

PMBOK[®] EXAM PREPARATION WORKSHOP (PMBOK[®] 4th Edition)

OBJECTIVES

The Certification preparation Workshop will give participants a comprehensive review of the Project Management Body of Knowledge (PMBOK[®] 4th Edition), latest release of PMBOK[®], which forms the basis for the PMP[®] exam. In addition, Participants will go through lots of sample questions similar to those expected on the exam, and mock exams to give them a feeling of the real exam environment. In addition, we will provide support and consultation during the application procedure and help participants prepare their credentials and qualifications to submit to PMI[®].

APPROACH

- Provide an overview of the PMP exam
- Conduct a thorough review of the PMBOK Guide 4th Edition
- Help participants assess their preparedness to take the PMP exam, and the areas they need to improve in to pass.
- Help participants to become familiar with the types of exam questions to expect & Provide tips and tricks for studying and passing the exam
- Take a SAMPLE Test for each knowledge area of the PMBOK and a Full 200 questions Exam at the end of the workshop

PRESENTER

Dr. Jamal F. AlBahar, PMP, AVS (Registered Arbitrator Dubai, U.A.E. and Kuwait - Associate Value Specialist, SAVE, USA)

Active Member: PMI, CMAA, AACE, AAA, PMA, SAVE, CSI.

President, PROMIS- Project Management Engineering Systems

Dr. Al Bahar, is a regional expert in project management applications and a well recognized consultant in construction contracts and claims analysis. Dr. AlBahar is a frequent regional and international speaker on subjects related to project management, construction contracts, tendering procedures, claims analysis/evaluation, arbitration, and value engineering. Dr. AlBahar has conducted over 500 public and in-house training courses in the last 20 years on subjects related to contracts, claims analysis and pricing, project management, value engineering, budgeting and cost estimating, and effective project administrative procedures. Dr. AlBahar is a registered arbitrator in Kuwait, Bahrain and the U.A.E.

PROGRAM

DAY ONE

THE PROJECT MANAGEMENT FRAMEWORK

- Purpose of the PMBOK Guide
- What is a Project? & Project Management?
- Relationship to Other Management Disciplines
- Project Management Context

PROJECT LIFE CYCLE AND ORGANIZATION

- Project Phases and the Project Life Cycle
- Project Stakeholders
- Organizational Structures and Influences
- Key General Management Skills

THE PROJECT MANAGEMENT PROCESSES FOR A PROJECT

- Project Management Processes & Process Groups
- Process Interactions & Mapping of Project Management Processes
- Initiating, Executing & Planning Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

THE PROJECT MANAGEMENT NINE KNOWLEDGE AREAS

- Process Flow Diagram & Major Project Documents

MODULE 1

- **Project Integration Management**
 - Develop Project Charter
 - Develop Preliminary Project Scope Statement
 - Develop Project Management Plan
 - Direct and Manage Project Execution
 - Monitor and Control Project Work
 - Integrated Change Control & Close Project

DAY TWO

MODULE II

- **Scope Management**
 - Scope Planning, Definition, Verification & Control
 - Create WBS

MODULE III

- Project Time Management
- Activity Definition & Sequencing

DAY THREE

- Activity Resource & Duration Estimating
- Schedule Development & Control

MODULE IV

- Project Cost Management

- Cost Estimating, Budgeting & Cost Control

MODULE V

- Project Quality Management
 - Quality Planning
 - Perform Quality Assurance & Control

DAY FOUR

MODULE VI

- **Project Human Resource Management**
 - Human Resource Planning
 - Acquire Project Team
 - Responsibility, Authority & Accountability
 - Develop Project Team
 - Manage Project Team

MODULE VII

- Project Communications Management
 - Communications Planning & Information Distribution
 - Performance Reporting & Manage Stakeholders

DAY FIVE

MODULE VII

- Project Risk Management
 - Risk Management Planning & Identification
 - Qualitative & Quantitative Risk Analysis
 - Risk Response Planning, Monitoring and Control

MODULE VII

- Project Procurement Management
 - Plan Purchases & Contracting Acquisitions
 - Request Seller Responses
 - Select Sellers
 - Contract Administration
 - Contract Closure

Project Professional Responsibility Management

This session addresses the PMP with regards to the conduct portayed by a Project Manager. It focuses on Project ethics, which includes the various cultural norms found within business in different countries. As a PMI Project Management Professional (PMP[®]) the participants agree to support and adhere to the responsibilities described in the PMI PMP Code of Professional Conduct, namely, responsibilities to the profession and responsibilities to customers and the public.