

American Management Association's AMA's PMP® Exam Prep Express

Learning Objectives

- Apply Test-Taking Strategies and Techniques to Improve Performance on the PMP® Exam
- Grasp the Concepts That Provide the Structure of Project Management, as Outlined in the *PMBOK® Guide*
- Recognize the Interactions Between the Various Project Management Processes and How These Interactions Contribute to Project Success
- Identify the Processes and Activities Associated with Each of the Ten Knowledge Areas as Outlined in the *PMBOK® Guide*
- Analyze Project-Related Scenarios to Identify the Proper Application, Misapplication, or Absence of Generally Accepted Project Management Tools, Techniques, and Principles
- Appraise Your Knowledge of Project Management and Identify Areas to Focus on to Guide Your Preparation for Taking the PMP® Exam

PM Framework and Environment

- Define Terms Associated with Project Management
- Understand the Relationships Among Projects, Programs and Portfolios
- Understand the Characteristics of a Project Life Cycle
- Understand the Impact of a Project's Organizational Structure
- Understand the Role of the Project Manager
- Understand Pre-Project Work and the Business Context of Project Management
- Identify the Project Management Process Groups, and Recognize Their Application and Interaction

Role of the Project Manager

- Understand the Project Manager's Leadership Role
- Understand the Project Manager's Various Responsibilities
- Differentiate Between the Role of a PM and That of a Functional Manager
- Understand the Project Manager's Sphere of Influence
- Understand the PMI Talent Triangle

Project Integration Management

- Describe How Integration Management Ties the Various Project Management Processes and Activities Together
- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- State the Value and Application of the Project Charter
- Identify Pre-Project Work and Project Assessment Techniques
- State the Necessity for Change Control, and Identify Associated Activities
- Describe the Development of the Project Management Plan and What Should Be Included in the Plan

Project Scope Management

- Identify the Impact Scope Management Has on Project Success
- Identify the Elements of the Scope Management Plan
- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Explain How Project Success Is Influenced By Collecting and Managing Requirements
- Summarize the Development and Content of the Project Scope Statement
- Define a WBS, and Describe How It Is Developed
- Identify Other Breakdown Structures Used in Project Management
- Explain the Concept of Scope Validation
- Describe How Scope Control Influences and Manages Change

Project Schedule Management

- Describe the Relationship Between the Project Schedule Management Process and Schedule Development
- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Explain How Decomposition Is Used to Identify Project Activities
- Create Network Diagrams, and Identify Float and the Critical Path
- Apply Different Techniques to Estimate Project Resources and Activity Durations
- State How a Project Schedule Is Developed
- Describe How a Project Schedule Is Analyzed and Controlled

Project Cost Management

- Correlate Project Cost Decisions to Life-Cycle Costing
- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Identify the Elements of the Cost Management Plan
- Apply Different Techniques to Estimate Costs
- Describe How a Cost Budget and Its Baseline Are Produced
- Apply the Concept of Earned Value to Determine Cost and Schedule Variances

Project Quality Management

- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Associate Quality Experts with Their Contributions
- Identify and Describe Global Quality Programs and Awards
- Explain the Difference Between Quality Assurance and Quality Control
- Identify Quality Controls, and Differentiate Among Their Applications

Project Resource Management

- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Apply Organizational Charts to Document Project Roles and Responsibilities
- Comprehend the Concept of Team Development and Application of Motivation Theories
- Explain the Value of Conflict and How It Can Be Managed
- State the Need for Performance Appraisals for Team Members
- Identify the Sources of a Leader's Power

Project Communications Management

- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Describe the Communications Process and Potential Barriers
- Analyze Project Communications Requirements
- Identify the Number of Communication Channels
- Identify Distribution Methods for Project Communications

Project Risk Management

- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Define Risks and Their Causes
- Identify the Elements of a Risk Management Plan
- Apply the Tools for Identifying and Documenting Risks
- Rank or Prioritize Risks Based on Qualitative Analysis
- State How Quantitative Analysis Tools Are Used to Assess the Impact on Project Success
- Identify Risk Response Strategies Based on Risk Impacts

- Describe How Risks Are Monitored and Controlled

Project Procurement Management

- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Describe the Rationale Behind Making Make-vs.-Buy Decisions
- Explain the Application of Different Types of Contracts
- Identify the Elements of a Contract Statement of Work
- Differentiate Among the Different Types of Procurement Documents and When They Are Used
- Identify the Tools Used to Communicate to Sellers
- State How Seller Selection Criteria Are Developed and Applied
- Describe the Various Elements of the Close Procurement Process

Project Stakeholder Management

- Identify the Inputs, Tools/Techniques, and Outputs for Processes in This Area
- Describe Techniques Used to Identify and Analyze Stakeholders
- Identify the Elements of a Stakeholder Management Plan
- Identify and Document Engagement Levels for Project Stakeholders
- Explain How Communication` Is Used to Understand, Manage, and Control Stakeholder Needs and Expectations

PMP® Exam Content

- Explain the Concept of Performance Domains
- Identify Cross-Cutting Skills Required of Project Managers
- Describe the Responsibilities Outlined in the *PMI® Code of Ethics and Professional Conduct*

Preparing for the Test

- Describe the Testing Environment and the Breakdown of the Questions By Process Group
- Apply Test-Taking Strategies
- Identify Study References for the Exam

Practice Exam and Review

- Gauge Your Preparedness to Take the PMP® Examination
- Identify Weak Areas on Which to Focus Study Efforts