Project Charter (4.1)
- Identify Stakeholders (13.1)
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions

Lesson 5: Planning Processes
- Planning Process Group Overview
- Section A: Management Plans
  - Develop Project Management Plan (4.2)
  - Subsidiary Management Plans
  - Plan Scope Management (5.1)
  - Plan Schedule Management (6.1)
  - Plan Cost Management (7.1)
  - Plan Quality Management (8.1)
  - Plan Resource Management (9.1)
  - Plan Communications Management (10.1)
  - Plan Risk Management (11.1)
  - Plan Procurement Management (12.1)
  - Plan Stakeholder Engagement (13.2)
  - Change Management Plan and Configuration Management Plan (4.1)
  - PMP®/CAPM® Test-Worthy Topics
  - Practice Questions

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- Section B: Scope, Schedule, and Cost Processes
  - Collect Requirements (5.2)
  - Define Scope (5.3)
  - Create WBS (5.4)
  - Define Activities (6.2)
  - Sequence Activities (6.3)
  - Estimate Activity Resources (9.2)
  - Estimate Activity Durations (6.4)
  - Develop Schedule (6.5)
  - Overview: Cost Planning Processes
  - Estimate Costs (7.2)
  - Determine Budget (7.3)
  - PMP®/CAPM® Test-Worthy Topics
  - Practice Questions
- Section C: Risk Processes
  - Identify Risks (11.2)
  - Perform Qualitative Risk Analysis (11.3)
  - Perform Quantitative Risk Analysis (11.4)
  - Plan Risk Responses (11.5)
  - PMP®/CAPM® Test-Worthy Topics
  - Practice Questions

Lesson 6: Executing Processes

- Executing Processes Overview
- Direct and Manage Project Work (4.3)
- Manage Project Knowledge (4.4)
- Manage Quality (8.2)
- Acquire Resources (9.3)
- Develop Team (9.4)
- Manage Team (9.5)
- Manage Communications (10.2)
- Implement Risk Responses (11.6)
- Conduct Procurements (12.2)
- Manage Stakeholder Engagement (13.3)
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions

Lesson 7: Monitoring and Controlling Processes

- Monitoring and Controlling Process Group Overview
- Monitor and Control Project Work (4.5)
- Perform Integrated Change Control (4.6)
- Validate Scope (5.5)
- Control Change (5.6)
- Control Schedule (6.6)
- Control Costs (7.4)
- Control Quality (8.3)
- Control Resources (9.6)
- Monitor Communications (10.3)
- Monitor Risks (11.7)
- Control Procurements (12.3)
- Monitor Stakeholder Engagement (13.4)
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions

Lesson 8: Closing Processes

- Closing Process Group Overview
- Close Project or Phase (4.7)
- PMP®/CAPM® Test-Worthy Topics
- Practice Questions