

AMA'S COMPREHENSIVE PROJECT MANAGEMENT WORKSHOP

In just five days, refresh your PM expertise and chart a journey toward PM certification.
Seminar #6595

Overview

Want to move ahead toward achieving your Project Management Professional (PMP®) certification while gaining new PM skills and enhancing existing ones? In this week-long learning program, you'll examine a complete arsenal of PM competencies and methods and learn a common and precise language to communicate and define project needs effectively. In addition, you'll acquire skills to resolve project issues through an alignment with the Guide to the Project Management Body of Knowledge (PMBOK® Guide). This seminar will help you roadmap your PM future—and your ongoing career success.

Schedule

- [5] days
- [5] days - \$3,095 Non Members
- [5] days - \$2,795 AMA Members
- [5] days - \$2,393 GSA

Credits

3CEU /35 PDU

Schedule

We have 22 scheduled sessions located nationwide starting between 6/4/2012 - 2/4/2013

Date	Location	Duration
Jun 4, 2012 - Jun 8, 2012	Atlanta, GA	5 Days
Jun 11, 2012 - Jun 15, 2012	San Francisco, CA	5 Days
Jun 25, 2012 - Jun 29, 2012	Houston, TX	5 Days
Jul 9, 2012 - Jul 13, 2012	New York, NY	5 Days
Jul 16, 2012 - Jul 20, 2012	Lake Buena Vista, FL	5 Days
Jul 23, 2012 - Jul 27, 2012	Arlington/Washington DC, DC	5 Days
Aug 20, 2012 - Aug 24, 2012	Boston, MA	5 Days
Aug 27, 2012 - Aug 31, 2012	San Diego, CA	5 Days
Sep 10, 2012 - Sep 14, 2012	New York, NY	5 Days
Sep 24, 2012 - Sep 28, 2012	San Francisco, CA	5 Days
Oct 1, 2012 - Oct 5, 2012	Las Vegas, NV	5 Days
Oct 15, 2012 - Oct 19, 2012	Arlington/Washington DC, DC	5 Days
Oct 29, 2012 - Nov 2, 2012	Los Angeles, CA	5 Days
Nov 5, 2012 - Nov 9, 2012	Chicago, IL	5 Days
Nov 12, 2012 - Nov 16, 2012	New York, NY	5 Days
Dec 3, 2012 - Dec 7, 2012	Morristown, NJ	5 Days
Dec 10, 2012 - Dec 14, 2012	Arlington/Washington DC, DC	5 Days
Jan 7, 2013 - Jan 11, 2013	San Francisco, CA	5 Days
Jan 14, 2013 - Jan 18, 2013	New York, NY	5 Days
Jan 14, 2013 - Jan 18, 2013	Atlanta, GA	5 Days
Jan 28, 2013 - Feb 1, 2013	Arlington/Washington DC, DC	5 Days
Feb 4, 2013 - Feb 8, 2013	San Francisco, CA	5 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Learn all aspects of project management from the perspective of the PMBOK Guide
- Acquire necessary prerequisite knowledge to enter a PMP Exam Prep training program
- Achieve competence in the nine project management knowledge areas and five process groups
- Master the 44 competencies outlined in the PMBOK Guide
- Learn the techniques of documenting project risks, assumptions and constraints
- Become skilled at identifying and performing stakeholder analysis
- Learn how to develop a WBS and create a project charter
- Get skills to determine the critical path of a project
- Learn how to staff your project for optimum results
- Become skilled in executing, monitoring and controlling the tasks defined in your project plan

What You Will Cover

DAY 1

Examining the Project Management Framework

- Exploring characteristics of projects
- Reviewing project management terminology
- Considering environmental influences

Reviewing the Project Management Body of Knowledge

- Describing the project management process groups
- The project management knowledge areas
- Project management competency standards

Initiating the Project

- Using project selection methods
- Defining project scope
- Documenting project risks, assumptions and constraints
- Identifying and performing stakeholder analysis
- Evaluating the project charter

DAY 2

Planning the Project

- Defining and recording requirements, constraints and assumptions
- Identifying project team members and defining roles and responsibilities
- Creating the work breakdown structure (WBS)
- Developing the change management plan
- Identifying risks and defining risk strategies
- Obtaining plan approval
- Conducting the kickoff meeting

DAY 3

Executing the Project Plan

- Executing the tasks defined in the project plan
- Ensuring a common understanding and setting expectations
- Implementing a quality management plan
- Executing approved changes, actions and workarounds
- Improving team performance

DAY 4

Monitoring and Controlling the Project

- Measuring project performance
- Verifying and managing changes to the project
- Ensuring that project deliverables conform to quality standards
- Monitoring all project risks

DAY 5

Closing the Project

- Obtaining final acceptance for the project
- Getting financial, legal and administrative closure
- Releasing project resources
- Creating and distributing a final project report
- Archiving and retaining project records
- Measuring customer satisfaction

Who Should Attend

Project managers, program managers, and project team leaders who have several years of experience initiating, planning and managing projects, and project team members who are interested in enhancing their career by preparing to become a certified PMP.

Prerequisite: This course requires you to have basic knowledge and experience in project management. AMA recommends attending [Improving Your Project Management Skills: The Basics for Success](#) (Seminar #6503) or its equivalent before enrolling in this seminar.

Special Feature

EXTRA: Attendees will receive a complimentary copy of : *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), 4th Edition, by PMI® (a \$65.95 value) and *The AMA Handbook of Project Management*, by Paul C. Dinsmore, PMP, and Jeannette Cabanis-Brewin (a \$79.95 value).

NOTE: Attendees from [How to Develop the Project Management Plan \(Seminar #6596\)](#) may join your session for DAYS 2 and 3. Attendees from [Managing Project Execution and Closing \(Seminar #6597\)](#) may join your session for DAYS 4 and 5. This can offer you the unique opportunity of working with additional PM professionals at different points in the project management process, just as you may have experienced with your own projects.

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AMA's Comprehensive Project Management Workshop is recommended as a prerequisite to [AMA's PMP Exam Prep Express \(Seminar #6590\)](#).

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)