

PMP Exam Preparation



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Description	<p>This course is specifically designed to assist students in preparing for the Project Management Professional exam, given by PMI. This five-day course allows the student focused time to learn and to review the concepts and terms necessary to pass the PMP exam. Included with the class are tips, tricks, and targeted materials that will assist the student in reviewing for and passing the exam. A complete PMP exam simulation at the end of the course helps students determine if they are ready to take the official exam, and gives them insight into specific areas they will need to study in order to succeed.</p> <p>This course will also prepare students for the Certified Associate in Project Management (CAPM) exam, which requires fewer hours of experience. See the FAQs below for more information.</p>
Length	5 days – 40 PDUs ¹
Prerequisites <i>See the FAQs below for more information.</i>	<ul style="list-style-type: none"> • 4500 hours of PM experience² over the past eight years (for holders of a baccalaureate degree) or, • 7,500 hours of PM experience over the past eight years (for high school graduates) <p>Recommended</p> <ul style="list-style-type: none"> • Project Management Fundamentals • Intermediate Project Management
Materials Included	<p><i>A complete package that provides all that you need to prepare for the course, and <u>know</u> that you are ready to pass the first time!</i></p> <ul style="list-style-type: none"> • PMP Exam Preparation study guide (excellent "Course in a Book") • Choice of Audio or Spiral-bound Flashcards • Transcender® PMP Exam Simulation Software (three complete tests, option of checking your answers as you go, select only the questions that relate to areas on which you need work) • Condensed, highly effective study materials created by The Solarity Group to accelerate your understanding of the material needed on the exam.
Who Should Take This Course	Professionals from any industry who wish to obtain the PMP certification. Professionals who wish to advance their knowledge of Project Management as defined by the Project Management Institute (PMI).
Solarity Guarantee	The Solarity Group guarantees that students who follow the course's recommended techniques will pass on the first exam. If they do not, they may re-take the course once more without charge, and The Solarity Group will pay for the second exam. ³
Rate	\$2,995 / person [\$400 discount available for PMI Members] Additional discounts available for on-site classes or for multiple attendees

¹ Existing PMPs can take this course to obtain Professional Development Units (PDUs). 60 PDUs are required to maintain your PMP. Students applying for the PMP count these as formal PM education contact hours, not PDUs.

² Project Management (PM) Experience does not simply mean time spent in the role of Project Manager, but also to time spent working on projects as a team member, "directing and leading tasks."

³ Recommended techniques are outlined in an Individualized Study Plan (ISP) created for the student at the end of class.



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PMP Exam Preparation Course Objectives and Content

In this instructor-led course, the PMP Exam Prep book is used as a guide. Students work through the material together as a class, using different modalities to help connect PMI terminology and concepts with students' real world experiences. The course uses repetition and strategic exercises that will provide students with structured study materials that they can retain and review for use on the exam. The first four days cover the basic PM materials, and the fifth day is for final review and practice exams. Customized study recommendations are provided to each student in follow-up to the completed course.

Objectives

Students will understand

- The requirements for the PMP credential, the application process, and learn about the exams, examples of their content, and how to study for them.
- Keys to answering PMI's questions, tricks for exam-taking, practice and learning exercises are included.
- The PMBOK Interpretation Matrix, Project Management Framework, Project Management Process
- The five Project Management Process Groups, and their key inputs and outputs.
- The nine Knowledge Areas of Project Management (Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement), and the processes related to each one, with their related inputs, tools & techniques, and outputs.
- Professional and Social Responsibility

Students will also have access to webinars that help them prepare their application for the PMP, and other sessions devoted to review.

Methodology

For the delivery of this course, we will use the PMP Exam Prep book as a guide. We work through the material together as a class using different modalities to help relate PMI terminology and concepts with students' real world experience. We use repetition, and strategic exercises that will provide you with structured study materials that allow you to review and retain the information for use on the exam.

The first four days cover the basic PM material. The fifth day will cover any remaining material, and then go through a review session. In the afternoon, we simulate the PMP Exam, which will give students a good understanding of what they need to continue to study before the actual exam.

Students who wish to re-sit the class may do so at a minimum cost (to cover facilities), providing space is available in the course.

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Schedule

Day 1

Introduction
Understanding the Project Management Framework
Understanding the Project Management Process
Understanding Integration Management

Day 2

Understanding Scope Management
Understanding Time Management

Day 3

Understanding Cost Management
Understanding Quality Management

Day 4

Understanding Risk Management
Understanding Human Resource Management
Understanding Communications Management

Day 5

Understanding Procurement Management
Understanding Professional Responsibility
Complete any remaining sections, if necessary
Review for PMP Exam Simulation
1:00-5:00 – PMP Exam Simulation

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Frequently Asked Questions (FAQs)

What is the Project Management Professional (PMP) Credential?

The Project Management Professional (PMP) credential indicates that a Project Manager has experience, can pass a test of comprehensive Project Management knowledge, and has committed to an ethical code of conduct. Because of its rigor, it is one of the most highly-desired certifications in many industries (including government, IT, construction, and health care). This five-day course prepares you for taking the Project Management Professional certification test, and exceeds the 35 hours of formal project management training PMI requires to take the PMP exam. You will learn terminology, ways to approach the exam, and will take a full practice PMP exam at the end of the week to learn what you need to focus on before taking the actual exam. See http://www.pmi.org/info/PDC_PMP.asp for more information.

What are the requirements to obtain the PMP Credential?

The PMP requires that you have experience directing work on projects, whether that is work is as an overall project manager or work that is assigned to you (such as creating a brochure, gathering requirements, or installing a server) to direct and lead.

PMP Requirements for those with a Bachelor's Degree <ul style="list-style-type: none">• 4,500 hours of Project experience• Three years of PM experience over eight years.• 35 hours of Project Management education.• Pass a 200 question written exam	PMP Requirements for those with a High School Diploma or its equivalent <ul style="list-style-type: none">• 7,500 hours of project management experience• Five years of PM experience within the past eight years• 35 hours of Project Management education.• Pass a 200 question written exam
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What if I don't meet the requirements to obtain the PMP?

This course will also prepare you for an exam that requires less experience. The **Certified Associate in Project Management (CAPM)** is a credential designed for people who have less experience in formal projects. This test consists of only 150 questions, and is a good stepping stone to the PMP.

CAPM Requirements for those with a Bachelor's Degree <ul style="list-style-type: none">• 1,500 hours of Project Experience over two years.• 23 hours of Project Management education.• Pass a 150 question written exam	CAPM Requirements for those with a High School Diploma or its equivalent <ul style="list-style-type: none">• 2,500 hours of project management experience over two years.• 23 hours of Project Management education.• Pass a 150 question written exam
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How do I apply for the PMP exam?

- Read the instructions in the in the PMP Handbook (found at http://www.pmi.org/info/PDC_PMPHandbook.pdf).
- Document your project management experience according to the instructions. You should expect to spend anywhere between 5-40 hours documenting this information, depending on the number and complexity of the documentation.
- Submit your application at www.pmi.org/CertApp, even if you don't have all the requirements yet (e.g., education hours), you can start the application process, and come back to finish it later.
- Once your application is submitted and approved (which usually takes between 4-72 hours), you will receive an authorization code, which will allow you to sign on to the PMI site and pay for your exam.
- You may be randomly selected for a verification audit. Your notification will come very shortly after you submit the application online. If selected, you must have your verification references sign forms, which you will need to submit along with a copy of your college transcripts (if applicable) and a certificate showing your educational hours.
- Contact a Prometric Learning Center (www.2test.com) and schedule your exam.
- When you complete the computer-based online exam at the center, it will let you know whether you passed or failed within a few minutes. If you fail, you can retake the exam two more times. If you fail all three times, you will need to wait for one year from the last seating to retake the exam.

How much does the exam cost and how much does it cost to join PMI?

- If you are a member of PMI.org, the cost of the exam is \$405; otherwise the cost to take the PMP exam is \$555—a difference of \$150.
- To join PMI as of Aril 2007, you will need to pay a fee of \$119, with a first-time join fee of an additional \$10, bringing the total to \$129—it pays to join PMI if you take the PMP exam.

How should I study for the PMP exam?

Here are some proven techniques that will help you to ensure that you pass the exam on the first try.

- Sign up for the PMP Exam class. It is possible to study for the exam on your own, but you will be able to reduce your study time, and increase your chances of passing by taking this class with other people.
- Read through the [PMP Exam Prep](#) book once before taking the PMP Exam Prep class, and then at least once more after the class, for a total of three times.
- Use the Hot Topics flashcards to review your knowledge.
- Skim through the [Project Management Body of Knowledge](#), focusing on
 - the inputs, tools & techniques, and outputs for each knowledge area
 - the glossary, looking for unfamiliar terms, and learning them by going back to the section that covers them
 - the process information
- Create a study sheet on your own.
- Take the exam simulations, and then go through the answers when you've completed it. Read each explanation to understand why your answers were correct or incorrect.

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What materials do I need for the class?

- You should receive the following items from the Learning Solutions department:
 - PMP Exam Prep course book
 - Hot Topics flashcards
 - We will provide a notebook, index cards, highlighters, and study cards.
 - Please bring a pen, and dress in layers, as the temperature may vary in the room.
 - Do not bring a computer until the last day. During the class you will receive an exam simulation, which you will take on the last day of class. If you have a laptop, bring it on that day and we will install the PMP Exam Simulation application for you (assuming you have rights to install software). We can provide instead a 180 license for a web-based exam simulation.
 - If you do not have a computer, let us know, and we will provide one for you.

What should I do to prepare for the PMP class?

We highly recommend that students follow these steps before sitting the PMP course.

- Completely read through the PMP Exam Prep book at least once before the course.
- Work to set aside other activities for that week as much as possible. You will have long days and we will not be able to guarantee the passing of the PMP exam if the students do not sit the entire class, and spend the appropriate time studying each night.
- Complete the online PMP application as much as possible before taking the class so that they can schedule your exam soon after. Students can create a logon id and start the process by going to www.pmi.org/CertApp.
- Visit the PMP Certification Site: http://pmi.org/info/PDC_CertificationsOverview.asp?nav=0401 for more information about the exam.

Now that I have my PMP, what's next?

In order to maintain your PMP credential, you will need to obtain 60 Professional Development Units (PDUs) within a three year period. You obtain these PDUs from doing project work, attending meetings, presenting project-related speeches and workshops, and attending continuing education. For more information, see the Continuing Certification Requirements information at http://pmi.org/prod/groups/public/documents/info/pdc_pmpccr.asp.