

PMI® AUTHORIZED PMP EXAM PREP® COURSE PROGRAM

This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to increase your competitive edge in the project management profession. Additionally, the course can be a significant part of your preparation for the PMP® Certification Exam.

Objectives and Benefits

At the end of this course, you will:

- Understand the terminology, processes, tools and techniques described in a globally recognized standard PMBOK® Guide
- Have expanded general knowledge of the project management
- Be fully prepared to take and pass the PMP® certification exam
- Be able to prepare your own strategy to pass the PMP® certification exam
- Understand the gaps and plan the study for the exam

Materials and Extras

Access to PMI Student Digital Course Assets:

- Student Manual
- Project Manager Checklist: Step-by-step procedures and reference material for concepts covered in class that you can use as a reference during and after class.
- Spotlight Videos: Short (3-6 minutes) videos that enhance and extend the classroom learning experience.
- Course Files: Course data files are used to complete hands-on activities.
- Self-Knowledge Check: A set of multiple choice and true/false questions to help you self-assess your pre- and post-mastery of the course content.
- Certification FAQ: Use this link to learn more about the PMP® certification and other certifications available from PMI.
- PMI Events
- Locker: A place to store any files or content created and used during class that you have made notes on or that have been provided to you by your training provider.

A copy of the classroom presentation and reference materials.

Sample questions and answers – access to the quizzes and PMP simulator.

Access to the additional on-line materials and the recorded training sessions.

Access to the closed group on Slack to ask questions and share knowledge at any time till the exam.

PROGRAM

INTRODUCTION

Introduction to the Course AND the PMP® certification exam
Entry Test
Introduction to PMBOK® Guide

LESSON 1: CREATING A HIGH-PERFORMING TEAM

The success of your project depends on the people involved. A key role of a project manager is to assemble and manage the project team and any additional stakeholders.

- TOPIC A: BUILD A TEAM
- TOPIC B: DEFINE TEAM GROUND RULES
- TOPIC C: NEGOTIATE PROJECT AGREEMENTS
- TOPIC D: EMPOWER TEAM MEMBERS AND STAKEHOLDERS
- TOPIC E: TRAIN TEAM MEMBERS AND STAKEHOLDERS
- TOPIC F: ENGAGE AND SUPPORT VIRTUAL TEAMS
- TOPIC G: BUILD SHARED UNDERSTANDING ABOUT A PROJECT

LESSON 2: STARTING THE PROJECT

Now that you've assembled a high-performing, engaged, and empowered project team, you are ready to get started with the planning of the project. Planning includes all aspects of a project including budget, schedule, scope, quality, project activities, procurement, and closure.

- TOPIC A: DETERMINE APPROPRIATE PROJECT METHODOLOGY/METHODS AND PRACTICES
- TOPIC B: PLAN AND MANAGE SCOPE
- TOPIC C: PLAN AND MANAGE BUDGET AND RESOURCES
- TOPIC D: PLAN AND MANAGE SCHEDULE
- TOPIC E: PLAN AND MANAGE QUALITY OF PRODUCTS AND DELIVERABLES
- TOPIC F: INTEGRATE PROJECT PLANNING ACTIVITIES
- TOPIC H: ESTABLISH PROJECT GOVERNANCE STRUCTURE TOPIC I: PLAN AND MANAGE PROJECT/PHASE CLOSURE

LESSON 3: DOING THE WORK

Now that you have a project plan and have determined the requirements for managing the project from initiation to closure, you are ready to execute the project.

- TOPIC A: ASSESS AND MANAGE RISKS
- TOPIC B: EXECUTE PROJECT TO DELIVER BUSINESS VALUE
- TOPIC C: MANAGE COMMUNICATIONS
- TOPIC D: ENGAGE STAKEHOLDERS
- TOPIC E: CREATE PROJECT ARTIFACTS
- TOPIC F: MANAGE PROJECT CHANGES
- TOPIC G: MANAGE PROJECT ISSUES
- TOPIC H: ENSURE KNOWLEDGE TRANSFER FOR PROJECT CONTINUITY

LESSON 4: KEEPING THE TEAM ON TRACK

Now that the project team has been assembled and is doing the work of the project, you need to ensure that the team stays on track. As the project manager, you need to demonstrate the type of leadership that facilitates collaboration among the team and stakeholders, manages conflict, removes obstacles, and supports the team's performance.

TOPIC A: LEAD A TEAM

TOPIC B: SUPPORT TEAM PERFORMANCE

TOPIC C: ADDRESS AND REMOVE IMPEDIMENTS, OBSTACLES, AND BLOCKERS

TOPIC D: MANAGE CONFLICT

TOPIC E: COLLABORATE WITH STAKEHOLDERS

TOPIC F: MENTOR RELEVANT STAKEHOLDERS

TOPIC G: APPLY EMOTIONAL INTELLIGENCE TO PROMOTE TEAM PERFORMANCE

LESSON 5: KEEPING THE BUSINESS IN MIND

Keeping a handle on the changes in both the internal and external business environments is the project manager's responsibility. Employing a continuous process improvement plan will ensure that the project's success can be consistently repeated within your organization.

TOPIC A: MANAGE COMPLIANCE REQUIREMENTS

TOPIC B: EVALUATE AND DELIVER PROJECT BENEFITS AND VALUE

TOPIC C: EVALUATE AND ADDRESS INTERNAL AND EXTERNAL BUSINESS ENVIRONMENT CHANGES

TOPIC D: SUPPORT ORGANIZATIONAL CHANGE

TOPIC E: EMPLOY CONTINUOUS PROCESS IMPROVEMENT

COURSE DURATION: 35 hours (35 Contact Hours)



TRENER

MAŁGORZATA KUSYK

Ekspertka zarządzania projektami oraz nowoczesnych podejść do zarządzania organizacją i zespołem, Agile Coach, właścicielka AgilePMO, koordynatorka merytoryczna Akademii Leona Koźmińskiego, mentorka, trenerka biznesu, wykładowczyni MBA, twórczyni innowacyjnych szkoleń i metodyk z zakresu zarządzania projektami i przywództwa, w tym pierwszej Akademii Transition Managera oraz współtwórczyni Akademii Zwinnej Liderki oraz Akademii Zwinnego Przywództwa.

Posiada certyfikaty: PMP®, AgilePM®, PSM®.

Praktyk zarządzania projektami z wieloletnim doświadczeniem, które zdobyła prowadząc globalne projekty i programy na całym świecie w różnych sektorach i branżach, łącząc w nich podejścia zwinne z tradycyjnymi. Tak jak Michael Jordan wierzy, że "dzięki talentowi możesz wygrywać spotkania, ale to inteligencja i gra zespołowa sprawia, że wygrywa się mistrzostwa". Prelegentka na konferencjach w Polsce i na świecie, autorka wielu artykułów oraz inspirującego bloga. Autorka rozdziału Agile HR książki HR Business Partner pod redakcją Kariny Popieluch. Od wielu lat aktywnie działa w stowarzyszeniu Project Management Institute® - Prezes PMI Poland Chapter w latach 2014-2016. To co ją wyróżnia to kreatywność i otwartość na eksperymentowanie, dzięki czemu rozwiązania, które proponuje są unikatowe i dostosowane do potrzeb klienta.

- **Wolontariusz roku 2015 w kategorii „Najlepszy Lider”** - Project Management Institute Poland Chapter
- **Strong Women in IT 2019** – Raport Come Creations Group
- **Strong Women in IT 2021 Global Edition** - Raport Come Creations Group

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