Mentored Email™ Course Plan
PMP® (2013 version)

Module 1 – Key Concepts

- Course overview
- What is a project?
- What is Project Management?
- The performing organisation
    - Project Management Office (PMO)
- Structure of the PMBOK
    - PM processes and process groups
    - IPECC
    - Process Interactions
    - Process Mapping
    - Using the PMBOK as a reference
- Project Documentation

PMBOK® Guide
Ch. 1
Ch. 3

20 Questions

Module 2 – Ethics & Leadership

- PMI Code of Ethics and Professional Conduct
- Characteristics of a Project Manager
- Interpersonal Skills
    - Leadership
    - Influencing
    - Decision Making & Problem solving
    - Political and cultural awareness
    - Coaching
    - Cultural Diversity

Appendix X3

20 Questions

Module 3 – Stakeholder Management

- Project Stakeholders
- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

PMBOK® Guide
Ch. 2.2.1
Ch. 13

25 Questions

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Module 4 – Project Integration Management

- Project Initiation
  - Project Charter
- Project Planning
  - Project Management Plan development
- Project Execution
- Monitoring and Controlling
- Integrated Change Control
- Close Project or Phase

PMBOK® Guide
Ch. 4

25 Questions

Module 5 - Project Scope Management

- Requirements
- Scope Planning and Definition
- WBS Development
- Scope Validation
- Scope Control

PMBOK® Guide
Ch. 5

25 Questions

Module 6 – Project Time Management

- Activity Definition and Sequencing
- Activity Resource and Duration Estimating
- Schedule Development
  - Forward Pass and Backward Pass
  - Float and Total Float
- Schedule Control

PMBOK® Guide
Ch. 6

25 Questions

Module 7 – Project Cost Management

- Cost Estimating
- Cost Budgeting
- Cost Control
- Earned Value Techniques
  - Planned Value
  - Earned Value
  - Actual Costs
- Charts and Reports

PMBOK® Guide
Ch. 7

25 Questions

Module 8 – Project Quality Management

- Quality Planning
- Quality Assurance
- Quality Control

PMBOK® Guide
Ch. 8

25 Questions

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Module 9 – Project Human Resource Management

- Human Resource Planning
- Build Project Team
- Develop Project Team
  - Motivation theories
- Manage Project Team

PMBOK® Guide Ch. 9

25 Questions

Module 10 – Project Communications Management

- Communication theory
- Plan Communications Management
- Manage Communications
- Control communications

PMBOK® Guide Ch. 10

25 Questions

Module 11 – Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Management
- Quantitative Risk Management
- Risk Response Planning
- Risk Monitoring and Control
- Issue management

PMBOK® Guide Ch. 11

25 Questions

Module 12 – Project Procurement Management

- Procurement Planning
  - Plan Purchases and Acquisitions
  - Plan Contracting
- Conduct Procurements
  - Request Seller Responses
  - Select Sellers
- Contract Administration
- Contract Closure
- Negotiation
- Contract Law

PMBOK® Guide Ch. 12

25 Questions

Module 13 – Projects in Organisations

PMBOK® Guide
Ch. 2

- Project Management Context
  - o Portfolios
  - o Programs
  - o Other management disciplines

20 Questions

- Project Lifecycle
  - o Project phases
  - o Product lifecycle
  - o Transition planning
- Project Selection
  - o Selection criteria
  - o Business case
  - o Value
- Organisational Influences
  - o Governance, Maturity & OPM3
  - o Project Environment
  - o Process Assets & Environment Factors
  - o Project Management Information System (PMIS)
  - o Culture
  - o Organisation Structures
  - o Assumptions & constraints
  - o Standards & regulations, compliance

Module 14 – Management Skills

25 Questions

- Leadership -v- Management
- Motivation theories
- Social, Economic and Environmental Influences
- Competency
- General Management Skills & Expertise
  - o Other management disciplines

Module 15 – Exam Preparation and Revision

100 Questions

- PMI-isms
- Revision
- Exam Techniques
- 100 Question Trial Exam

Module 16 – Exam Practice and Support

- PM final on-line exam simulator

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