Prepare and Pass the Project Management Institute PMP® Certification Exam

# PMP® EXAM PREP COURSE

## A COMPLETE UNDERSTANDING OF THE PMP® CERTIFICATION EXAM

JANUARY 9–10, 2006 ARLINGTON, VA

## How You Will Benefit

### Gain Valuable Tips and Study Methods to Help Prepare for the Exam

Create a personalized plan for self-study preparation leading up to the test

### Navigate the Process Groups and Knowledge Areas of the PMBOK® Guide 3rd Edition

Learn essential PMBOK® terminology, tools and techniques required on the test

### Align your Knowledge of Project Management with PMBOK® Terminology and Definitions

Understand exactly what you need to know to pass the exam

## What You Will Learn

- The Format and Makeup of the PMP® Exam
- Tools and Techniques Essential for PMP® Exam Success
- Key Concepts, Terms and Principles of Project Management
- How to understand and memorize required PMP® formulas
- Receive practice questions and tips on what to expect

RECEIVE 13 PDUS AND 13 CPE CREDITS!

**Possess a Clear Understanding of What You Need to Know to Pass the PMP® Exam the First Time**

**www.PerformanceWeb.org/ProjectManagement 703-894-0481**

The Performance Institute

# PMP® Exam Prep Course

**JANUARY 9–10, 2006 ARLINGTON, VA**

## PROGRAM AGENDA

### DAY ONE: JANUARY 9, 2006

**8:00 Registration & Continental Breakfast**

**9:00 PMP® Exam Overview: Review of PMBOK® Standards and NEW PMP Credentials**
- Analyze the Five Project Management Process Groups
- Understand the nine Project Management Knowledge Areas

**10:30 Harnessing Integration Management for Quality Project Management Services**
- Develop a project charter and integrate project management plan
- Implement an effective change control system that clearly identifies and tracks project changes

**11:30 Identifying Project Deliverables and Objectives with Scope Management**
- Establish accountability with clear cost and schedule requirements
- Define business outcomes with effective Work Breakdown Structure (WBS) frameworks

**12:30 Networking Luncheon**

**1:30 Developing Project Planning and Time Management Techniques**
- Determine project roles and key resources required for project success
- Map a project timeline that defines key project checkpoints and promotes fast, high-quality results

**2:30 Implementing and Sustaining an Effective Cost Management System**
- Identify and prioritize costs relative to the WBS
- Establish the Cost Baseline Based on the Project Scope and available resources

**4:30 Adjourn**

### DAY TWO: JANUARY 10, 2006

**8:00 Sign in & Continental Breakfast**

**9:00 Developing Key Quality Management Tools**
- Establish project quality standards and systematic quality checks
- Apply Six-Sigma principles to monitor quality requirement

**10:00 Creating Organizational Structure with Proven Techniques in Human Resources Management**
- Understand the core competencies of an effective project team
- Learn proven conflict resolution and negotiating skills

**11:00 Enhancing Timely and Accurate Dissemination of Project Information with Communications Management**
- Explore and understand different communication styles and stakeholder communication needs
- Accurately monitor and report project performance using earned value management

**12:30 Networking Luncheon**

**1:30 Understanding Risk within a Project's Life-Cycle**
- Understand the concept of project life-cycle
- Identify and mitigate potential elements of risk in each phase of the life-cycle

**2:30 Developing a Structured Approach to Project Procurement Management**
- Establish and validate clear lines of contract requirements
- Acquire solicitation strategies handled by the contracting officer but required in the exam

**3:30 Study Techniques, Ethics and Professional Responsibility**
- Receive sample questions and studying techniques
- Examine key aspects of PMI's Code of Ethics and Code of Conduct

**5:00 Adjourn**

## KEY METHODOLOGIES

Rooted on the nine Knowledge Areas and five Process Groups described in the PMBOK® and tested in the exam, this course delivers key sample questions, interactive group exercises, networking opportunities and proven tools essential to receiving a passing score. The prep course also offers study tips and explores key issues in project management professionalism and ethics, a requirement of the PMP® exam.



### RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government IT Management Certification Program. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on PMP® preparation. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or email him at Zach@PerformanceWeb.org.

### EXHIBITING & SPONSORSHIP

To learn more about exhibit and sponsorship opportunities at this event, please contact Melvin Hall at 703-894-0481 or email him at Hall@PerformanceWeb.org

### CPE CREDIT

Delivery Method: Group-live
Program Level: Intermediate
Prerequisites: None
Advanced Preparation: None
CPE Credits: 13

The Performance Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219-2417. Website: www.nasba.org

### PMI REGISTERED EDUCATION PROVIDER

PDUs: 13

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## REGISTRATION

### How Can I Register?

1. **ONLINE** at www.PerformanceWeb.org
2. **VIA FAX** to 703-894-0482
3. **VIA PHONE** to 703-894-0481
4. **VIA MAIL** to 1515 North Courthouse Road, Suite 600, Arlington, VA 22201

### DELEGATE INFORMATION

NAME

TITLE

OFFICE

ORGANIZATION

ADDRESS

CITY STATE ZIP

TELEPHONE FAX

E-MAIL

### PAYMENT INFORMATION

- ☐ TRAINING FORM
- ☐ PURCHASE ORDER
- ☐ CHECK (Accepted by mail only)
- ☐ CREDIT CARD 

CREDIT CARD NUMBER

EXPIRATION DATE

NAME ON CARD

### VENUE

PMP® Exam Prep Course will be hosted at the Performance Institute in Arlington, Virginia, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600, Arlington, VA 22201
Phone: 703-894-0481

A limited number of rooms have been reserved at a discounted rate of $187 at the Holiday Inn Rosslyn at Key Bridge. Please contact the hotel directly and use code ILCORPER when making reservations.

Holiday Inn Rosslyn at Key Bridge
1900 Fort Myer Drive
Arlington, VA 22209
1-800-368-3408
www.holiday-inn.com/rosslynkbridge

### TUITION

The fee for attending PMP® Exam Prep Course is $1095. Register by calling 703-894-0481 or visit us online at www.PerformanceWeb.org. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Melvin Hall at 703-894-0481or email him at Hall@PerformanceWeb.org.

### CANCELLATION AND QUALITY ASSURANCE POLICY

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201(phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event.

**Note:** A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

**PRIORITY CODE: T222**

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