

Project Management Professional (PMP®) Examination Preparation Programme



OVERVIEW:

Successful project management depends on the following skill sets - knowledge, flexibility, and creative problem-solving. Experienced project managers know that along with **years of experience** comes greater understanding of the complex connections between all parts of a project from planning to close off.

The success of projects is heavily dependent on the project manager and the project team utilising best practices and acquiring the relevant knowledge through certification in the discipline of project management.

Project Managers looking to set themselves apart from other leaders in the field, develop advanced project management skills, increased competency with PMBOK® process groups can help leverage the competitive edge. The PMBOK® sets forth a detailed outline for project management success for those willing to invest the time into the PMP® certification.

Arthur Lok Jack GSB's PMP® Exam Prep Course provides each candidate with a high quality, facilitator-led course of study designed to fully prepare them to pass the PMP® exam.



OVERVIEW:

This course is designed to reinforce a proper understanding of the material in the Project Management Body of Knowledge (PMBOK®) in order to prepare course participants for the PMP® examination in **five weekends (5 days) of intensive study or a five day boot camp.**

To enhance this approach, Lok Jack GSB is pleased to offer this intensive and interactive preparation programme with the following features:

1. **PMP information kit** (*E-books, Quizzes, General PM Reading materials*)
2. **Mock examination materials**
3. **Lecture notes**
4. **Formula sheet for exam**
5. **Brain dump document** (*A Brain Dump is a technique used by students on closed book exams to create their personal mini reference table*)
6. **Mock examinations and interactive review at end of each**

CLASS SCHEDULE:

The delivery method will be based on the PMI's five process groups. PMBOK® process groups outline the necessary competencies that must be achieved in order to secure the most effective use of project resources. These five essential areas or process groups are:

1. Initiating Process Group
2. Planning Process Group
3. Executing Process Group
4. Monitoring and Control Process Group
5. Closing Process Group

Day	Date	Topic	Time
1		<p>Introduction</p> <ul style="list-style-type: none"> • Course Introduction • About PMI • Project Management Framework • Lesson review questions and activities <p>Project Management and Initiating Process Group</p> <ul style="list-style-type: none"> • Introduction to Project Management • Project Context • Initiating Process Group • Develop Project Charter • Identify Stakeholders • Lesson review questions and activities <p>3 –Planning Process Group (1 of 5)</p> <ul style="list-style-type: none"> • Planning Process Group • Develop Project Management Plan • Plan Scope Management • Plan Schedule Management • Plan Cost Management • Plan Stakeholder Management • Plan Communications Management • Lesson review questions and activities <p>Planning Process Group (Part 2 of 5)</p> <ul style="list-style-type: none"> • Collect Requirements • Define Scope • Create WBS • Lesson review questions and activities <p>75- Question Practice Test</p>	9:00am - 4:00pm
2		<p>Planning Process Group (Part 3 of 5)</p> <ul style="list-style-type: none"> • Define Activities • Sequence Activities • Estimate Activity Resources • Estimate Activity Durations • Develop Schedule • Lesson review questions and activities <p>Planning Process Group (Part 4 of 5)</p> <ul style="list-style-type: none"> • Estimate Costs • Determine Budget • Plan Procurement Management • Plan Quality Management • Plan Human Resource Management • Lesson review questions and activities <p>75- Question Practice Test</p>	9:00am - 4:00pm

3	<p>Planning Process Group (Part 5 of 5)</p> <ul style="list-style-type: none"> • Plan Risk Management • Identify Risks • Perform Qualitative Risk Analysis • Perform Quantitative Risk Analysis • Plan Risk Responses • Develop Project Management Plan • Lesson review questions and activities <p>Executing Process Group (Part 1 of 2)</p> <ul style="list-style-type: none"> • Executing Process Group • Direct and Manage Project Work • Manage Stakeholder Engagement • Perform Quality Assurance • Conduct Procurements • Lesson review questions and activities <p>Executing Process Group (Part 2 of 2)</p> <ul style="list-style-type: none"> • Manage Communications • Acquire Project Team • Develop Project Team • Manage Project Team • Lesson review questions and activities <p>Monitoring & Controlling Process Group (Part 1 of 3)</p> <ul style="list-style-type: none"> • Monitoring and Controlling Process Group • Monitor and Control Project Work • Perform Integrated Change Control • Control Procurements • Lesson review questions and activities <p>75- Question Practice Test</p>	9:00am - 4:00pm
4	<p>Monitoring & Controlling Process Group (Part 2 of 3)</p> <ul style="list-style-type: none"> • Control Stakeholder Engagement • Control Scope • Control Schedule • Control Costs • Lesson review questions and activities <p>Monitoring & Controlling Process Group (Part 3 of 3)</p> <ul style="list-style-type: none"> • Control Quality • Control Risks • Control Communications • Validate Scope • Lesson review questions and activities 	9:00am - 4:00pm

		Closing Process Group <ul style="list-style-type: none"> • Closing Process Group • Close Procurements • Close Project or Phase • Professional Responsibility and Code of Ethics • Test strategies and approaches • Lesson review questions 	
5		<ul style="list-style-type: none"> • Final 200-question practice test • Individual student readiness assessments 	9:00am - 4:00pm

PMP® Certification Criteria

To obtain PMP® certification, an individual must satisfy educational and experiential requirements, agree to and adhere to a Code of Professional Conduct and pass the PMP® Certification Examination

Candidates applying for certification as Project Management Professionals must satisfy the educational and experiential requirements for one of the following categories listed below and agree to abide by the Project Management Professional Code of Professional Conduct.

Category	General Education	PM Education	PM Experience	Exam Questions	Sign Code of Conduct
One	Bachelors degree	35 contact hours	4500 hours	200	Yes
Two	High School graduate	35 contact hours	7500 hours	200	Yes

Below is a more detailed breakdown of the differences between a Category 1 candidate and a Category 2 candidate.



Category 1	Category 2
<p>At the time of application, the candidate holds a baccalaureate or equivalent university degree and has a minimum of 4,500 hours of project management experience within the five (5) process groups.</p> <p>Note: The number of hours on the Experience Verification Form(s) must total at least 4,500 hours and the project dates must indicate that the candidate has at least three (3) years of project management experience within the eight-year (8) period prior to the application. Candidates must indicate at least thirty-six (36) unique (non-overlapping) months of project management experience on the Experience Verification Form(s) to satisfy the three-year (3) requirement.</p>	<p>At the time of application, the candidate does not hold a baccalaureate or equivalent university degree but holds a high school diploma or equivalent secondary school credential, and has a minimum of 7,500 hours of project management experience within the five (5) process groups.</p> <p>Note: The number of hours on the Experience Verification Form(s) must total at least 7,500 hours and the project dates must indicate that the candidate has at least five (5) years of project management experience within the eight-year (8) period prior to the application. Candidates must indicate at least sixty (60) unique (non-overlapping) months of project management experience on the Experience Verification Form(s) to satisfy the five-year (5) requirement.</p>

APPLYING FOR THE EXAM ON PMI'S WEBSITE:

More information regarding applying for the exam online is available at PMI's website. The PMP® Handbook is also available in PDF format on the PMI® website (www.pmi.org). To access it, click the "Certification" menu link on the PMI® home page, then click "Which Certification is Right for You?", select "Project Management Professional (PMP®)" and finally select the "PMP Handbook" link in the right side navigation.

PMI also has an online application for certification. To access it, go to the PMI® website and use the navigation described above. On the Project Management Professional page, you will find a "Ready to Apply" blue button graphic near the top of the page.

TESTING AND FEES:

The examination is computer-based and is comprised of 200 multiple-choice questions. The allotted time to complete the examination is four (4) hours. The examination is offered around the world at PMI-approved testing centers. To find a testing center in your area please visit the PMI website. The current fees for the examination are as follows:

Applicant Status	Examination Fees (US Dollars)
PMI® Member	\$405.00
PMI® Non-Member	\$555.00

TARGET GROUPS:

- Individuals who are performing projects as a project coordinator, project lead, or project manager, or business analysts who perform project related analysis would benefit from this course.
- Subject matter experts who want to learn a simple structure for performing project management would also benefit from attending this course.
- ICT Professionals, Procurement officers, Engineers

Note: Candidates must satisfy the PMI / PMP examination registration criteria

PRE-REQUISITE:

Students registering for the programme must meet the following criteria:

1. A registered member of PMI
2. Approved by PMI as an eligible candidate for the PMP exam.
3. Pre-read the PMBOK®



FACULTY BIO:

Haseeb Ali is a Certified Trainer and facilitates Project Management training at the Arthur Lok Jack Graduate School of Business, the University of Trinidad and Tobago, and at Client locations in Trinidad and Tobago. Haseeb is a citizen of Trinidad and Tobago and is a Registered Mechanical Engineer with over thirty-six (36) years of professional experience in managing people and resources to deliver projects/results with requisite quality and at optimum cost and schedule. Haseeb has gained extensive knowledge and experience in upstream oil and gas operations and refining operations, in the areas of project management; asset management; construction management; health, safety and environment management; strategic planning; operations management; and maintenance management.

Haseeb is a certified Project Management Professional (PMP), and is a Past President of the Project Management Institute (PMI) Southern Caribbean Chapter. Haseeb has acquired an Executive MBA (with Distinction) from the Arthur Lok Jack Graduate School of Business and has participated in the General Managers Program at the prestigious Harvard Business School in Boston, USA.

DETAILS:

Start Date:	February 2018 (5 Saturdays)
Time:	8:45am – 4:00pm
Cost:	\$6,000.00tttd
Contact:	Phone: 645-6700 Shadeed Ali –ext 131; Lisa Ramrattan – ext 114
Venue:	Arthur Lok Jack Graduate School of Business Max Richards Drive, Uriah Butler Hwy NW Mt Hope

Programme Cancellation/Reschedule

Arthur Lok Jack GSB (ALJGSB) reserves the right to cancel training at any time. If ALJGSB cancels the training due to unforeseen circumstances beyond the control of ALJGSB, you are entitled to a full refund of the course fee, or your course fee can be credited toward a future training, based upon availability.

ALJGSB reserves the right to reschedule training at any time. If ALJGSB reschedules training due to unforeseen circumstances beyond the control of ALJGSB, the training will continue at the next available time. Participants will be informed via phone and/or e-mails.