

PMP - Certification Exam Preparation

REGISTRATION FORM

Name:

Organization: Department:

Position: Email:

Address:

Telephone: Mobile: Fax:

Course Title	Duration	Date & Venue	Timing	Course Fees
Project Management Professional (PMP) Certification Exam Preparation (35PDUs)	5 days	09-13 October 2011 BSE, Headquarter, Kingdom of Bahrain	8:00 a.m to 4:00 p.m	BD 460 or US\$ 1,242

Promo & Discounts for early bird registration until 15th September 2011:

- Individual registration (**Non-Sponsored**) - 10% Discount
- Group registration composed of five (5) delegates for Ministries & Companies - 15% Discount
- BSE Active Members (**Non-sponsored**) - 20% Discount
- Free seat for BSE active member (*For more details, please contact training officer*)

Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- In order to confirm the registration, Companies must arrange the following:
 - a.) 25 % Advance payment 2 weeks prior to the course (**Non-refundable**)
 - b.) 75% as full payment (1) week 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:

- Invoice the Organization (Please attach the authorization)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank Transfer: A/C No: 99098911 - National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: _____ Diner's Club: _____ 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:
Training Officer, Bahrain Society of Engineers
P. O. Box 835, Manama, Bahrain
Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475
Email: ruth@mohandis.org or Website: www.mohandis.org



Project Management Professional (PMP) Certification Exam Preparation (35PDUs)

Five (5) Days Training Workshop
09-13 October 2011
BSE Headquarter,
Kingdom of Bahrain



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Project Management Professional (PMP) Certification Exam Preparation

Introduction:

The Project Management Institute's Project Management Professional (PMP) certification is accepted worldwide as proof of project management experience and competency. Having a PMP certification proves that the candidate has an advanced level of experience and project management knowledge, as well as capability to study for and pass a rigorous examination.

The course is designed for professionals seeking to refresh their knowledge on the PMBOK before taking the PMP exam, as well as for those who are interested in understanding the science of Project Management and how it applies to their business. In other words, the course is important for experienced project managers and those who want to eventually become project managers.

Objectives & Benefits:

This seminar will teach the student the logistics of the examination, how to apply for it, how to prepare for it and how to pass the exam. The seminar will provide the basic knowledge required, and cover all the steps needed to pass the exam and attain the PMP certification.

Who Should Attend?

This course targets Chief Executive Officers, Finance Managers, Human Resources Managers, Project Managers, Engineers and Planners, Information Technology Managers

In What Industries:

Government, Real Estate Development, Aerospace, Defense, Engineering and Construction, Manufacturing and Industrial, Oil and Gas, Petrochemical, Power and Water Utility Plants, Education and Training, Retail, Financial Services, Information Technology, Telecommunication, Automotive, Media Production, E-Business Enablers, Marketing and Sales, Pharmaceuticals, Environmental Management, Hospitality Management, Shipbuilding and Repair Yards.

Certificate:

A certificate of completion will be issued to those who attend and complete the program. This course will entitle delegates to 35 Professional Development Units (PDUs) required for the PMP Certification.

Course Lecturer:

MS. SAMAH KAMEL PMP, PMOC

Ms. Samah holds a Bachelor's Degree in Languages from Al Alson- Ain Shams University in Cairo, Egypt. She is a certified Project Management Professional (PMP), Project Management Office Certified (PMOC) and a Certified Active Risk Manager (ARM). She provides consultancy in Project and Risk Management to project based organizations. She regularly conducts PMP Exam Preparation and Project Management for non technical sessions. Additionally, she is also experienced in setting up a PMO (Project Management Office). Samah has 15 years experience in Office Management, Project Management, Training, Sales and Customer Service.

Course Outline:

Introduction, PMP logistics, Integration Management

- Get to know classmates (company, industry, background)
- PMI and PMP certification process
- Project management context, life cycles, nine knowledge areas and five processes
- Balancing the triple constraint of a project; serving the stakeholders, Project Managers skills
- Inputs-processes-outputs of Integration Management, Project plan development and overall change control

Project Scope Management; Project Time Management

- Using tools such as the Project Charter, Scope Statement, Work Breakdown Structure (WBS), Responsibility Assignment Matrix (RAM)
- Change Control Management, changing the project plan, closeout of scope
- Activity Sequencing, dependencies, network diagrams, estimating
- Resource assignment, schedule development, resource loading and leveling
- Critical Path Method (CPM), critical chain overview, schedule optimizing and control

Cost Management; Quality Management, Human Resource Management

- Cost Management Plan; budgeting
- Earned Value Management and Cost Control
- Quality Planning, Assurance, Control
- Organizational Planning, Functional, Matrix, Projectized Management
- Roles and Responsibilities
- Staff acquisition activities, Team development

Communication, Risk, Procurement

- Communications planning, information distribution, performance measurement, administrative closure
- Effective reports and meetings
- Risk management planning
- Risk identification, qualitative and quantitative analysis, response and control
- Procurement Planning Process, solicitation, proposal evaluation and selection
- Contracting, contract types, project management of a contracted project, contract closeout

Professional Responsibility

- Legal, ethical, and professional behavior
- Code of conduct, cultural issues of international projects
- The PMP® Certification process
- Test-taking techniques
- Mock Examination
- Questions & answers

Course Fee:

BD 460 or US \$ 1,242

(Inclusive of snacks, buffet lunch, certificate of attendance & course handout)