



Project Management Professional PMP®

EXAM PREPARATION COURSE

35 PDU's

NEW DATE! 27 November – 01 December 2016

8:00 a.m. - 4:00 p.m.

Manama, Kingdom of Bahrain

Organized By



جمعية المهندسين البحرينية - مركز التدريب
Bahrain Society of Engineers - TRAINING CENTRE



Seal of recognition

Introduction:

The PMP® designation is recognized worldwide as the standard of the profession, attesting to one's core knowledge and understanding of critical Project Management concepts, principles and techniques. Certification sets Project Management Professionals as having mastered the essential project management skills and knowledge.

This comprehensive five days PMP EXAM PREP course will prepare you to pass the Project Management Professional (PMP®) examination. The course is kept up to date with the framework of knowledge outlined by the Project Management Institute's PMBOK® Guide Fifth Edition, 2012. Test-taking tips and exam strategies as well plenty of review materials will be submitted in this course to assist with passing the PMP® exam. In addition, the course includes comprehensive number of examples, and sample examination questions and answers in order to improve your chances of passing the PMP® certification exam on the first attempt using well-proven and successful course delivery method.

FOR REGISTRATION:

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Email: bsetraining@batelco.com.bh

Website: www.mohandis.org

Supported by:





Objectives:

- Prepare to take the PMP® exam and learn how to pass it on the first attempt
- Understand how the Ten Management Knowledge Areas are mapped to the Five Process Groups as per the PMI PMBOK® 5th Edition
- Understand the PMP® exam structure and type of questions
- Master the tips, tricks, tools and the techniques on how to approach and solve the questions
- Learn to visualize, memorize and remember project management terms, concepts, theories, methods, approaches and formulas
- Exercise and practice on the exam simulated questions to eliminate the anxiety of taking the exam



Who Should Attend?

Project managers, team members, project engineers, design engineers, project leaders, industrial engineers, program managers, operations managers, functional managers, information technology professionals, and all Individuals need to prepare for Project Management Institute's PMP® certification exam as quickly as possible to successfully pass the exam.



Course Outline:

Day 1:

Introduction:

PMP® Certifications & Requirements

Project Management Framework

- Project and Project Management
- Areas of Expertise
- Project Management Processes for a Project
- Management Context

Project Management Environment

- Project Phases and Project life cycle
- Stakeholders Analysis and Organization Structure
- Organizational Structure Influences on Projects

PM Knowledge / Management Area

Scope Management:

Concerns with the work of the project. Only the work that is required to complete the project.

1. Plan Scope Management
2. Collect Requirements
3. Define Scope
4. Create WBS
5. Validate Scope
6. Control Scope

Day 4:

Risk Management:

Identifying and Planning for Potential Risk.

1. Plan Risk Management
2. Identify Risks
3. Perform Qualitative Risk Analysis
4. Perform Quantitative Risk Analysis
5. Plan Risk Responses
6. Control Risks

Stakeholder Management:

Identifying the people, groups, or organizations that could impact or be impacted by the project, and analyzing stakeholder expectations and their impact on the project.

1. Identify Stakeholders
2. Plan Stakeholder Management
3. Manage Stakeholder Engagement
4. Control Stakeholder Engagement

Day 2:

Time Management:

Developing Schedule, keeping project activities on track and Monitoring those activities against Project plan.

1. Plan Schedule Management
2. Define Activities
3. Sequence Activities
4. Estimate Activity Resources
5. Estimate Activity Durations
6. Develop Schedule
7. Control Schedule

Human Resource Management:

Involves all aspects of people management and personal interaction.

1. Plan Human Resource Management
2. Acquire Project Team
3. Develop Project Team
4. Manage Project Team

Procurement Management:

Involves processes related to purchasing goods & services.

1. Plan Procurement Management
2. Conduct Procurements
3. Control Procurements
4. Close Procurements

Day 5:

Communications Management:

Ensuring all project information; plans, risk assessment, meeting minutes are collected, documented, distributed and shared appropriately.

1. Plan Communications Management
2. Manage Communications
3. Control Communications

Integration Management:

Coordinating all aspects of project management plan.

1. Develop Project Charter
2. Develop Project Management Plan
3. Direct and Manage Project Work
4. Monitor & Control Project Work
5. Perform Integrated Change Control
6. Close Project or Phase

Professional and Social Responsibility:

Cross Cutting tasks of the Professional & Social Responsibility: Responsibility, Respect, Fairness & Honesty

Conclusion

Day 3:

Cost Management:

Centers around Cost and Budget.

1. Plan Cost Management
2. Estimate Costs
3. Determine Budget
4. Control Costs

Quality Management:

Measures overall performance, monitors project results, and compares them to Quality Standards set in the planning Phase.

1. Plan Quality Management
2. Perform Quality Assurance
3. Control Quality



Quality Procedures:

Assessment:

All assessments will be conducted during the Workshop. Assessment tasks consist of e.g: Quizzes, Practical discussions, case studies, role plays, onsite Exercises, hands-on.

Certificates:

Certificates will be awarded to the learner's who pass in the assessments and completed at least 75% of the attendance report.

Course Language: English

Progress Reports:

Progress and attendance reports linked to the specifications for the reporting period will be sent to the company of each learner. This report will list learner's progress and achievements with respect to the appropriate section of the syllabus, indicating the progress made towards the training objective.

Course Fees: BD 500

Course Fee inclusions:

- ✓ Course manual
- ✓ Comprehensive Course-In-Book Training Study Slides
- ✓ Valuable "Achieve PMP Success" Text Book and Free Online access to more than 1,300 PMP Q/A.
- ✓ PMI-PMBOK® Fifth Edition Text Book from PMI®
- ✓ Completion Certificate (35 Contact Hours)
- ✓ Lunch & Refreshments

Course Lecturer: Eng. Osama Bakir, EVP, RMP, PMP, Masc. P.Eng.

Eng. Osama holds a Masc. in Computer Systems Management and Information Technology from USA, and Masc. in Transportation Engineering Planning from Canada. He is a Certified Project Management Professional (PMP)®, Certified Project Risk Management Professional (RMP)®, Certified Earned Value Professional (EVP) with AACEI, Certified IT Project Management, Certified Pragmatic Product Management Professional, Authorized Primavera Planning and Scheduling Project Management Instructor and Registered Certified Professional Engineer and he has more than twenty-six (26) years' experience in various diversified engineering management positions.

He is well experienced in Program Management Consultant, Certified Project Management Professional, talented and highly accomplished Information Technology Professional, with extensive background in Project Management consistently supporting organizational strategic plans, goals and objectives, business process engineering, policies development, and ability to liaison between technical and non-technical managerial persons to meet the overall organizational Vision with the alignment of its Mission in the fields of Telecommunication implementation management, Information Technologies project management, and many other engineering management industries including several vital Infrastructure sectors.



Project Management Professional (PMP) Exam Preparation Course

REGISTRATION FORM

Name:

Organization:.....Department:

Position Email:

Address:

Telephone:..... Mobile:Fax:

Course Title	Duration	Date	Venue	Timing	Course Fee
PMP Exam Preparation Course	5 days	27 Nov. - 01 Dec. 2016	Manama Kingdom of Bahrain	8:00 am to 4:00 pm	BD 500

Promo & Discounts for early bird registration until 30th October 2016:

- Individual Registration (**Non-Sponsored**) - **10% Discount**
- Group registration composed of five (5) delegates - **15% Discount**
- BSE Members (as individual/ non-sponsored) - **20% Discount**
- Free seat for BSE active member (conditions applied)

Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- Registration shall be reconfirmed only once payment has been made prior to the course.
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

Method of payment: Please Tick ✓

- I will pay by Cash
- Invoice the Organization (Please attach the authorization/nomination letter)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
Payment by Cheque/ Bank Transfer shall be payable to below BSETC account.

BSE-Training Centre Account: Bahrain Society of Engineers-Training Centre
NBOBBHBM / IBAN: BH18 NBOB 0000 0099 0989 11 / National Bank of Bahrain-Manama Main Branch

- Card Payment: Please Debit to Amex: _____ Visa: _____ Master Card: _____
(Additional 3% will be charged)

Card Number:..... Expiry Date:.....

Card Holder's name and address (if different from above)
.....

Signature.....

Date:.....

Please send this completed form to: BSE Training Centre
P. O. Box 835, Manama, Bahrain
Tel: +973 17-727100/ Fax: +973 17-827475 / Email: bsetraining@batelco.com.bh