



# **Alamo PMI Chapter Course Summary**

**Summer 2009**

## TABLE OF CONTENTS

PMP CERTIFICATION EXAM PREP – 5 DAY	3
PMP CERTIFICATION EXAM PREP – 3 DAY	6
PROJECT MANAGEMENT FUNDAMENTALS	8
MS PROJECT 2007 – LEVEL 1	10
EFFECTIVE TIME MANAGEMENT	12
MANAGING PROJECT TEAMS	14
EFFECTIVE MANAGEMENT	15

# **PMP Certification Exam Prep – 5 day**

## **Course Specifications**

Course length: **5.0** day(s)

Contact Hours: **35**

PDU's: **0**

## **Course Description**

This 5-day course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and prepare for Project Management Institute, Inc. (PMI) Project Management Professional (PMP) Certification.

**Course Objective:** You will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI) to successfully manage projects.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Attendees receive the following:**

- 5-days (35 hours) of classroom instruction
- 4<sup>th</sup> Edition PMBoK (hard copy)
- PMP Certification workbook and CD
- Daily continental breakfast and lunch

## **Performance-Based Objectives**

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

- describe professional project management.
- initiate a project.
- plan project work.
- develop project schedules.
- develop cost estimates and budgets.
- plan project quality, staffing, and communications.
- analyze risks and plan risk responses.
- plan project procurements.
- execute project work.
- manage project procurement.
- monitor and control project work.
- monitor and control project schedule and costs.
- monitor and control project performance and quality.
- monitor and control project risks and procurements.
- close the project.

# Course Content

## Day 1

### Lesson 1: Examining Professional Project Management

Topic 1A: Identify Project Management Processes

Topic 1B: Identify Professional and Social Responsibilities

Topic 1C: Identify the Interpersonal Skills Required for a Project Manager

### Lesson 2: Initiating a Project

Topic 2A: Examine the Project Management Context

Topic 2B: Examine Project Selection

Topic 2C: Prepare a Project Statement of Work

Topic 2D: Create a Project Charter

Topic 2E: Identify Project Stakeholders

### Lesson 3: Planning Project Work

Topic 3A: Identify the Elements of a Project Management Plan

Topic 3B: Document Stakeholder Requirements

Topic 3C: Create a Scope Statement

Topic 3D: Develop a Work Breakdown Structure

## Day 2

### Lesson 4: Developing Project Schedules

Topic 4A: Create an Activity List

Topic 4B: Create a Project Schedule Network Diagram

Topic 4C: Estimate Activity Resources

Topic 4D: Estimate Duration for Project Activities

Topic 4E: Develop a Project Schedule

Topic 4F: Identify the Critical Path

Topic 4G: Optimize the Project Schedule

Topic 4H: Establish a Schedule Baseline

### Lesson 5: Developing Cost Estimates and Budgets

Topic 5A: Estimate Project Costs

Topic 5B: Estimate the Cost Baseline

Topic 5C: Reconcile Funding and Costs

## Day 3

### Lesson 6: Planning Project Quality, Staffing, and Communications

Topic 6A: Create a Quality Management Plan

Topic 6B: Document the Project Roles, Responsibilities, and Reporting Relationships

Topic 6C: Create a Communications Management Plan

### Lesson 7: Analyzing Risks and Planning Risk Responses

Topic 7A: Examine a Risk Management Plan

Topic 7B: Identify Project Risks and Triggers

Topic 7C: Perform Qualitative Risk Analysis

Topic 7D: Perform Quantitative Risk Analysis

Topic 7E: Develop a Risk Response Plan

### Lesson 8: Planning Project Procurements

- Topic 8A: Plan Project Procurements
- Topic 8B: Prepare a Procurement Statement Of Work
- Topic 8C: Prepare a Procurement Document

Lesson 9: Executing Project Work

- Topic 9A: Identify the Direct and Manage Project Execution Process
- Topic 9B: Execute a Quality Assurance Plan
- Topic 9C: Acquire the Project Team
- Topic 9D: Develop the Project Team
- Topic 9E: Manage the Project Team
- Topic 9F: Distribute Project Information
- Topic 9G: Manage Stakeholder Relationships and Expectations

**Day 4**

Lesson 10: Managing Project Procurement

- Topic 10A: Examine the Project Procurements Process
- Topic 10B: Obtain Responses from Sellers
- Topic 10C: Determine Project Sellers

Lesson 11: Monitoring and Controlling Project Work

- Topic 11A: Identify the Monitor and Control Project Work Process
- Topic 11B: Develop an Integrated Change Control System
- Topic 11C: Utilize the Integrated Change Control System
- Topic 11D: Review Deliverables and Work Results
- Topic 11E: Control the Project Scope

Lesson 12: Monitoring and Controlling Project Schedule and Costs

- Topic 12A: Control the Project Schedule
- Topic 12B: Control Project Costs

**Day 5**

Lesson 13: Monitoring and Controlling Project Performance and Quality

- Topic 13A: Perform Quality Control
- Topic 13B: Report on Project Performance

Lesson 14: Monitoring and Controlling Project Risks and Procurements

- Topic 14A: Monitor and Control Project Risks
- Topic 14B: Administer Project Procurements

Lesson 15: Closing the Project

- Topic 15A: Close Project Procurements
- Topic 15B: Close the Project or Phase Administratively

# **PMP Certification Exam Prep – 3 day**

## **Course Specifications**

Course length: 3.0 days

Contact Hours: 24

PDUs: 0

## **Course Description**

This 3-day course is designed for experienced project managers who want to increase their project management skills, apply a standards-based approach to project management, and prepare for Project Management Institute, Inc. (PMI) Project Management Professional (PMP) Certification.

**Course Objective:** Attendees will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI) to successfully manage projects.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model. The chapter schedules a weekend version (3 consecutive Saturdays).

This class is led by PMP Certified, Alamo PMI Chapter volunteers.

### **Attendees receive the following:**

- 3-days (24 hours) of classroom instruction
- 4<sup>th</sup> Edition PMBoK (hard copy)
- "PMP® Exam Prep Book - Sixth Edition" by Rita Mulcahy, PMP
- Printed and bound course material
- Laminated Alamo PMI PMP Exam quick reference sheet
- Daily continental breakfast and lunch

## **Course Content**

### **Day 1**

Lesson 1: PM Framework  
Lesson 2: PM Processes  
Lesson 3: Integration Management  
Lesson 4: Scope Management

### **Day 2**

Lesson 5: Time Management  
Lesson 6: Cost Management  
Lesson 7: Quality Management  
Lesson 8: HR Management

### **Day 3**

Lesson 9: Risk Management  
Lesson 10: Communication Management  
Lesson 11: Procurement Management  
Lesson 12: Professional Responsibility  
Lesson 13: PMP Exam Prep

# **Project Management Fundamentals**

## **Course Specifications**

Course length: 1.0 day(s)

Contact Hours: 8.0

## **Course Description**

Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success. In this course, you will identify effective project management practices and their related processes.

**Course Objective:** You will examine the elements of sound project management and apply the generally recognized practices to successfully manage projects.

**Target Student:** This course is designed for individuals whose primary job is not project management, but who manage projects on an informal basis. Also, anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can take up this course.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Attendees receive the following:**

- Course workbook and CD

## **Performance-Based Objectives**

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

- identify the key processes and requirements of project management.
- initiate a project.
- plan for time and cost.
- plan for project risks, communication, and change control.
- manage a project.
- execute the project closeout phase.

## **Course Content**

Lesson 1: Getting Started with Project Management

Topic 1A: Describe a Project

Topic 1B: Describe the Project Management Life Cycle

Topic 1C: Identify the Role of a Project Manager

Lesson 2: Initiating a Project

Topic 2A: Determine the Scope of a Project

Topic 2B: Identify the Skills for a Project Team

Topic 2C: Identify the Risks to a Project

Lesson 3: Planning for Time and Cost

Topic 3A: Create a Work Breakdown Structure

Topic 3B: Sequence the Activities

Topic 3C: Create a Project Schedule

Topic 3D: Determine Project Costs

Lesson 4: Planning for Project Risks, Communication, and Change Control

Topic 4A: Analyze the Risks to a Project

Topic 4B: Create a Communication Plan

Topic 4C: Plan for Change Control

Lesson 5: Managing a Project

Topic 5A: Begin Project Work

Topic 5B: Execute the Project Plan

Topic 5C: Track Project Progress

Topic 5D: Report Performance

Topic 5E: Implement Change Control

Lesson 6: Executing the Project Closeout Phase

Topic 6A: Close a Project

Topic 6B: Create a Final Report

# **MS Project 2007 – Level 1**

## **Course Specifications**

Course length: 1.0 day(s)

Contact Hours: 8.0

PDU: 8.0

## **Course Description**

Welcome to Microsoft Project 2007: Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2007 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

**Course Objective:** You will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

**Target Student:** This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

**Prerequisites:** Students enrolling in this class should have the following:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows 2000 : Introduction or Windows XP

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## **Performance-Based Objectives**

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

- create a project plan file and enter task information.
- create a work breakdown structure by organizing tasks and setting task relationships.
- assign project resources.
- finalize the project plan file.

## **Course Content**

Lesson 1: Creating a Project Plan File

Topic 1A: Create a Project Plan File

Topic 1B: Create and Assign a Project Calendar

Topic 1C: Add Tasks to the Project Plan File

Topic 1D: Add a Project Summary Task

Topic 1E: Add a Recurring Task

Topic 1F: Enter Task Duration Estimates

Lesson 2: Creating a Work Breakdown Structure

- Topic 2A: Outline Tasks
- Topic 2B: Link Dependent Tasks
- Topic 2C: Identify Deliverables in the Project Plan File
- Topic 2D: Constrain Tasks
- Topic 2E: Set a Task Deadline

Lesson 3: Creating and Assigning Resources

- Topic 3A: Create Resources
- Topic 3B: Create a Resource Calendar
- Topic 3C: Assign Resources
- Topic 3D: Assign Additional Resources to a Task
- Topic 3E: Resolve Resource Conflicts

Lesson 4: Finalizing the Project Plan

- Topic 4A: View the Critical Path
- Topic 4B: Shorten the Project Duration
- Topic 4C: Set a Baseline
- Topic 4D: Display Project Summary Information

# **Effective Time Management**

## **Course Specifications**

Course length: 1.0 day(s)

Contact Hours: 8.0

PDU: 8.0

## **Course Description**

Time is a form of currency, and the ways that we talk about it illustrate its value: we say “Time is money,” and “My time was well spent,” or “It’s a waste of time.” Like most professionals, you’ve probably struggled with managing this resource effectively. In this course, you will practice techniques that will help you achieve more effective use of your time so that you can direct your energy towards the activities that will further your professional and personal goals.

**Course Objective:** You will identify effective time-management strategies, including defining personal and professional goals, establishing priorities, and identifying the tasks that will be critical to achieving those goals. You will create a personal time-management action plan.

**Target Student:** Professionals in a variety of fields who are seeking improved time-management skills so that they can perform more effectively.

**Prerequisites:** There are no prerequisites for this course.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Attendees receive the following:**

- Course workbook and CD

## **Performance-Based Objectives**

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

- articulate your goals.
- analyze how you are currently allocating your most precious resources: energy and time.
- identify elements of your personal work style that contribute to your effective use of time.
- assemble a collection of time-management tools and strategies that you can use to take control of your time.
- create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

## **Course Content**

Lesson 1: Defining Goals

Topic 1A: Define Time Management

Topic 1B: Describe Your Dreams

Topic 1C: Identify Regrets

Topic 1D: Articulate Goals

Lesson 2: Analyzing Energy Allocation

Topic 2A: Identify How Energy Is Spent

Topic 2B: Analyze Tasks

Topic 2C: Analyze Time Usage

Topic 2D: Analyze Energy Flow

Lesson 3: Identifying Personal Style

Topic 3A: Review a Successful Day or Project

Topic 3B: Analyze Your Preferences

Topic 3C: Identify Personal Strengths

Topic 3D: Identify Personal Motivators

Topic 3E: Reduce Time Wasters

Lesson 4: Assembling the Toolbox

Topic 4A: Negotiate for Success

Topic 4B: Delegate Tasks

Topic 4C: Choose Tools that Work for You

Lesson 5: Creating an Action Plan

Topic 5A: Create the Action Plan

Topic 5B: Evaluate the Time-Management Process

# **Managing Project Teams**

## **Course Specifications**

Course length: 0.5 day(s)

Contact Hours: 4.0

PDU: 4.0

## **Course Description**

You want to create and maintain a successful team. Learning how to effectively manage a team is the first step to realizing your goal. In this course, you will determine how to manage the team so that it remains effective.

**Course Objective:** You will identify ways of building a team, apply strategies for managing a working team, and identify ways of effectively decommissioning a team.

**Target Student:** This course is intended for individuals charged with successfully leading a team.

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

## **Performance-Based Objectives**

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

- Get to know your team.
- Manage your team.

## **Course Content**

Lesson 1: Knowing Your Team

Topic 1A: Identify Elements of a Team

Topic 1B: Interaction Within a Team

Topic 1C: Communicate with the Team

Topic 1D: Identify Standards

Lesson 2: Managing Your Team

Topic 2A: Identify Management Needs

Topic 2B: Provide Feedback

Topic 2C: Maintain Team Momentum

Topic 2D: Identify Management Challenges

Topic 2E: Close Out a Project

# **Effective Management**

## **Course Specifications**

Course length: 1.0 day(s)

Contact Hours: 8.0

PDU: 8.0

## **Course Description**

The world of business is increasingly becoming centered about the interaction of different teams, both within and outside the organization. The success of a team within a company is often directly linked to the ability of a manager to lead and manage the team effectively. In order to perform the job well, the manager must understand the different roles of everyone involved in the team, and be trained in developing the capabilities of all team members and addressing issues as soon as they surface. This course will help you gain an understanding of the basic fundamentals of becoming an effective manager for your team.

**Course Objective:** You will explore the fundamental concepts of effective management.

**Target Student:** Business professionals who are either at the managerial level, or are interested in becoming team leaders.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Attendees receive the following:**

- Course workbook and CD

## **Performance-Based Objectives**

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

- determine the roles that a manager must fill on a team, and explore the key areas of personal development.
- discover how to detect silent messages through body language and other means of nonverbal communication. You will also bolster your listening skills through active listening.
- discover ways of identifying problems, prioritizing problems, and implementing solutions effectively.
- empower your workgroup through delegation and coaching.
- discover the stages of team development and examine the need for regular team meetings.

## **Course Content**

Lesson 1: Developing as a Manager

Topic 1A: The Role of an Effective Manager

Topic 1B: Personal Skills Development

Lesson 2: Communicating Successfully

Topic 2A: Speak Without Talking

Topic 2B: Manage Better By Listening

Topic 2C: Assert to Achieve

Lesson 3: Creating Successful Solutions  
Topic 3A: Identify the Core Problem  
Topic 3B: Solve Problems Creatively  
Topic 3C: Implement Solutions Decisively

Lesson 4: Empowering Your Workgroup  
Topic 4A: Delegate For Results  
Topic 4B: Coach for Achievement  
Topic 4C: Evaluate Staff Performance

Lesson 5: Cultivating Great Teams  
Topic 5A: Create an Invincible Team  
Topic 5B: Inspire Team Success  
Topic 5C: Team Briefings for Success  
Topic 5D: Resolve Conflicts Positively