**Avtech Institute of Technology,**

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## Course description

The Project Management Fast Track is a hands-on program that is aligned with the Project Management Institute's (PMI) Guide to the Project Management Body of Knowledge (PMBOK® Guide). This program is designed to help you understand and pull together all the knowledge areas and processes of project management necessary to plan and execute, control and close successful projects. This program includes a Project Management Professional® (PMP®) Prep component to prepare you to take your PMP® certification.

A case study is threaded throughout the program, and includes activities (development of many of the planning deliverables and more), which enable participants to apply the lessons learned in the units to the projects they are currently on. The curriculum is presented in a dual fashion; the theory of PMI is balanced by the reality of the course instructors' project management experiences. The dual approach provides the student learner with real examples of the theory of PMI. There are numerous discussion topics throughout, along with exercises to reinforce what participants have learned in the classroom, which translates into opportunities for incorporation of improved practices into your current projects. Quizzes, also called knowledge checks are given after lessons to measure the students' progress. Additionally, a 100-question practice PMP® certification exam is included. Upon successful completion of this course, you will be granted the 45 PDUs that are required before taking the PMP® certification exam.

## Who should attend

Program managers, project managers, and project leaders with experience managing project teams and a knowledge of the PMBOK. Individuals interested in obtaining their PMP certification should also attend.

## Prerequisites

At least 2-4 years of experience working in a Project Manager role leading a team,

Already have a understanding of PMI and the PMBOK Guide,

Interest in taking/prepping for the PMP certification exam

Has the sufficient experience to take the PMP certification exam (4,500 hrs. of experience over 5 years)
Not expecting to gain concentrated knowledge in any one area

## What you will achieve

- An understanding of the nine project management knowledge areas and the five process groups, and the ability to distinguish between core and facilitating processes of project management. understanding of the differences between qualitative and quantitative risk analysis, and when it is appropriate to use each type of analysis
- The ability to manage conflict on the project team and among stakeholders, along with common communications issues and how to resolve them.

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## What you will learn

- Overview of Project Management - Key project management definitions, concepts and processes.
- Overview of *Project Integration Management* - Integration in project management is evident in situations where individual processes interact. The processes and activities required to identify, define, combine, unify, and coordinate the various processes and project management activities with the project management process groups are discussed.
- Overview of *Project Scope Management* - Defining the scope of a project is one of the most challenging tasks for a project manager. The importance of formally initiating a project and the need for proper documentation of the scope of the project is discussed, along with the importance of working with stakeholders to ensure that the project meets their expectations.
- Overview of *Project Time Management* - The importance of determining project activities and breaking them down to the smallest components, as well as how to manage the project schedule.
- Overview of *Project Risk Management* - Risk is a given on any project. The progression of risk from identification to analysis to response is covered, in addition to the importance of developing and maintaining a risk-management plan and a risk-response plan.
- Overview of *Project Communications Management* - There are a myriad of challenges in developing and executing a project communications plan. Participants explore how communication media, frequency and content are adapted to fulfill the communication needs of stakeholders.
- Overview of *Project Human Resource Management* - Learning how to effectively manage resources is paramount to the successful completion of a project. The stages of team development are covered, along with the methods used to guide teams through the various stages.
- Overview of *Project Cost Management* - Ways of estimating and budgeting costs are discussed, as well as effective monitoring and control of project costs.
- Overview of *Project Quality Management* - Quality is important to any project, regardless of size. The importance of developing and utilizing a quality plan is covered, in addition to methods of managing quality for a project.
- Overview of *Project Procurement and Contract Management* - The variety of types of contracts and procurement documents are covered, along with effective evaluation criteria.

Overview of the PMP® Certification Exam - Basic information to prepare for taking the PMP® Certification exam is covered, including study resources. Information on the Professional Responsibility section of the exam is also discussed.