

PMP CERTIFICATION PREP CLASS SYLLABUS

Presented by: KC Mid-America Chapter of PMI

Class Materials: Rita Mulcahy's PMP Exam Prep 5th Edition, PMBOK® (3rd Edition), Copy of Slides

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.

In preparation for the first class, the participant will need to read Chapter 1 in *A Guide to the Project Management Body of Knowledge* (PMBOK®). The first class will be shorter than the other classes. At the first class the Participants will receive the class materials, receive an Overview presentation on Exam Prep and be given a chance to ask general questions about the class, the PMP Exam, and how to apply for Certification.

WEEK 1 (1/17/2008) – Distribution of Class Materials and Overview of Certification Exam Instructor: Merle Nuss E-mail: Merle.V.Nuss@sprint.com <i>Receive Rita Mulcahy's PMP® Exam Prep System, PMBOK®, and Notebook with a copy of class slides. How to apply for PMP Certification. Do not miss this important class. Prepare for this class by reading chapter 1 of the PMBOK®.</i>	
READING ASSIGNMENT Mulcahy text – Chapters X (read after class) PMBOK® (3 rd Edition) – Chapter 1 & Intro p.71	Ch. X: Overview of PMP Exam Room: H & R Block World Headquarters Rm rrr
WEEK 2 (1/24/2008) – Framework and Integration Instructor: Mike Grahovac E-mail: grahovac@everestkc.com <i>Discuss disciplines, the triple constraint, and organizational structures. Discuss developing the project charter, scope statement, project management plan, project execution, monitoring and controlling project work, integrated change control, and project closure.</i> <i>Developing the project charter, scope statement, project management plan, project execution, monitoring and controlling project work, integrated change control, and project closure.</i>	
READING ASSIGNMENT Mulcahy Text – Chapters 5 and 6 PMBOK® (3 rd Edition) – Chapters 1 and 4	Ch. 5 and 6: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr
WEEK 3 (9/06/2008) – Scope Management Instructor: Lyn Heaton E-mail: heaton_pmi@yahoo.com <i>Scope planning, definition, WBS, verification, and control.</i>	
READING ASSIGNMENT Mulcahy Text – Chapters 7 PMBOK® (3 rd Edition) – Chapter 5	Ch. 7: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr
WEEK 4 (2/07/2008) – Time Management (Part 1) Instructor: Steve Mueller E-mail: smueller@kcp.com <i>Activity definition, sequencing, resource estimation, and duration estimation.</i>	
READING ASSIGNMENT Mulcahys Text – Chapter 8 PMBOK® (3 rd Edition) – Chapter 6	Ch. 8: Complete the quick test, time exercises, terminology exercises and practice tests. Room: H & R Block World HQ Room rrr
WEEK 5 (2/14/2008) – Time Management (Part 2) Instructor: Steve Mueller E-mail: smueller@kcp.com <i>Schedule Development and Control. Review time formulas, variables, and homework exercises.</i>	
Instructor Homework Assignment	Room: H & R Block World HQ Room rrr

WEEK 6 (2/21/2008) – Quality Management	
Instructor: Bruce Brower E-mail: rbbrower@aol.com	
<i>Quality planning, quality assurance and quality control.</i>	
READING ASSIGNMENT Mulcahy Text – Chapter 10 PMBOK® (3 rd Edition) – Chapter 8	Ch. 10: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr
WEEK 7 (2/28/2008) – Cost Management (Part 1)	
Instructor: Rajeev Bansal E-mail: rmbansal@msn.com	
<i>Types of cost, project selection (finance calculations), depreciation, life cycle costing</i>	
READING ASSIGNMENT Mulcahy Text – Chapter 9 PMBOK® (3 rd Edition) – Chapter 7	Ch. 9: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr
WEEK 8 (3/06/2008) – Cost Management (Part 2)	
Instructor: Rajeev Bansal E-mail: rmbansal@msn.com	
<i>Earned value management, cost estimating, budgeting, and cost control</i>	
Instructor Homework Assignment	Room: H & R Block World HQ Room rrr
WEEK 9 (3/13/2008) – Communications Management	
Instructor: Regina Beidleman E-mail: rgnbee@aol.com	
<i>Communications planning, information distribution, performance reporting and managing stakeholders.</i>	
READING ASSIGNMENT Mulcahy Text – Chapter 12 PMBOK® (3 rd Edition) – Chapter 10	Ch. 12: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr
WEEK 10 (3/20/2008) – Human Resources Management	
Instructor: Sharon Valasek E-mail: Sharon.valasek@eds.com	
<i>HR planning, motivational theory, management styles, power, resource histograms; acquiring, developing and managing project teams.</i>	
READING ASSIGNMENT Mulcahy Text – Chapter 11 PMBOK® (3 rd Edition) – Chapter 9	Ch. 11: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr
WEEK 11 (3/27/2008) – Risk Management	
Instructor: Ken Katz E-mail: KPKatz@dstoutput.com	
<i>Risk management planning, identification, qualitative, quantitative risk analysis, risk monitoring and control, risk response planning.</i>	
READING ASSIGNMENT Mulcahy Text – Chapter 13 PMBOK® (3 rd Edition) – Chapter 11	Ch. 13: Complete the quick test, exercise, terminology exercise and practice tests Room: H & R Block World HQ Room rrr

WEEK 12 (4/03/2008) – Procurement Management & Professional Responsibility**Instructor:** Mike Higgins**E-mail:** mhiggins@noblefusion.com

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.

READING ASSIGNMENT

Mulcahy Text – Chapter 14 and 15
PMBOK® (3rd Edition) – Chapter 12

Ch. 14 & 15: Complete the quick test, exercise, terminology exercise and practice tests

Room: H & R Block World HQ Room rrr

WEEK 13 (4/10/2008) – Class Survey / Final Exam**Instructor:** Merle Nuss**E-mail:** Merle.V.Nuss@sprint.com

Verify your application has been submitted and date scheduled to take the Certification Exam.

Materials needed: PMP FASTrack PMP Exam Simulation Software – V 5.

Room: H & R Block World HQ Room rrr