

PMP course (outlines)

LESSON 1 - INITIATING A PROJECT

A. Apply Project Management Processes .

Projects.

The Project Life Cycle .

Project Management Processes .

Inputs, Tools and Techniques, and Outputs .

Project Management Process Group Interactions .

Knowledge Areas .

B. Create a Project Charter .

Project Charter Development .

Project Stakeholders .

Project Selection Criteria .

Project Selection Methods .

Project Selection Decision Models.

C. Develop a Draft Project Scope Statement .

Draft Project Scope Statement Development.

Draft Project Scope Statement .

LESSON2-PLANNING PROJECTWORK

A. Develop a Project Management Plan.

Project Management Plan .

Project Management Plan Tools and Techniques .

B. Create a Scope Management Plan.

Scope Planning .

C. Create a Scope Statement.

Scope Definition.

Scope Definition Tools and Techniques .

Product Analysis.

Alternatives Identification.

Project Objectives .

D. Develop a Work Breakdown Structure (WBS) .

Work Breakdown Structure (WBS).

WBS Tools and Techniques .

Work Breakdown Structure Outputs.

Code of Accounts .

LESSON3-DEVELOPING PROJECT SCHEDULES, COST ESTIMATES, AND BUDGETS

A. Create an Activity List .

Activity .

Activity Definition .

Activity Definition Tools and Techniques .

Activity Definition Outputs .

B. Create a Project Network Diagram .

Activity Sequencing .

Activity Sequencing Tools and Techniques.

Activity Sequencing Outputs .

Activity Dependencies .

Precedence Relationships .

Precedence Relationship Types .

Lag.

Lead .

Project Network Diagram .

Arrow Diagram Method (ADM) .

Precedence Diagramming Method (PDM) .

Conditional Diagramming Method.

C. Estimate Activity Resources .

Activity Resource Estimation .

Activity Resource Estimation Tools and Techniques.

Activity Resource Estimation Outputs .

Project Resources .

D. Estimate Activity Durations .

Activity Duration Estimation .

Activity Duration Estimation Tools and Techniques .

Activity Duration Estimation Outputs .

E. Identify the Critical Path .

Schedule Development .

Schedule Development Tools .

Schedule Development Techniques.

Schedule Development Outputs.

Schedule Network Analysis.

Schedule Network Analysis Methods .

Standard Diagramming Notations .

The Critical Path .

Float. .

F. Develop a Project Schedule .

Project Schedule .

Schedule Management Plan.

Schedule Formats .

Schedule Compression.

Fast-Tracking.

Crashing .

Simulation .

Simulation Types.

Resource Leveling .

G. Estimate Project Costs .

Cost Estimation.

Cost Estimation Tools and Techniques .

Cost Estimation Outputs .

H. Establish a Cost Baseline.

Cost Budgeting .

Cost Budgeting Tools and Techniques.

Cost Budgeting Outputs .

Cost Baseline .

Cost Assignment Methods .

LESSON4-PLANNING PROJECT QUALITY, STAFFING, AND COMMUNICATIONS

A. Create a Quality Management Plan.

Quality Planning.

Quality Planning Tools and Techniques .

Quality Planning Outputs .

Quality.

Cost of Quality .

Checklists .

Flowcharts.

Benchmarking .

Design of Experiments .

B. Document Roles, Responsibilities, and Reporting Relationships .

The Human Resource Planning Process .

Human Resource Planning Tools and Techniques .

Human Resource Planning Outputs .

Organizational Structures .

Organizational Structure Types .

Organization Charts .

Project Interfaces .

Responsibility Assignment Matrix (RAM) .

C. Acquire Project Team .

Acquire Project Team .

D. Create a Communications Management Plan .

Communications Planning.

Communications Planning Tools and Techniques .

Communications Technology .

Communications Management Plan .

Communications Requirements .

LESSON5-ANALYZING RISKS AND PLANNING RISK RESPONSE

A. Create a Risk Management Plan.

Risk Management Planning .

Risk Management Plan Inputs .

Risk Management Plan .

Risk .

Risk Tolerance.

Decision-Making and Categories .

B. Identify Project Risks and Triggers .

Risk Identification .

Risk Identification Tools and Techniques .

Risk Categories.

Information-Gathering Techniques .

Risk Register .

C. Perform Qualitative Risk Analysis .

Qualitative Risk Analysis .

Qualitative Risk Analysis Tools and Techniques.

Risk Data Quality Assessment .

Probability Scales.

Impact Scales.

Probability/Impact Risk Rating Matrix .

Project Risk Ranking .

Qualitative Risk Analysis Outputs .

D. Perform Quantitative Risk Analysis .

Quantitative Risk Analysis .

Quantitative Risk Analysis Tools and Techniques .

Interviewing Methods .

Probability Distribution.

Quantitative Analysis Methods .

Quantitative Risk Analysis Outputs.

E. Develop a Risk Response Plan .

Risk Response Planning .

Risk Response Planning Techniques.

Negative Risk Strategies (Threats) .

Risk Avoidance.

Risk Transference .

Risk Mitigation. .

Positive Risk Strategies (Opportunities) .

Risk Acceptance .

Risk Response Planning Outputs.

LESSON6-PLANNING PROJECT PROCUREMENT

A. Prepare a Contract Statement of Work .

Plan Purchases and Acquisitions .

Techniques for Planning Purchases and Acquisitions .

Outputs of Planning Purchases and Acquisitions.

Specifications.

Make-or-Buy Analysis.

Make-or-Buy Decisions .

Contracts .

B. Prepare a Procurement Document .

Contract Planning .
Contract Planning Tools and Techniques .
Contract Planning Outputs .
Evaluation Criteria .

LESSON7-EXECUTING PROJECTWORK

A. Project Plan Execution .

Manage Project Plan Execution .
Project Management Information System (PMIS) .
Work Performance Information .

B. Perform Quality Assurance .

Quality Assurance .
Quality Audits .

C. Develop the Project Team .

Team Development .
Team-Building Activities .
Reward and Recognition System .
Collocation.
Training .

D. Distribute Project Information.

Information Distribution.

E. Request Seller Responses .

Request Seller Responses .

F. Select Sellers .

Select Sellers .
Weighting System.
Contract Negotiation .
Contract .

LESSON8-MONITORING AND CONTROLLING PROJECTWORK

A. Control and Monitor Project Work .

Control and Monitor Project Work .
Inputs for Controlling and Monitoring Project Work .
Tools and Techniques for Control and Monitor Project Work .
Outputs from Controlling Project Work .

B. Manage Changes to Performance Baselines.

Integrated Change Control .
Integrated Change Control Inputs .
Integrated Change Control Tools and Techniques .
Change Control System .
Configuration Management .

C. Review Deliverables and Work Results .

Scope Verification .
Scope Verification Inputs .

Inspection .

D. Control Project Scope .

Scope Control .

Scope Control Inputs.

Scope Control Tools and Techniques .

Scope Control Outputs .

LESSON9-MONITORING AND CONTROLLING PROJECT SCHEDULES AND COSTS

A. Control the Project Schedule .

Schedule Control.

Schedule Control Inputs .

Schedule Control Tools and Techniques .

Earned Value Management (EVM).

Schedule Performance Measurement.

Schedule Variance .

Schedule Performance Index (SPI) .

B. Control Project Costs .

Cost Control .

Cost Control Inputs .

Cost Control Tools and Techniques .

Cost Control Outputs.

Cost Variance (CV) .

Cost Performance Index (CPI) .

Estimate at Completion (EAC) .

LESSON10-MONITORING AND CONTROLLING PROJECT QUALITY, STAFFING, AND COMMUNICATIONS

A. Perform Quality Control .

Perform Quality Control .

Quality Control Inputs .

Causes of Variance .

Tolerances .

Control Charts .

Pareto Diagrams .

Statistical Sampling .

B. Manage Project Team.

Project Team Management.

Inputs for Managing a Project Team .

Tools and Techniques for Managing a Project Team .

Outputs of Managing a Project Team .

C. Report Project Performance.

Performance Reporting .

Performance Reporting Inputs.

Performance Reporting Tools and Techniques .

Performance Reporting Outputs .

D. Manage Stakeholders .

Stakeholder Management.

Inputs for Managing Stakeholders .

Tools and Techniques to Manage Stakeholders .

Outputs of Managing Stakeholders .

LESSON11-MONITORING AND CONTROLLING PROJECT RISK AND CONTRACTS

A. Monitor and Control Project Risk .

Risk Monitoring and Control .

Risk Monitoring and Control Inputs.

Risk Monitoring and Control Tools and Techniques .

Risk Monitoring and Control Outputs.

Project Risk Response Audit .

B. Administer a Contract .

Contract Administration .

Contract Administration Inputs .

Contract Administration Tools and Techniques .

Contract Administration Outputs.

Role of the Contract Administrator .

Contract Change Requests .

LESSON12-CLOSING THE PROJECT

A. Close a Project.

Project Closure .

Project Closure Tools and Techniques .

Project Closure Outputs .

Administrative Closure .

B. Close a Contract .

Contract Closure .

Contract Closure Inputs .

Contract Closure Tools .

Contract Closure Outputs.

Procurement Audit