

# HP Education Services Course Description

PMP® Exam Review (HF389S)



This two-day comprehensive examination preparation seminar covers the five project management processes, as described in PMI®'s "A Guide to the Project Management Body of Knowledge", which span the nine project management knowledge areas, as well as the area of Professional Responsibility. This course when combined with HC577S "Project Management Fundamentals" is especially suitable for experienced project managers seeking to satisfy the education requirement for PMP® certification.

## Audience

- This course is intended for project managers who are preparing to take the certification examination
- By successfully completing this course, the participant earns 14 educational contact hours or PDUs which may be applied to meet PMI® requirements for initial or continuing certification requirements

## Prerequisites

- Significant project management experience plus formal project management training such as that available in the Project Management Fundamentals (HC577S) course and other core project management courses

## Course Objective

Learn how to:

- Recognize the critical terms and concepts in project management
- Evaluate your own strengths and weaknesses
- Describe the key elements of each of the project management processes
- Describe the interactions among the processes
- Explain the key points in terms of professional responsibility in project management
- Avoid common pitfalls associated with taking this exam

## Benefits to You

- Maximize your time as you prepare and take this exam
- Determine those areas that are important to study versus others that are “nice to know”
- Review critical components so you are ready to take the actual exam

## Why education services from HP?

- **One-Stop Shopping**  
Project management training from industry recognized experts who bring you PMO Services, Technical IT Training and ITSM/ITIL Training. Worldwide leader in numbers of qualified PMP® certificants
- **Global Training Locations**  
State-of-the-art classroom and distance learning facilities at over 80 training locations from Seattle to Singapore that are consistent world-wide. Or setup and deliver training at your location. Localization for all major languages
- **Modular Offerings / Blended Learning**  
Need work-sensitive preparation for the PMP® exam, or just review a specific topic? End-to-end delivery choices – traditional ILT, webinars, self paced WBT, Books or a solution customized to meet specific needs – all available globally
- **Engaging, Effective Courseware**  
World-class reference materials – real case studies, example projects, individual and group exercises, fun and engaging simulations
- **Expertise**  
Highest quality, most experienced instructors who have real world hands-on project experience. Feel safe with HP’s award-winning world class service

**Course Title:** PMP® Exam Review

**HP Product Number:** HF389S

**Category/Subcategory:** Project Management / Advanced Project Management

**Course Length:** 2 days - 14 PDU's

**Level:** Intermediate level of proficiency

**Delivery Language:** Varies by country

**To Order:** You can order this course online at <http://www.hp.com/learn>. At the site, select a country, then choose "registration" or "Book a course" and fill out the online registration form

**Next Steps:** Recognition of your knowledge and skill by passing the Project Management certification examination appropriate to your country or region

## Detailed Course Outline

### DAY ONE – MORNING

#### Introduction

- Objectives
- Exam Scope
- Exam Scoring

#### Overview

- Key Definitions
- Project Management Processes
- Project Management Knowledge Areas
- Project Life Cycle
- Project Stakeholders
- Sample Test Questions

#### Initiating

- Definition
- Process
- Project Selection Methods
- Project Charter
- Sample Test Questions

#### Planning

- Planning Processes
- Project Plan Development
  - Project Plan
- Scope Planning
  - Product Analysis
  - Scope Statement
  - Scope Management Plan
- Scope Definition
  - WBS
- Activity Definition
  - Activity List

### DAY ONE – AFTERNOON

- Activity Sequencing
  - Arrow Diagramming Method
  - Precedence Diagramming Method
  - Conditional Diagramming Methods
- Resource Planning
- Activity Duration Estimating
- Schedule Development
  - Lag and Lead
  - Critical Path
  - PERT
  - Crashing and Fast Tracking
  - Resource Leveling
  - Schedule Management Plan
- Cost Estimating
  - Estimating Methodologies
- Cost Budgeting
- Sample Test Questions – Part One
- Quality Planning
  - Key Definitions
  - Cause-and-Effect Diagram
  - Flowcharts
- Communications Planning
  - Communications Management Plan
- Risk Identification
- Risk Quantification
  - Expected Monetary Value
  - Decision Trees
- Risk Response Development
  - Risk Management Plan
- Organizational Planning
  - Organization Structures
  - Project Manager Functions
  - Types of Power
  - Project Conflicts
  - Motivation Theories
  - Management by Objectives
- Staff Acquisition
- Procurement Planning
  - Make-or-Buy Analysis
  - Contract Type Selection
  - Contract Types and Risk
  - Procurement Management Plan
- Solicitation Planning
- Sample Test Questions – Part Two

## DAY TWO – MORNING

### Executing

- Project Plan Execution
  - General Management Skills
  - Work Authorization System
  - Work Results
- Scope Verification
- Quality Assurance
- Team Development
  - Team-Building Process
  - Kickoff Meeting
- Information Distribution
  - Communications Model
  - Communications Dimensions
  - Communications Barriers
  - Project Records
- Solicitation
- Source Selection
  - Contract Negotiation
  - Contract
- Contract Administration
- Sample Test Questions

## DAY TWO – AFTERNOON

### Controlling

- Overall Change Control
  - Change Control System
  - Configuration Management
- Performance Reporting
  - Earned Value
  - Progress Reporting
- Scope Change Control
- Schedule Control
- Cost Control

- Quality Control
  - Key Quality Control Terms
  - Standard Deviation
  - Inspection
  - Control Charts
  - Pareto Diagrams
  - Trend Analysis
  - Checklists
- Risk Response Control
- Sample Test Questions

### Closing

- Contract Close-Out
  - Contract Documentation
  - Procurement Audit
- Administrative Closure
  - Project Archives
- Sample Test Questions

### Professional Responsibility

- Individual Integrity and Professionalism
- Sharing Lessons Learned and Best Practices
- Enhancing Individual Competence
- Balancing Stakeholders' Interests
- Respecting Personal, Ethnic, and Cultural Differences
- Sample Test Questions

### Study Tips

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