

# PMP®, preparation for certification

**Hands-on course of 5 days - 35h**

**Ref.: PPC - Price 2024: CHF3 620 (excl. taxes)**

*The price for the 2025 session dates may be revised*

The PMI (Project Management Institute) is a world-renowned international organization whose purpose is to promote project management methods and techniques. This very hands-on course will enable you to acquire the knowledge and experience in this field required for PMP® certification. This program will prepare you for the 2021 edition of the PMP exam, whose questions are divided into the PMBOK® Sixth Edition talent triangle: process (50%), people (42%), business environment (8%)

## TEACHING METHODS

Alternating exercises and skills assessments using an exam simulator.

## HANDS-ON WORK

Exercises about methods and techniques are regularly offered to strengthen uptake of the theoretical concepts taught. A review questionnaire is presented at the end of each chapter.

## CERTIFICATION

This course is based on the PMBOK® Sixth Edition framework. The corresponding guide as well as the "AGILE Practice Guide" are given to each participant in their French or English versions. To take the certification test, you must register and apply on PMI's website. ORSYS can assist you in this approach: For more information, contact your training consultant.

This program is compatible with the 2021 edition of the PMP exam, whose questions are divided into the PMBOK® Sixth Edition talent triangle: process (50%), people (42%), business environment (8%) The content taught also prepares participants for the exam questions on adaptive approaches (agile and hybrid).

## THE PROGRAMME

last updated: 05/2020

### 1) Introduction

- Project and project management.
- PMI. Credentials and norms. Normalized definitions.

### 2) Project Management Framework

- Stakeholders.
- Phases and lifecycle. Product and project. Programs and phases.
- Environnemental context.
- Organisational aspect and their impact.
- Knowledge domains. Process mapping.
- Enterprise environnemental factor.
- Organizational assets.

### 3) Project dynamics: processes and process groups

- Initialisation, planning, execution, monitor and control, closing.

## PARTICIPANTS

Anyone who wants to assume project management duties. Any candidate to take the PMP® or CAPM® certification exam.

## PREREQUISITES

Good knowledge of project management methods and techniques. Experience in project management required. In preparation for the exam, check whether you are eligible for PMP® certification at PMI.org.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

#### 4) Domains and techniques

- Integration management. Project Chart, Management plan, Integrated change control, techniques (project selection, benefit)
- Scope management. Planning, definition and verification, change control. Technique (WBS).
- Time management. Definition, activities, estimation of resources and duration, schedule. Techniques (GANTT, CPM, Monte Carlo)
- Cost management. Estimation, budget, control.
- Quality management. Planning, Quality Insurance and control. Techniques (control chart, Pareto chart, Ishikawa).
- HR management. Planning, Organisation, Acquisition, development, management. Technique (RACI, teambuilding).
- Communication management. Planning, distribution, Report performance.
- Risk management. Planning, identification, qualitative and quantitative analysis, response plan. Techniques (Monte Carlo)
- Procurement management. Planning, contract types, Bid, administration, closing.

#### 5) Ethics and professional responsibility

- PMI's Code of Ethics and Professional Conduct.

#### 6) Advice concerning PMP credentials

- Bibliography.
- How to register.
- How to get prepared for the exam.
- Exam sequence and Types of questions.

At the end of each chapter there is a questionnaire. More than 120 questions are

## DATES

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### REMOTE CLASS

2024 : 02 Dec

2025 : 10 Feb, 02 Jun, 04 Aug, 24 Nov