

Project Management Professional (PMP®) Exam Preparation Seminar

Purpose and Background

Project Management as a discipline is recognized as one of the fastest professions in today's industries. It is the application of concepts, knowledge, skills, tools and techniques to meet the project objectives and increase the probability of project success. Without effective project management, projects are often running into troubles and risking failures. Not understanding the basic concepts behind managing projects leads to missed deadlines, cost overruns, expensive changes, lost opportunities and frustrated project managers and team members.

The Project Management Professional (PMP), one of the world's most widely recognized professional credentials, which is independently administered by the U.S. based Project Management Institute (PMI), the world's leading association for the project management profession, is an important professional milestone for any project manager in any industry. PMI is leading a worldwide movement to make project management indispensable for business results. Through its PMP certification program, PMI has been elevating the professionalism of project management. It ensured that project management practitioners from around the world use common terminology, through its universally accepted standard such as the Project Management Body of Knowledge (PMBOK®) written by its members. The PMBOK® is considered to be the foundation of project management worldwide.

Whether the PMP Certification is sought as the capstone of an important professional designation or as the proven culmination of many years of project management working experience, the PMP functions as a peer review, i.e., the validation of an individual's knowledge by other project managers, as represented by PMI. Achievement of the PMP credential serves as the basis from which professionals can competently practice as a project manager, leading and managing his/her project work. The content of the PMP exam is mostly based on the PMBOK®. To meet the needs of practicing project managers associated with preparing for the prestigious PMP exam as well as those interested in learning the PMBOK® subject, this five-day accelerated seminar is geared to participants who seek to kick-start their preparations for the PMP exam. The seminar will focus on highlighting the knowledge and level of competence needed to pass the exam as well as include a practice exam with answers and rationale provided.

- For group training, contact **John Wyrick** (JWyrick@asce.org) or **Stephanie Tomlinson** (STomlinson@asce.org)

Learning Objectives and Outcomes

To dramatically assist participants in mastering the reference materials of the seminar and prepare them for the PMP Certification Exam as quickly, effectively and efficiently as possible. The seminar summarizes the contents of all of the recommended test preparation areas within the context of the PMBOK®, assists project managers and those working in project management master the PMBOK® Guide's content, and it fully addresses all of the topics covered in the PMP Certification Exam and helps participants pass the prestigious PMP credential examination.

Upon successful completion of the seminar, participants will be well prepared for the PMP Credential Examination and possess the ability to define, understand the project management processes, concepts, principles and methodologies in all knowledge areas of the PMI's PMBOK® Guide - Fifth Edition (2013) in order to successfully pass the exam.

Who Should Attend?

Individuals who need to prepare for the PMP Certification Examination as quickly, effectively and efficiently as possible before taking the exam. These may include senior management, portfolio managers, program managers, project sponsors, project managers, project team members, project administrators, project engineers, project coordinators, project leaders, project analysts, functional managers, operation managers, maintenance managers, information technology professionals, members of the Project Management Office (PMO), members of continuous process improvement teams, owners, contractors, subcontractors, suppliers, consultants, technical professionals moving into project management and anyone involved directly or indirectly with any kind of projects in virtually every industry.

CEUs/PDHs: ASCE has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In addition, ASCE follows NCEES guidelines on continuing professional competency. Since continuing education requirements for P.E. license renewal vary from state to state, ASCE strongly recommends that individuals regularly check with their state registration board(s) on their specific continuing education requirements that affect P.E. licensure and the ability to renew licensure. For details on your state's requirements, please go to: http://www.ncees.org/licensure/licensing_boards/.

Seminar Benefits

- Maximize participant's time in preparing for the PMP Certification Exam
- Reduce significantly your PMP Exam study time by focusing only on key, relevant exam topics
- Master critical items and concepts in project management currently being practiced worldwide and their ramifications
- Apply key concepts to your work in project management
- Understand and evaluate your own strengths and weaknesses to best focus your study efforts
- Identify key elements of each of the project management processes
- Identify and incorporate best practices relating to professional responsibility
- Avoid common pitfalls associated with taking the exam and receive invaluable test taking tips, hints and tricks of the trades associated with the exam
- Take and review practice exams and rationalize sample questions answers

Seminar Schedule

The seminar is scheduled for five (5) days; each day starting from 9:00 AM to 5:00 PM with a half hour coffee break during each morning and afternoon section and one-hour lunch break.

ASCE seminars are available for On-Site Training. For details regarding On-Site Training and/or needs-based training opportunities, please contact:

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On-Site Training Worldwide
ASCE Continuing Education
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Summary Outline

DAY ONE

INTRODUCTION

- The PMP certification process
- Benefit of PMP certification
- Course materials
- Purpose of the PMBOK® Guide for the PMP Examination

MODULE 1. The Project Management Framework

- Project, Program and Portfolio Management
- Projects and Strategic Planning
- Project Management Office (PMO)
- Project Management and Operations Management
- Project Management and Organizational Strategy
- Role of the Project Manager
- The Project Manager's Real Challenge: Interface Management
- The Project Management Body of Knowledge (PMBOK®)
- Project Management Maturity Model
- Project Management as An Integrated System
- Organizational Influences and the Project Life Cycle
- Project Life Cycle vs. Product Life Cycle
- Project Phases and the Progressive Elaboration Concept
- Project Stakeholders and Governance
- Project Team Composition
- PMBOK® Process Groups
- PMBOK® Knowledge Areas

MODULE 2. Project Integration Management

- Develop the Project Charter
- Develop the Project Management Plan
- Direct and Manage Project Work
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

MODULE 3. Project Scope Management

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create the Work Breakdown Structure (WBS)
- Validate Scope
- Control Scope

DAY TWO

MODULE 4. Project Time Management

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

MODULE 5. Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs
- Earned Value Management (EVM)

DAY THREE

MODULE 6. Project Risk Management

- Plan Risk Management
- Identify Risks and Opportunities
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Control Risks

MODULE 7. Project Human Resource Management

- Plan Human Resource Management
- Acquire Project Team
- Develop Project Team
- Manage Project Team

MODULE 8. Project Quality Management

- Plan Quality Management
- Perform Quality Assurance
- Perform Quality Control

DAY FOUR

MODULE 9. Project Procurement Management

- Plan Procurement Management
- Conduct Procurements
- Control Procurements
- Close Procurements

MODULE 10. Project Communications Management

- Plan Communications Management
- Manage Communications
- Control Communications

DAY FIVE

MODULE 11. Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

MODULE 12. PMP Exam Prep. Review

- The ten (10) Knowledge Areas Review of Key Exam Concepts

Seminar Instructor

Dr. Nghi M. Nguyen is President & CEO of NDV Project Management Services, Inc., one of the first recognized company members of the Project Management Institute (PMI)'s Registered Consultant Program (RCP). He has had more than 30 years of progressive, domestic and international consulting and training experience in the field of project/program/portfolio management on major construction, aerospace, defence and high-technology projects with leading Canadian and U.S. corporations such as the SNC-Lavalin Group, Gildan, CAE, the Canadian Space Agency (CSA), Lockheed Martin and NASA, among others. He served as Program Control Manager for the multi-billion dollar Canadian Patrol Frigate (CPF) program, the largest and most complex shipbuilding program in Canadian defense history for Lockheed Martin Canada (formerly U.S. based Unisys Systems and Sperry). Since 1995, he has developed and conducted numerous project management related seminars, including the PMP Exam Prep ones, for thousands of project managers all over the world.

A well-known, internationally recognized project management consultant and trainer, Dr. Nghi Nguyen has assisted clients with project management approaches to effectively and efficiently complete projects and attain their objectives. He is a specialist in project and program management training, consulting, definition, development, identification of project objectives, constraints and methodologies. He has managed and participated in projects in most industries and is leading a very active project management training and consulting practice, serving as project management consultants on projects worldwide. He has worked as a project management consultant for the Canadian Space Agency (CSA) on projects associated with the International Space Station (ISS) program, the 16-nation effort led by NASA (National Aeronautics and Space Administration) to build the permanently orbiting laboratory in space, the largest and most sophisticated international engineering project ever undertaken in the history of the world as well as for Canada's SNC-Lavalin International, one of the world's leading engineering construction companies, on China's Three Gorges Dam hydro-electric development project, the largest construction project in the world ever built to date, and was involved in a number of projects in the Information Technology (IT) and Oil and Gas sectors, among them was the construction of the \$ 5 billion Hibernia Oil Production Platform in St John, Newfoundland, Canada.

A long-time member of the American Society of Civil Engineers (ASCE) and a more-than-thirty year member of PMI, he is currently delivering project management seminars worldwide for clients in cities all over the world and has trained thousands of project managers on a variety of topics associated with global, international project management standards since 1995. He has also developed and delivered a customized project management curriculum for CAE, the Canadian-based world leader in flight simulation and pilot training, for its project managers in locations worldwide (Canada, the U.S., Australia, Germany and the U.K.).

An internationally recognized speaker, author and presenter, Dr. Nguyen has written and presented numerous technical papers on project/program management related topics in international conventions and congresses in Canada, the U.S., Europe, Asia and the Caribbean, sponsored by professional associations such as the Project Management Institute (PMI), the American Consulting Engineering Council (ACEC), the Association for the Advancement of Cost Engineering (AACE) International, American/Canadian Society of Civil Engineers (ASCE/CSCE), the Performance Management Association (PMA), the Pan-Pacific Business Association, the American Institute of Aeronautics and Astronautics (AIAA), the Caribbean Council of Engineering Association (CCEA) and the Paris-based association Francais des Ingenieurs et Techniciens d'Estimation et de Planification de Projets (AFITEP).

Educated at McGill and Concordia Universities in Montreal, Quebec, Canada, Dr. Nghi Nguyen holds B.S., M.S. and Ph.D. degrees in Civil Engineering with specialization in Construction & Project Management and has been a Certified Project Management Professional (PMP) since 1995. He has been a part-time professor at the Faculty of Engineering and Computer Science at Montreal's Concordia University since 1996 and also taught project management topics for the Executive Institute program at Montreal's McGill University. He served as a member of the Canadian Advisory Council (CAC), set up by The Standards Council of Canada (SCC) to participate in the development of the International Organization for Standardization (ISO)'s project management standard which has been released in September 2012 as ISO 21500 for project management and served as the final draft reviewer and contributor to the PMBOK® Fifth Edition released by PMI in 2013, both considered by project management professionals worldwide as globally and internationally accepted project management standards. The PMBOK® Fifth Edition is being used as the basic document upon which the current PMP Exam is based. In addition, Dr. Nghi Nguyen also served as final Draft Reviewer and Contributor to the upcoming PMBOK® Sixth Edition anticipated to be released by PMI in 2017.