



PMP Combo: Project Management Tricks of the Trade® + PMP® Exam Prep Course

Combo Overview

This combination course is specifically designed for project managers who need exam preparation training AND a refresher on project management fundamentals. It entails five consecutive days of training and two exceptional courses.

On Monday through Wednesday, students will participate in RMC's Project Management Tricks of the Trade® course, designed to assist the student in understanding and applying the International Standards for project management on real-world projects. On Thursday and Friday, the training shifts specifically to the PMP® exam itself, where students will receive 16 hours of intensive and highly-focused exam preparation training.

Days 1-3: Project Management Tricks of the Trade®

Course Description

Project Management Tricks of the Trade® is designed for project managers, team members, project offices and senior managers looking to acquire a firm grasp of specific steps in the project management process, or of the entire process from beginning to end. In addition, because this course teaches students how to apply International PM standards in the real world, it can be taken as additional prep for people looking to earn one of a number of Internationally-recognized project management certifications.

Course Objectives

Upon completion of this course, students will be able to:

- Define and describe common project management terminology
- Use a step-by-step process to manage projects using fewer resources
- Apply the International Project Management Standards from the Project Management Institute, Inc. (the PMBOK® Guide) to real-world situations
- Define their role in the global project management process

Course Outline

Understanding Project Management

- What Is Project Management?
- The Project Management Life Cycle

Project Initiating

- Tricks of the Trade® for Getting Started
- Providing the Target - the Project Charter

Project Planning

- Clarifying and Defining Project Objectives - the Scope Statement
- Tricks for Obtaining a Finalized Scope of Work
- Tricks for Determining What Needs To Be Done - The Work Breakdown Structure
- Determining Who Does What - Staffing the Project with Responsibility Charts
- The Role of Team Planning
- Determining How The Project Will Be Completed - Network Diagrams, Critical Path
- The Role of the Team in Planning
- Determining How The Project Will Be Completed - Network Diagrams, Critical Path
- Determining How Long It Will Take - Estimating (Overview Only)
- The Role of the Project Manager During Estimating
- Determining How Much It Will Cost - Budgeting

Duration & Units:
5 Days, 37 PDUs/Contact Hours

Audience:

This course is designed for experienced project managers, team members, project offices and senior managers interested in PMP® Certification—or students looking to acquire a firm grasp of specific steps in the project management process, or of the entire process from beginning to end.

Course Benefits:

- Receive complete PMP® Exam Prep System
 - PMP® Exam Prep Book
 - Hot Topics Flashcards
 - FASTrack Exam Simulation
 - Additional materials not available to the public
- In class guided study
- Dramatically reduce after class study time
- Gain understanding of project management terminology
- Learn how to translate the International Standards for Project Management into real-world project management technologies and real-world applications
- Recognize how to avoid common pitfalls and mistakes in managing projects



Course at-a-Glance:

- 5 Days, 37 PDUs/Contact Hours
- 8 am to 4 pm Days 1-3
- 8am to 5 pm Days 4-5
- Pass on Your First Try
- Focused study plan

Next Steps After Class:

- Schedule the PMP® Exam
- Pass Exam
- Maintain PDUs
- Consider earning another certification

Other Recommended Courses:

- Accelerated PMP® Exam Prep
- CAPM® Exam Prep
- PMI-ACP® Exam Prep

continued...

Connect with RMC:





Course Outline *(continued)*

Project Planning *continued*

- Determining When Each Part Will Be Done – Scheduling
- Adjusting Time and Cost to Any Required Objectives – Crashing and Fast Tracking
- Determining Areas of Potential Problems – Risk Management
- Gaining Buy-In
- Tricks Of The Trade® For Preventing Common Project Problem

Project Executing and Controlling

- Meeting Goals, Objectives and Deadlines – Scope Management
- What needs to be controlled – Project Control
- Common Problems During Executing
- Rules for Effective Meetings
- What Should Be Included in a Project Report - Reporting
- Preventing Padding
- Collecting Task Status
- Percent Complete
- Tricks of the Trade® for Ensuring Performance
- Improving Cooperation and Communication
- Tricks of the Trade® for Change Management

Project Closing

- Finishing the Product
- Lessons Learned
- Creating Historical Records
- Gaining Final Acceptance

Course Materials

Students receive a copy of the following material with the course attendance

- Project Management Tricks of the Trade® Workbook
- *PM Crash Course™* Book
- Supplemental materials that provide the exercises and case studies

Days 4-5: PMP® Exam Prep Course

Course Description

This accelerated learning course is designed to help you prepare for the PMP® Exam—and gain the most understanding of project management with the least amount of study. Developed by Rita Mulcahy, this course is designed to decrease your after-class study time from hundreds of hours to less than 40.

Unique features of this course include games, exercises, case studies and other tools to help you understand—NOT MEMORIZE—the concepts necessary to pass the PMP exam. This course includes Rita's entire PMP Exam Prep System (a \$399 value) for free as part of the course materials.

Course Objectives

At the conclusion of this course, students will be able to:

- Develop an individual study plan to prepare for the PMP certification exam
- Reduce study time by finding and focusing on individual gaps
- Understand and correctly answer practice questions on material that many project managers find difficult
- Use the differences between the real-world and PMI's best practices to correctly answer practice questions
- Effectively use proven test taking techniques

continued...



Course Outline *(continued)*

Course Outline

Why is taking the exam important?

Overview of the exam:

- How to study and create a study plan
- Tricks to help you understand how the PMP® questions are written
- Tricks for shortening your study time
- Tricks for taking the exam
- Tricks for finding holes in your project management knowledge
- Reasons people fail the exam and how to make sure you do not do the same

Understanding PMI®-isms

Detailed coverage of:

- The process of project management
- The framework of project management
- Integration management
- Scope management
- Time management
- Cost management
- Quality management
- Human resources management
- Communications management
- Risk management
- Procurement management
- Professional responsibilities

Action Plan and Conclusion

Course Materials

Students will receive the following material with the course attendance:

- PMP® Exam Prep Book
- PMP® Exam Prep Workbook
- PM FASTrack®
- Hot Topics Flashcards
- Plus additional materials not available to the public

What to Bring to This Course

- *PMBOK*® Guide
- Highlighter
- Pencil

*PM Tricks of the Trade® and PMP Exam Prep® courses count as credit towards an RMC Fellow's Certificate™ Program designation.

**Want to Transform
How Your People
Work?*



Consider RMC Fellow's Certificate™ Program. Our program provides a cross-disciplinary understanding of Project Management, Business Analysis and Agile. Our approach ignites personal and professional growth by helping individuals to better understand these converging disciplines and apply broadened skills and knowledge to all types of projects.

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