

A PMP Exam Prep Course (aka Boot Camp) is a success-oriented **intense** course designed to take you from the ground up to the global standards of PMI-PMP® ethics and practices, while also ensuring you pass the exam for the coveted PMP® certification.

Immersing yourself in the 4-day training material and *PMBOK® Guide* is an intensive learning experience and no class can turn you into an experienced, professional project manager in the space of just a few days. **There is NOT enough time in 4-days to extensively cover concepts and in-depth data.**

Instead, boot camps **focus on rote memorization of high-yield material.** Rote learning is a **memorization technique based on repetition.** The method rests on the premise that the recall of repeated material becomes faster the more one repeats it. Rote learning is widely used in the mastery of foundational knowledge.

Project management boot camp **training focuses on passing the exam instead of teaching concepts.** The material on the PMP exam is extremely broad. If you are not already familiar (high-level) with concepts covered in the *PMBOK® Guide* 6th / 7th Edition, boot camps will not be able to help you in a mere four days.

The EXAM.

You will be presented with realistic project management scenarios and asked to use methodologies, principles, and artifacts from the *PMBOK® Guides* and other approved resources. To determine the best solution, the boot camp instructor will emphasize the questions and exercises with the highest probability of being included in the final, official *PMP®* exam, based on assessments of *PMP®* exams from the previous years. Therefore, you will know exactly what to expect! **Situational or scenario-based questions form about 90% of the PMP® exam question style.**

Note: The key difference between "PMBOK 6" and "Process Groups: A Practice Guide":

* PGs: A Practice Guide is a condensed version of PMBOK 6

- **Arrive on time: 8:00 AM start time; ~ 5:30 PM end time** (be here 5-10 minutes prior to start time)
- Breaks are every ~70-75 mins.; <10 mins. in length; total of 6 breaks daily plus ~50 minute lunch break 
- Casual dress code. Warm weather: shorts /sneaks / sandals okay
- Turn cell phones on vibrate. If you need to take a call, step outside the room before answering it. 
- Sitting too long can affect concentration. **OKAY to STAND** in back or side of conference room
 - Take your material, pen and highlighter
- You will be physically & mentally challenged! (#1 challenge... absorption of material) Stay hydrated! 
- PMBOK info is **Mile Wide, Pinhead deep!**
 - If you start diving too deep beyond exam boundaries, I will ask you to dial it back. Take it off-line.
- **Maintain an open mind.** There are many ways to manage projects. Keep in mind that you are here to learn and prepare for The PMP® exam. That means learning how to manage projects the **PMI®-PMBOK® way** even if it isn't **HOW** you manage projects today or in past.
PMP® and PMBOK® are not a replacement of PM experience but accreditation of understanding and following the PMI® standards.
- **Think like a PMI® Consultant.** Leave your job at work / home! (at times, just drink the Kool-Aid).
- Only highlight what I instruct you to highlight 
- **All practice quizzes are open book** (use all assets) 
- Toward end of each day, I will ask YOU 'what is your energy level'...(Scale 1 to 5). Be Honest with yourself & me! 
- If you are running late to class for any reason, text or call me and leave a message.
- Expect <1 hour of related homework each day after class. Practice your brain/mind dumps
- **This is YOUR CLASS, I work for YOU! Guaranteed you will not be bored** 
- **Risk.** In the event of an emergency, write your **emergency contact name & cell #** on the back of the front cover of the training manual.
- **If you require assistance in completing your PMI PMP application, please advise and I will assist you at the end of the class day.**
- **Other...** Anything you would like to add?
- Introductions: Name, Company, Title, Hobby / What do you do for fun? (<20 seconds)

Objectives	
Exam Prep Course	Upon completion of The PMP® exam prep, participants will be: ☐ Well prepared to clear the PMP® Certification exam on the "first" attempt ▪ Assumes ~ 65% score required in each process Domain (People - Process - Business Environment) ☐ Able to demonstrate a solid knowledge of Project Management tools, techniques and methods in line with <i>A Guide of the Project Management Body of Knowledge, (PMBOK® Guide)</i> - Sixth Edition & Seventh Edition + Agile Practice Guide ☐ Able to contribute better to your responsibilities as a Project Manager in an organization ☐ Satisfies PMI®'s required 35 contact hours (not PDU's) prior to applying to take the PMP exam
Instructor	☐ Package large amount of information into the essentials ☐ Share & Transfer PM Knowledge / examples & stories ☐ Assist you in The PMP® exam application & recommending your exam strategy
Participant	☐ Immerse yourself in the process ☐ Memorize Process 'Matrix 49' plus a handful of Math Formulas ☐ Develop Strategy to pass exam (<i>PM-ProWORLD tool kit</i>) ▪ Allow yourself to be brainwashed with PMBOK'isms ▪ Forget how you took exams 10+ years ago

Daily Agenda

☐ DAY 1 Outline:

- Ground Rules
- What to expect from this Exam Prep Course / Learning Styles / Application process
- Qualifying for The PMP® exam
- Exam Dynamics / PMI® CCR Program / PMI® Talent Triangle
- Types of Exam Questions / Exam Info - Statistics / When am I ready to sit for the exam
- Exam Question Analysis / Math Question Summary
- Computer Based Model Question Example
- Foundational Terms & Concepts (~ 67 pages)
- Initiating Process Group (2 processes; (~ 15 pages)
- **Lunch Break (~50 minutes)**
- Planning Process Group (24 processes; (~ 100 pages)
- Homework (Quiz; take home or stay after class)

☐ DAY 2 Outline

- Recap Day 1
- Executing Process Group (10 processes; ~30 pages)
- **Lunch Break (~50 minutes)**
- Monitoring and Controlling Process Group (12 processes; ~35 pages)
- Closing Process Group (1 process; ~ 5 pages)
- Change Management
- Exam Study Plan (Post Class)
- Homework (Quiz; take home or stay after class)

☐ DAY 3 Outline

- Recap Day 2
- **Introduction to PMBoK 7 Edition**
- **System of Value**
 - Creating Value
 - Organizational Governance
 - Functions Associated with Projects
 - The project Environment
 - Product Management Considerations

☐ DAY 3 Outline: (continued)

- **Introduction to Agile**
 - Agile Mindset
 - 4 Agile Values
 - 12 Agile Principles
 - Agile vs Predictive
 - Agile Frameworks and Methodologies
 - Agile Roles and Responsibilities (Product Owner, Scum Master, Development Team)
 - Lots of in-class exercises
 - Homework (Quiz; take home or stay after class)
- **12 Project Management Principles**
 - Stewardship
 - Team
 - Stakeholders
 - Value
 - Systems Thinking
 - Leadership
 - Tailoring
 - Quality
 - Complexity
 - Risk
 - Adaptability
 - Change
 - **Lunch Break (~50 minutes)**
- **8 Project Performance Domains**
 - Stakeholders
 - Team
 - Development
 - Approach and Life Cycle
 - Tailoring
 - Models, Methods and Artifacts
 - Planning
 - Project Work
 - Delivery
 - Measurement
 - Uncertainty

☐ DAY 4 Outline:

- Recap Day 3
- **Other Topics (not all inclusive)**
 - Teamwork and Collaboration (Mobbing, Pairing, Swarming; Osmotic Communication; Shadowing vs. Reverse Shadowing)
 - Value Delivery (from Vision to Delivery)
 - Product Vision and Roadmap - Product Life Cycle; Minimum Viable Product (MVP)
 - Requirements Collection Techniques (~50% covered in Day 1 & 2)
 - User Story (Purpose, Template, Story Mapping, Definition of Ready (DoR),
 - INVEST, Definition of Done
 - Estimation Units (Relative vs. Absolute, Story Pointing, Planning Poker, Fibonacci Sequence, T-Shirt sizes, etc...)
 - Lots of in-class exercises
 - **Lunch Break (~50 minutes)**
 - Product Backlog (DEEP, examples)
 - Prioritization Techniques - Risk Value Matrix, MoSCow prioritization, Paired comparison analysis, 100-point method, Examples
 - Release Planning / Sprints / Velocity - Feedback loop, Durations, Examples
 - Sprint Planning / Scrum / Review - Definitions, Characteristics, Examples
 - Performance Measurement - Burn-down vs. Burn-up, Cumulative Flow Diagram, Examples
 - Sprint Retrospective - Purpose, Duration, Schedule, Participants, ESVP acronym,
 - 4 Ls template, Examples
 - Agile PMO - Need, Value Delivery Office (VDO), Leadership Development
 - Trends and emerging Practices / Considerations for Agile / Adaptive environments
 - Lots of in-class exercises
 - Homework (Quiz; take home or stay after class)
 - Revisit Exam Strategy

Syllabus Summary		
Module	Page #	Description
1	13	Overview
2	27	Project Management Introduction
3	69	Initiating Process Group
3	77	Initiating - Develop Project Charter, Identify Stakeholders
4	89	Planning Process Group
4	90	Planning - Stakeholder, Communications, Scope
5	111	Planning - Schedule
6	137	Planning - Resources, Cost, Quality
7	173	Planning - Procurement
7	185	Planning - Risk, Develop Project Management Plan (PMP)
8	205	Executing Process Group
9	236	Monitoring & Controlling Process Group
10	281	Closing Process Group
11	289	Change Management
12	293	Trend and Emerging Practices / Tailoring Considerations / Considerations for Agile Environments - Covered throughout the Knowledge Areas
13	299	Process ITTO Practice Worksheet (ITTO's = Input / Tools & Techniques / Outputs)
14	304	Post Class Study Plan - 10 Day Countdown
15	305	References
16	307-314	Appendix
18	315-38	Exam Score Sheets
19	319-322	Terms & Conditions

Color Coded Process Groups: - Initiating - M&C - Planning - Closing - Executing Syllabus					
Module	Topic / Process Group	Content (Processes in color)			Page
1	Overview	- What to expect from this Exam Prep Course / Learning Styles / Application process - Qualifying for The PMP® exam - Exam Dynamics / PMI® CCR Program / PMI® Talent Triangle - Types of Exam Questions / Exam Info - Statistics / When am I ready to sit for the exam - Exam Question Analysis / Math Question Summary - Computer Based Model Question Example		- Preparing for Exam Day - Prometric Test Center regulations - YOUR ‘Success’ Exam Strategy (high level) - Tips for Answering Exam Questions 4 Tools to Assist you in your Exam - Knowledge Area and Process Changes - Sixth Edition vs. Fifth Edition	13-25
2	Foundational Terms & Concepts	- Project Management Framework - What is it - PMBOK® Guide - Introduction - Process Group Interactivity - Project Management Groups and Knowledge Areas - Base Assumptions for PMP® Exam - PMI® Code of Ethics and Professional Conduct - Project Financial Assumption for class - What is a Project? Deliverable? - What is an Operation? - The Triple Constraint / Enhanced Triple Constraint - Project Management Life Cycles (IPECC) - PM Process Interactions - Product Life Cycle - Project Life Cycle & Development Life Cycle - Waterfall vs. Agile / Key Terms - Introduction to Agile - Agile Frameworks 5 Levels of Agile Planning - Key Attributes of an Agile Project - Agile Advantages & Disadvantages	<u>Page</u> 28 29 30 31-32 33 34 35 36 37 39 40 41 42 43 44 45 46 47 48 49	- Knowledge Areas - Projects - Programs - Portfolios - Types of Organization Structure - Roles & Responsibilities - Leadership vs. Management - Leadership Styles vs. PM’s Forms of Power - Summary of Responsibilities - OPA’s & EEF’s - Project Governance - Total Quality Management - DIKW Pyramid / Work Performance Data / Information / Reports - PMIS Model - Configuration Management Definitions - Stakeholder Relationship to Project - Common Synonyms / Acronyms - Know WHERE & WHO you are in the question!	50 51 52-53 54-55 56 57 58 59 60 61 62 64 65 66 67

Syllabus				
Color Coded Process Groups: - Initiating - M&C - Planning - Closing - Executing				
Module	Topic / Process Group	Content (Processes in color)	Knowledge Area	Page
3	Initiating	Initiating Process Group	N/A	69
		Pre-Initiating	Integration Management	71
		Develop Project Charter	Integration Management	79
		Identify Stakeholders	Integration Management	84
4	Planning (24)	Mod 4 - Planning Process Group	N/A	89
		Plan Stakeholder Engagement	Stakeholder Management	93
		Plan Communications Management	Communications Management	95
		Plan Scope Management	Scope Management	99
		Collect Requirements	Scope Management	100
		Define Scope	Scope Management	104
		Create WBS	Scope Management	107
5	Planning	Mod 5 - Planning	N/A	111
		Plan Schedule Management	Schedule Management	113
		Define Activities	Schedule Management	114
		Sequence Activities	Schedule Management	116
		Estimate Activity Durations	Schedule Management	122
		Develop Schedule	Schedule Management	125
6	Planning	Mod 6 - Planning	N/A	137
		Plan Resource Management	Resource Management	139
		Estimate Activity Resources	Resource Management	151
		Plan Cost Management	Cost Management	153
		Estimate Costs	Cost Management	156
		Determine Budget	Cost Management	159
		Quality Overview	Quality Management	163
		Plan Quality Management	Quality Management	169
7	Planning	Mod 7 - Planning	N/A	173
		Plan Procurement Management	Procurement Management	175
		Risk Overview	Risk Management	185
		Plan Risk Management	Risk Management	186
		Identify Risks	Risk Management	189
		Perform Qualitative Risk Analysis	Risk Management	193
		Perform Quantitative Risk Analysis	Risk Management	195
		Plan Risk Responses	Risk Management	198
		Develop Project Management Plan	Integration Management	202

Color Coded Process Groups:
- Initiating - M&C
- Planning - Closing
- Executing

Syllabus

Module	Topic / Process Group	Content (Processes in color)	Knowledge Area	Page
8	Execution (10)	Mod 8 - Executing Process Group Manage Stakeholder Engagement Manage Communications Acquire Resources Develop Team Manage Team Manage Quality Implement Risk Responses Conduct Procurement Manage Project Knowledge Direct and Manage Project Work	N/A Stakeholder Management Communications Management Resource Management Resource Management Resource Management Quality Management Risk Management Procurement Management Integration Management Integration Management	205 210 212 214 216 218 222 226 227 230 231
9	Monitoring & Controlling (12)	Mod 9 - Monitoring & Controlling Process Group Perform Integrated Change Control (ICC) Monitor Stakeholder Engagement Monitor Communications Control Scope Control Schedule Control Cost Control Quality Control Resources Validate Scope Monitor Risks Control Procurements Monitor & Control Project Work	N/A Integration Management Stakeholder Management Communications Management Scope Management Schedule Management Cost Management Quality Management Resource Management Scope Management Risk Management Procurement Management Integration Management	235 240 241 242 244 245 246 258 269 270 271 273 277
10	Closing (1)	Mod 10 - Closing Process Group Pre-Closing Activities Close Project	N/A Integration Management Integration Management	281 285 286

Color Coded Process Groups: - Initiating - M&C - Planning - Closing - Executing Syllabus				
Module	Topic / Process Group	Content (Processes in color)	Knowledge Area	Page
11	Change Management	Process of helping individuals and your organization transition from the current state to the desired state.	N / A	289-292
12	Knowledge Areas	- Trends / Emerging Practices - Tailoring Considerations - Considerations for Agile / Adaptive Environments	All	293-298
13	ITTO Worksheet	ITTO's = Input / Tools & Techniques / Outputs	N / A	299-302
14	Exam Study Plan (Post Class)	10-Day Countdown	N / A	304
15	References		N / A	305
16	Customer Satisfaction Survey		N / A	307-314