

Course Specification: “**Hands-On Project Management™ - Fast Track**”  
Course Number: **PM5001 (PM5E01)**  
Course Length: Five Days – Instructor – Led



On Site: 35 PDUs / 3.5 CEUs  
On Line: 35 PDUs / 3.5 CEUs  
Prerequisites: PMI approval or none  
Audience Level: Intermediate

**Five – Days Seminar** is offered to individuals and organizations interested in practical implementation of the project management methodologies, tools and techniques.

### **Who should attend this course?**

The course is designed for senior managers/engineers, project/portfolio/program/product managers, functional managers, team leaders, account managers, IT, HR, R&D, Sales/Marketing, Manufacturing, Procurement technical and business professionals, and students.

**Certification:** Hands-On Project Manager Certificate

Project Management is an essential part of every successful leader portfolio. Whether you manage projects in the field of Information Technology or Health Care industry, your project management skills will have a great impact on the project's outcomes. In today's global work environment, with carefully defined budgets and tense schedules, having project management skills is a critical value for a project's success. The concept behind Project Management is being applied in such diverse industries and organizations as manufacturing, DoD, construction, pharmaceuticals, hospitals, etc. This demand would increase even more in the following decades.

### **Course Description:**

“Hands-On Project Management™ – Fast Track” course is designed for project management (PM) professionals, functional managers, account managers, program and operations managers, coordinators, team leaders, engineers, and students. It provides materials for managers at all levels; from those who want to begin using project management practices to those eager to refine their managerial skills. For project manager professionals this course will serve as a reference guide that will support their everyday activities. This course covers the practical and theoretical aspects of “hands on project management.” It provides actual examples; tested techniques, tools, and methodologies; and raises and answers many frequently asked questions. The course provides the course participants with the principles and concepts of Project Management Methodology and Practices (PMTP). It covers:

- Theory and Application of Project Management
- Hands on Exercises/Case Studies

Focus on PMP® Exam:

This course introduces the class participants to the principles, concepts, tools and techniques of project management at the level necessary to pass PMP® exam. Each part covers a specific knowledge area of project management, as defined by Project Management Institute. The course combines standards established by the Project Management Institute (PMI). Each part advances the class participants to the next level of project management practice.

The descriptions below briefly indicate the topics that will be covered within this course:

1. Introduction to Project Management

This part introduces the basic concepts of project management, such as: characteristics of project, project life cycle, project organizational structures, project stakeholders, and project manager role. These concepts provide the foundation for a completely new way to live and do business. In our personal and professional lives we frequently but often unwittingly and haphazardly employ the principles and concepts of project management. Yet, a firm grasp and deliberate application of these principles can greatly increase the efficiency and effectiveness of our professional and personal lives.

## 2. Planning

Project management is about managing a group of activities towards a single goal or objective. A blueprint (map) of this whole process is known as a project's scope. It shows you how to achieve what you want to achieve. This part will help you understand the principles of project scope management, scope documentation, work breakdown structure, organizational structure, and how to use them successfully within your project.

## 3. Resource Management

Every project has its own environment. By environment we mean that a project has a particular scope, requires resources, involves costs, takes time, and incorporates quality expectations, within given risk environment. These are a project's core elements. They interact and influence one another; changing one element frequently impacts other elements. This part will help you to manage a project's staff, materials, and equipment. You will learn how to manage resources and utilize the tools and techniques that can assist you for the duration of a project.

## 4. Scheduling

In this part you will analyze the time element of project management. Time is a limited resource. Every project must have a start and an end, one that defines a project's timeframe/schedule/baseline. The nature of a project forces you to establish a timeframe within which a project can be completed. Such a timeframe assists you in the process of monitoring, controlling, and measuring a project's progress and performance. This part teaches you how to utilize some of the most important tools and techniques of time management.

## 5. Budgeting

A project's success is measured by many parameters, including quality, cost, time, and client satisfaction. Often, success is determined by combining two or more of these parameters. Not surprisingly, cost is always one of them: every project output requires resources, and resources are costly. Throughout this part you will work with tools and techniques that will help you to understand and develop skills in the area of cost management, including cost budget and Earned Value Analysis.

## 6. Communication

A project is a complex environment. Often a project involves hundreds of people and as many kinds of equipment. To manage such complexity, project managers must establish and support channels of communication at every level and with every project resource, directly or indirectly. This part focuses on the tools that you will need to do this successfully.

## 7. Risk Management

Each project is a unique event. Each is executed at a different time, with different resources, with different objectives, etc. Even if you plan to undertake the same project repeatedly, the environment of each project will be different. While some parameters are fairly constant, risk environments persistently change and impact every project differently. The majority of projects fail due to misunderstanding or underestimating the importance (threat and proximity) of certain risks. In the unit, you will learn how to understand (gauge) a project's risk environment and to develop successful strategies for dealing with them.

The risks management principles and techniques, that are utilized to assess a project's risk environment, prioritize risks, develop a strategy for their mitigation or elimination, and communicate this information to management. Based on a project environment and identified risks, you will perform a sensitivity analysis to determine the effects of identified risks on the project. Techniques include: Expected Monetary Value Analysis, Payoff Matrix, Decision Tree Analysis, Severity Factor Analysis, and Risk Mitigation techniques.

## 8. Quality

One of the measures of a project's success is the quality of its output. This part teaches the tools and techniques that will help you to achieve the quality of project output that is required. Quality is built, stage-by-stage, into a project's output, not obtained all at once at a project's end. Quality is a process, one that starts at a project's beginning and that often extends beyond the delivery of a project's output (e.g., warranty). You will learn the tools and techniques to ensure that your project's output meets quality expectations.

## 9. Procurement/Contract Management

A project's costs are directly related to utilization of the resources within project. Often, some of the resources have to be procured. Activities required to obtain the products and services are part of Contract/Procurement Management. Within this unit we focus on how to define procurement practices, prepare RFQ/RFP, create proposal and contract, select a vendor, and close a contract.

Each part explains the principles, concepts, and terminology of the topic covered. Practice/homework/Self-study materials are designed to introduce you to the principles and concepts of project management through practical examples.

### **Case Studies and Test Materials:**

This course includes the Prep Test, Text Material and On Line Material. It will enable you to utilize the knowledge that you gained and to develop project management expertise. These practice cases will also prepare you to successfully pass your exam.

### **Course Outline:**

1. Introduction to Project Management
  - 1.1 Project Characteristics
  - 1.2 Program, Products, and Project Life Cycle
2. Planning
  - 3.1 Planning Project Scope
  - 3.2 Project Scope Definition
  - 3.3 Project Progress and Performance Vs. Project Scope
3. Resources Management
  - 4.1 Project Resources
  - 4.2 Planning Project Resources
  - 4.3 Acquisition of Project Resources
  - 4.4 The Performance of Project Resources
4. Scheduling
  - 5.1 Work Definition
  - 5.2 Estimating Project Activities Duration
  - 5.3 Development of Project Time Baseline
  - 5.4 Project Time Schedule and Control

5. Budgeting
  - 6.1 Cost Classification and Identification
  - 6.2 Cost Estimates
  - 6.3 Cost Monitoring, Measuring and Control
  - 6.4 Cost Management
  
6. Communication Management
  - 6.1 The Communication System
  - 6.2 The Project Community
  
7. Risk Management
  - 7.1 Risk Definition
  - 7.2 Payoff Matrix
  - 7.3 Expected Monetary Value Analysis
  - 7.4 Decision Tree Analysis
  - 7.5 Risk Impact on Financial Analysis
  
8. Contract/Procurement
  - 8.1 Procurement Planning
  - 8.2 Solicitation
  - 8.3 Contract Administration
  - 8.4 Contract Close Out/Termination
  
9. Quality Management
  - 9.1 Quality Planning
  - 9.2 Controlling
  - 9.3 Quality Assurance

**Benefits:**

Learn how to manage your projects from start to end more efficiently and achieve desired outcomes

**About Certification:**

Project Management Institute (PMI®) is a world leading project management organization with over 150,000 professionals as a certified member. Its standard is accepted and recognized within many industries. Currently, PMI offers two certificates:

- Project Management Professional ( PMP® )
- Certified Associate in Project Management (CAPM®)

The best project managers, proven with their experience (over 7500 hours of “hands-on” work as project manager), are eligible to take PMP® Certification exam and obtain globally accepted and recognized certifications Through the class we guide through the PMBOK and point out areas that you should study for the PMP® exam.

**Q. What are the requirements for PMP® certificate”?**

**A. There are two categories for PMP® certificate. For category 1, to be qualified for a PMP® exam, you must provide proof to PMI that you have a baccalaureate degree and at least 4,500 hours of a project management expertise. For category 2, to be qualified for a PMP® exam, you must provide proof that you hold at least high-school diploma or equivalent and at least 7,500 hours of project management experience.**

**Q. Do I need to renew my PMP® certificate?**

**A. after you receive PMP® certificate, you must continue your work in the field of project management and report professional development units (PDU) every year to PMI. You must collect 60 PDUs every three years. For more information visit [www.pmi.org](http://www.pmi.org)**

**Q. How much does a PMP® certificate exam cost?**

**A. It is a \$405 for members and \$550 for non members.**

**Q What is the format of the PMP® exam?**

**A. Currently there are 200 questions that need to be done in 240 minutes period.**

**Q. Does this certificate bring any competitive advantage to me?**

**A. Yes. It is well accepted worldwide.**

CAPM® allows the candidates with less experience in project management to obtain proof that they have fundamental project management knowledge.

**Q. What are the requirements for PMP® certificate”?**

**A. There are two categories for CAPM® certificate. For category 1, to be qualified for a CAPM® exam, you must provide proof to PMI that you have a baccalaureate degree, at least 1,5000 hours of a project management expertise and at least two years of project management experience. For category 2, to be qualified for a CAPM® exam, you must provide proof that you hold at least 2,500 hours of a project management expertise and at least two years of project management experience.**

**Q. Do I need to renew my CAPM® certificate?**

**A. after you receive CAPM® certificate, you must continue your work in the field of project management and report professional development units (PDU) every year to PMI. You must collect 60 PDUs every three years. For more information visit [www.pmi.org](http://www.pmi.org)**

**Q. How much does a PMP® certificate exam cost?**

**A. It is a \$225 for members and \$300 for non members.**

**Q What is the format of the CAPM® exam?**

**A. Currently there are 150 questions that need to be done in 180 minutes period.**

**Q. Does this certificate bring any competitive advantage to me?**

**A. Yes. It is well accepted worldwide.**

For more information visit [www.pmi.org](http://www.pmi.org).

Certification course focuses on how to pass exam, rather than on specific areas of project management.