

<p><i>This class syllabus is designed as a guide to provide the participant with each weekly reading and homework assignment. Readings must be completed prior to each class. Please forward any questions to the class manager:</i> <i>Cindi Carter, PMP (816) 201-2671 cindi.carter@cerner.com</i></p>					<p>Readings and Assignments PRIOR to Class</p>	
Week	Date	Knowledge Area	Instructor	Class Agenda	PMBOK® Reading Assignments	Rita's PMP Exam Prep Assignment
1	1/13/11	Distribution of Materials and Exam Overview		Review class materials. Discuss how to apply for the PMP exam. Present the class format. Present the Framework knowledge area. Set students expectations, and respond to general questions. Discuss "Brain Dump" and "Mind Anchor" theories.	<p>On pmi.org read about:</p> <ol style="list-style-type: none"> 1) PMP Credential 2) PMI Code of Ethic & Professional Conduct 3) Download, Read, & Print PMP Credential Handbook 4) Read PMBOK® Chapter 1 (before class, if possible) 	Rita's Introduction Chapter One (before class, if possible)
2	1/20/11	Framework & Integration		Discuss disciplines, the triple constraint, and organizational structures. Developing the project charter, scope statement, project management plan, project execution, monitoring and controlling project work, integrated change control, and project closure.	Chapter 2, 3, & 4	Chapter 2, 3, 4 & Practice Exams
3	1/27/11	Scope		Scope planning, definition, WBS, verification, and control.	Chapter 5	Chapter 5 & Practice Exam
4	2/3/11	Time – Part 1		Activity definition, sequencing, resource estimation, and duration estimation.	Chapter 6	Chapter 6 & Practice Exam
5	2/10/11	Time – Part 2		Schedule Development and Control. Review time formulas, variables, and homework exercises.		
7	2/17/11	Cost – Part 1		Types of cost, project selection (finance calculations), depreciation, life cycle costing.	Chapter 7	Chapter 7 & Practice Exam
8	2/24/11	Cost – Part 2		Earned value management, cost estimating, budgeting, and cost control.		
6	3/3/11	Quality		Quality planning, quality assurance and quality control.	Chapter 8	Chapter 8 & Practice Exam
10	3/10/11	Human Resources		HR planning, motivational theory, management styles, power, resource histograms; acquiring, developing and managing project teams.	Chapter 9	Chapter 9 & Practice Exam
9	3/17/11	Communications		Communications planning, information distribution, performance reporting and managing stakeholders.	Chapter 10	Chapter 10 & Practice Exam
11	3/24/11	Risk		Risk management planning, identification, qualitative, quantitative risk analysis, risk monitoring and control, risk response planning.	Chapter 11	Chapter 11 & Practice Exam
12	3/31/11	Procurement Management & Professional Responsibility		Planning purchases and acquisitions, contracting, requesting seller responses, selecting sellers, contract administration and closure. Adherence to organizational rules and policies, PM as a profession, violation of company policy, government, laws or standards, respect for intellectual property, code of professional conduct, and balancing stakeholder interest.	Chapter 12, 13	Chapter 12 & 13; Practice Exams PMI's PMP Code of Professional Conduct
13	4/7/11	Final Exam		Verify your application has been submitted and date scheduled to take the Certification Exam.	PMBOK® Appendix F, page 403 PMBOK® Glossary, page 418	Rita's Process Chart, page 43 Rita's Process Game, page 46 Time & Cost Game, page 261
	4/9/11	Bonus Review Class		The Review Class is a fast-paced review of all 9 Knowledge Areas and 5 Process Groups that were taught during the 13 week PMP Exam Prep sessions. We address key definitions, Inputs/Tools & Techniques/Outputs, and test your knowledge with quiz questions and a few exercises.		