CONTINUING EDUCATION
Course Outline

PMP® and CAPM® Certification Exam Prep

Project management certification is in great demand. Certified project managers have more job options, are paid well, and turn great ideas into reality. This course will prepare you to take the Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) tests and pass them! Our classes are informative, interactive, and filled with test taking tips and techniques created to ensure your success.

Who Should Take This Course?

This course is designed for project managers, operations managers, project contributors, or anyone who wants to add an impressive project management certification credential after their name. You do not have to be assigned as a project manager to attain certification. You simply need to be an individual with a desire to improve your project management skills and marketability. *Note: This course has been updated to satisfy new PMP testing requirements after 2 Jan 2021.*

Course Objectives

- Review project management basics, including definitions, organizational models and frameworks
- Review Project Initiation concepts and processes
- Review Project Scope Planning
- Review Project Time and Cost Planning
- Review Support Planning
- Review Executing Processes
- Review Monitor and Control and Closing Processes

Course Info

- Length: 30 hours
- Format: Classroom instruction and demonstration
- Prerequisite: Completion of Green River's Project Management Certificate Program (Part 1 and 2) or entry with instructor permission

Course Content

Review project management basics, including definitions, organizational models and frameworks
- Define numerous project management definitions and concepts
- Identify the five process groups, 49 key processes, and 10 knowledge areas
- Summarize the impact of organizational models

Review Project Initiation Concepts and Processes
- Explain the purpose and content of the Project Charter
- Explain the purpose and content of the Stakeholder Register
- Explain the purpose and contents of a Business Case, Assumption Log, and Benefits Management Plan
- Summarize project initiation in an Adaptive (Agile) environment

Review Project Scope Planning
- Explain how the Stakeholder Management Plan impacts scope
- Summarize the end-to-end scope planning process
- Define key inputs, tools and techniques, and outputs required to plan scope
- Summarize key Agile requirements concepts to include the Product Backlog, User Stories, and key Agile roles and responsibilities

Review Project Time and Cost Planning
- Summarize the end-to-end time and cost planning process
- Define key inputs, tools and techniques, and outputs required to plan the project schedule
- Define key inputs, tools and techniques, and outputs required to plan the project budget
- Summarize scheduling in an Agile environment

Review Support Planning
- Summarize the Quality Management Plan
- Define the primary components of the Resource Management Plan
- Define the Communications Management Plan
- Define the end-to-end risk planning process
- Summarize the Procurement planning process

Review Executing Processes
- Summarize key processes supporting the Executing Process Group
- Define project manager's role in managing quality, the team, communications, procurements, and stakeholders

Review Monitor and Control and Closing Processes
- Summarize key processes supporting the Monitor and Control and Closing Process Groups
- Define project manager's role in controlling scope, time, and cost
- Explain the project manager's role in controlling quality, communications, risk, procurements, and stakeholders
- Summarize how to effectively close out a project or phase

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course to qualify for the letter. You can request a Course Completion/CEU letter online.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit **www.greenriver.edu/dss**.

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.