



PMP® Exam Review Program Course Components

Offered by the College of Continuing Studies at Houston Baptist University, the Becker Professional Education *PMP® Exam Review Program* is both comprehensive and time-sensitive—meaning it is designed to optimize participant study and class time through a unique combination of program elements.

The program provides a comprehensive review of the Project Management Institute® nine Project Management Body of Knowledge® (PMBOK) areas covered on the Project Management Professional® (PMP) exam.

TARGET AUDIENCE

Project management personnel preparing to take the PMP exam given by the Project Management Institute. It is recommended that participants already have a strong background in project management practice and techniques either through experience or prior education.

PROGRAM LENGTH

4 days, 7 hours per day, total of 35 contact hours to satisfy the 35 hour requirement to sit for the PMP exam.

RECOMMENDED FORMAT

A maximum of 25 participants is recommended. The program provides highly interactive, experiential learning for participants and emphasizes the nine PMBOK areas.

PROGRAM FEATURES

- In-class and online practice testing.
- Instructor review of exam results to help participant establish study plan for success.
- Access to Becker website course shell to form virtual study groups.
- Course materials included in registration: PMBOK Guide, 3 publications containing sample exams and study strategies, and flash card study aids.

PROGRAM OBJECTIVES

The program is designed to enable participants to:

- Understand the 9 PMBOK areas and how they are related.
- Successfully sit for the PMP exam.

MODULE 1 – INTRODUCTION

Provides definitions, discussion of the broad context in which a project operates and addresses project management processes. The project life cycle, organizational influences on a project and linkage between the initiating, planning, executing, controlling and closing processes are addressed.

MODULE 2 – PROJECT INTEGRATION MANAGEMENT

Project Integration Management involves ensuring that the various elements of the project are properly coordinated. The processes, tools and techniques used to integrate project management processes include project plan development, project plan execution and overall change control.



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MODULE 3 – PROJECT SCOPE MANAGEMENT

Project Scope Management involves ensuring that the project does all the work required and only the work required to achieve the purpose of the project successfully. It is primarily concerned with defining and controlling what is or is not included in the project. The process includes: initiation, scope planning, scope definition, scope change control and scope verification.

MODULE 4 – PROJECT TIME MANAGEMENT

Project Time Management includes the processes required to ensure timely completion of the project. The process includes: activity definition, activity sequencing, activity duration estimating, schedule development and schedule control.

MODULE 5 – PROJECT COST MANAGEMENT

Project Cost Management includes the processes required to ensure that the project is completed within the approved budget. The process includes: resources planning, cost estimating, cost budgeting and cost control.

MODULE 6 – PROJECT QUALITY MANAGEMENT

Project Quality Management includes the processes required to ensure that the project will satisfy the needs for which it was undertaken. It includes "all activities of the overall management function that determine the quality policy, objectives, and responsibilities and implements them by means such as quality planning, quality control, and quality assurance within the quality system."

MODULE 7 – PROJECT HUMAN RESOURCE MANAGEMENT

Project Human Resource Management includes the processes required to make the most effective use of the people involved with the project. It includes all the project stakeholders - sponsors, customers, individual contributors and all others. The process includes: organizational planning, staff acquisition and team development.

MODULE 8 – PROJECT COMMUNICATIONS MANAGEMENT

Project Communications Management provides the critical links among people, ideas and information that are necessary for success. Everyone involved in the project must be prepared to send and receive communications in the project "language" and must understand how the communications they are involved in as individuals affect the project as a whole.

MODULE 9 – PROJECT RISK MANAGEMENT

Project Risk Management includes the processes concerned with identifying, analyzing and responding to uncertainty. It includes maximizing the results of positive events and minimizing the consequences of adverse events. The process includes: risk identification, risk quantification, risk response development and risk response control.

MODULE 10 – PROJECT PROCUREMENT MANAGEMENT

Project Procurement (& Contract) Management is the knowledge area that deals with acquiring goods and services from outside the immediate project organization. For simplicity, goods and services, whether one or many, will generally be referred to as "product." The process includes: procurement planning, solicitation planning, solicitation, source selection, contract administration and contract close-out.

REGISTRATION

Available online www.HBUforLIFE.org/PMP
or by phone (281) 649 – 3700.

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