

LEADERS TRAINING

<sup>TM</sup>  
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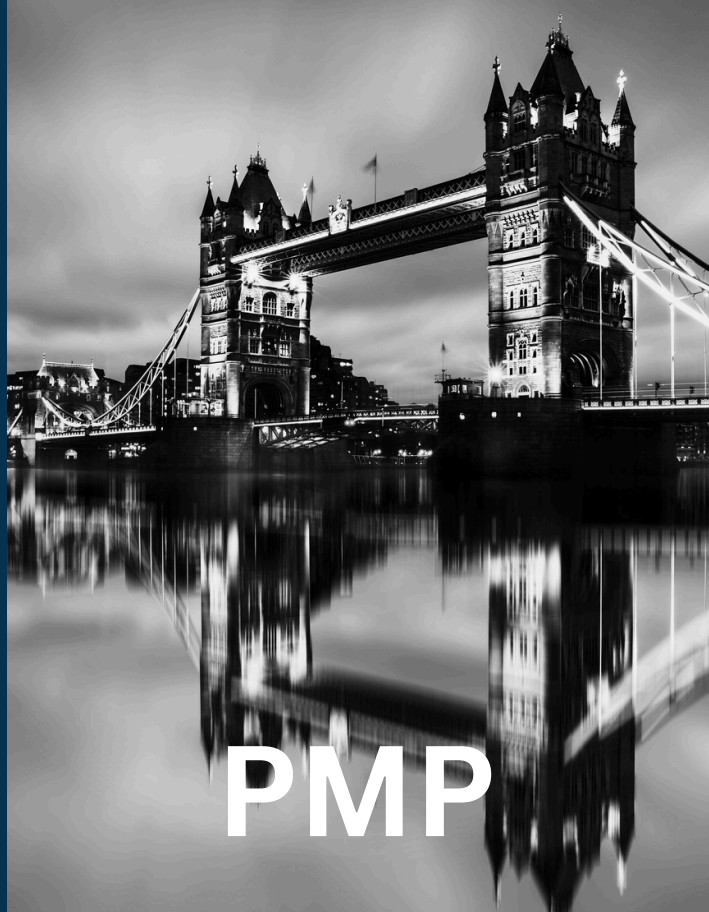
+44 33 0001 00091



[info@dixontech.uk](mailto:info@dixontech.uk)



169 Great Portland Street 5th Floor,  
London, W1W 5PF United Kingdom



**PMP**

**PROJECT MANAGEMENT  
PROFESSIONAL (PMP)  
CERTIFICATION**

<b>CODE</b>	PM01
<b>DAYS</b>	5 DAYS
<b>DURATION</b>	25 HOUR
<b>FORMAT</b>	ON-SITE
<b>CERTIFICATE</b>	ACHIVEMENT

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**DIXONTECH**  
LEADERS ACADEMY

# PROJECT MANAGEMENT PROFESSIONAL (PMP) CERTIFICATION

## TRAINING OVERVIEW

The primary objective of this training is to equip participants for the Project Management Professional (PMP) certification. It involves a comprehensive review of exam prerequisites, an analysis of question formats, and ample practice with similar exam questions. Moreover, the course is designed to support participants in applying the project life cycle, offering detailed insights into the five process groups and ten knowledge areas associated with project management.



**Invest in training,  
cultivate greatness**



**BY THE END OF THE COURSE,  
PARTICIPANTS WILL BE ABLE TO:**

- Managing projects
- Initiating projects
- Planning projects
- Executing projects
- Controlling projects
- Closing projects

## TRAINING OBJECTS

- Review the PMP exam requirements and application process
- Define several key terms and recognize the relationship among portfolio, program and project management
- Describe how organizational influences affect the methods used for managing projects
- Identify the integration of various processes and project management activities
- Breakdown the project scope to include all required project work
- Compute activities durations required to complete the project
- Estimate activity costs and project budgets
- Outline the project quality policies and objectives
- Assemble the project team and manage its performance
- Create and properly communicate project information
- Develop a project risk management plan and examine project risks
- Plan the procurement steps to acquire products and services needed from outside the project team
- Analyse stakeholder expectations and their impact on the project

## TRAINING IS TAILORED TO

Project managers, members of project offices, project sponsors, functional managers, senior management and individuals interested in PMP certification. This course is worth 35 PDUs.



## TRAINING METHODOLOGY

Our training methodology combines theoretical knowledge with practical application, fostering an engaging and effective learning experience. We utilize interactive lectures, real-world case studies, and hands-on exercises to enhance understanding and skill acquisition. Our expert instructors employ dynamic discussions and encourage participant interaction, ensuring a collaborative and immersive learning environment. Additionally, assessments and feedback mechanisms are integrated to monitor progress and tailor the training to individual needs. This holistic approach ensures a comprehensive grasp of the subject matter, equipping participants with practical insights and capabilities for real-world application.

### DAY 1

#### PMP CREDENTIAL OVERVIEW

- The Project Management Institute (PMI)
- Credential overview
- Exam overview
- Application process
- Questions format

#### PMP INTRODUCTION

- The PMBOK guide
- Project managers areas of concern
- Portfolios, programs and projects
- Project definition

## ORGANIZATIONAL INFLUENCES AND PROJECT LIFE CYCLE

- Organizational types
- Managing project constraints
- Process groups
- Knowledge areas

### DAY 2

## INTEGRATION MANAGEMENT

- Developing the project charter
- Developing the project management plan
- Directing and managing project work
- Monitoring and controlling project work
- Performing integrated change control
- Closing the project or phase

## SCOPE MANAGEMENT

- Planning scope management
- Collecting requirements
- Defining the scope
- Creating the WBS
- Validating the scope
- Controlling the scope

### DAY 3

## TIME MANAGEMENT

- Planning schedule management
- Defining activities
- Sequencing activities
- Estimating activity resources
- Estimating activity durations
- Developing the schedule
- Controlling the schedule

## COST MANAGEMENT

- Planning cost management
- Estimating costs
- Determining the budget
- Controlling costs

## **DAY 4**

### **QUALITY MANAGEMENT**

- Planning quality management
- Performing quality assurance
- Controlling quality

### **HUMAN RESOURCES MANAGEMENT**

- Planning human resources management
- Acquiring the project team

### **CREATING A HIGH-PERFORMING TEAM**

- Build a team
- Define team ground rules
- Negotiate project agreements
- Empower team members and stakeholders
- Train team members and stakeholders
- Engage and support virtual teams
- Build shared understanding about a project

### **STARTING THE PROJECT**

- Determine appropriate project methodology/methods and practice
- Plan and manage scope
- Plan and manage budget and resources
- Plan and manage schedule
- Plan and manage quality of products and deliverables
- Integrate project planning activities
- Plan and manage procurement
- Establish project governance structure

## **DAY 5**

### **DOING THE WORK**

- Assess and manage risks
- Execute project to deliver business value
- Manage communications
- Engage stakeholders
- Create project artifacts
- Manage project changes
- Manage project issues
- Ensure knowledge transfer for project continuity

### **KEEPING THE TEAM ON TRACK**

- Lead a team
- Support team performance
- Address and remove impediments, obstacles and blockers
- Manage conflicts
- Collaborate with stakeholders
- Mentor relevant stakeholders
- Apply emotional intelligence to promote team performance

### **KEEPING THE BUSINESS IN MIND**

- Manage compliance requirements
- Evaluate and deliver project benefits and value
- Evaluate and address internal and external business environment changes
- Support organizational change
- Employee continuous project improvement

**For more information about DIXONTECH Leaders training  
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