

# Training on Project Management Professional (PMP) Exam Preparation Course

**Date:** 15 September to 6 October 2018. **Duration:** 4 Saturdays **Time:** 9.00am to 6.00pm  
**Total Hours:** 36 Hours **Last date of Registration:** 12 September 2018  
**Contact:** +88 01708 545299 **Venue:** Academy of Learning Limited's own premises. **e-mail:** [training@aolbd.com](mailto:training@aolbd.com) **web:** aolbd.com **Training price:** 25,000/- **Early Bird:** 22,000/- (enroll before 08 September'2018) **Group Registration:** 20% discount on training price. (15 % VAT is applicable in every purchase)

**Boarding:** Training materials - Folder, Writing Pad & Pen, Certificate with Folder, Lunch and two times Tea-Snacks would be provided during the training period.

**Label of Participant:** Project Managers, Project Directors/Executive Directors/ CEO/ Managers, Department or Functional Managers, Team Leaders, Anyone who is interested to develop his/her career in relevant area or as deemed appropriate by the concern Authority

**Certified for 35 Contact Hours:** After completing the course material, you're eligible to take our Final Exam. Once you pass the quiz, you'll receive a Certificate that satisfies the PMI requirement for 35 Contact Hours of Formal project management education. But more than that, you are now also a better project manager.

## The Importance of PMP Exam Prep Training

Fast-paced work environments and competitive markets have created a critical and huge demand for project managers who can successfully deliver a project from start to finish. Awarded by the Project Management Institute (PMI)®, Project Management Professional (PMP)® is a globally-recognised credential that has been valued by industries and renowned companies all over the world for over 30 years.

## Advantage of PMP Certification

### Certifies your talent:

The PMP credential is proof that a project manager has the experience and skills to make a project successful.

### Improves your earning

Professionals with PMP credentials usually see better salary hikes than their non-certified counterparts.

### Opens doors:

A PMP credential can get you access to globally renowned companies of your choice.

### Applies everywhere:

Since PMP certification isn't based on a specific methodology, the concepts and techniques can be adapted to any real-world challenge in project management, across industries, market segments and geographies.

### Encourages learning:

In order to maintain your PMP credential, you will have to keep yourself abreast of best practices in the domain of project management. PMI also keeps its credential relevant by continually updating its programs.

## Academy of Learning Ltd.

Padma Life Tower (Mezzanine Floor), 115 Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000.

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## Eligibility Criteria for PMP Certification Exam

The PMP credential is ideal for project managers across industries, who are looking for steady growth in their careers. The certification training course will impart valuable knowledge and skills in project management that will set you apart from your colleagues and improve your earning prospects. As per PMI, the eligibility criteria to apply for the PMP certification exam are:

### Option 1

- Secondary degree (high school diploma, associate's degree or the global equivalent)
- 7,500 hours leading and directing projects
- 35 hours of project management education

**OR**

### Option 2

- Four-year degree
- 4,500 hours leading and directing projects
- 35 hours of project management education

## Did You Know?

- 80% of high-performing projects use a credentialed project manager
- 77% of high-performing organisations have ongoing project manager training in place
- High-performing organisations with project management guidance lose 12 times less money than low performers (US\$20 million versus US\$230 million for every US\$1 billion spent on projects).

## Get PMP Exam-Ready With Academy of Learning Limited.

- Expert instructor
- High-quality course content
- Materials in the class are based on the Project Management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) - Sixth Edition, Project Management Institute, Inc., 2013
- 35 Contact Hours Certificate offered
- Instructor-led classroom
- Limited class strength
- 1 full-length PMP mock tests
- PMP boot camp with examination tips and tricks
- Problem solving exercises within the session
- Weekend classes conducted for the convenience of employed professionals
- Assistance with exam application
- Convenient 4-day training program

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## 1. Introduction

In this introductory module, you review the basics of project management. This lays the foundation for all of the coming modules to ensure that you understand how the *PMBOK® Guide* defines a project, project management, programs, portfolios, and operations. You will also learn about the importance of tailoring and review a number of project management business documents.

- 1.1 Introduction to PMP
- 1.2 What is a Project?
- 1.3 What is Project Management?
- 1.4 Relationships Among Portfolio Management, Program Management, Project Management and Organizational Project Management
- 1.5 Relationship Between Project Management, Operations Management, and Organizational Strategy
- 1.6 Business Value
- 1.7 Role of the Project Manager
- 1.8 Project Management Body of Knowledge

## 2. Organizational Influences and Project Life Cycle

This module introduces you to the all-important concepts of Organizational Process Assets and Enterprise Environmental Factors, which are two ITTOs that are referred back to in Module 4-13 again and again. You will also see a number of governance frameworks as well as how management structures and organizational structure types will influence projects and either support or hinder your ability to lead and manage the work.

- 2.1 Organizational Influences on Project Management
- 2.3 Project Stakeholders and Governance
- 2.3 Project Team
- 2.4 Project Life Cycle

## 3. Project Management Processes

This module is all about you, the project managers. You learn about the PMs sphere of influence and how other stakeholders work with you. You will look in detail at all the interpersonal skills that a project manager needs and how to apply them successfully to the project. It is also in this module that you will see that Project Integration Management (the next module) is the sole responsibility of the PM and nobody else.

- 3.1 Common Project Management Process Interactions
- 3.2 Project Management Process Groups
- 3.3 Initiating Process Group
- 3.4 Planning Process Group
- 3.5 Executing Process Group
- 3.6 Monitoring and Controlling Process Group
- 3.7 Closing Process Group
- 3.8 Project Information
- 3.9 Role of the Knowledge Area

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## **4. Project Integration Management**

Integration is the 'conductor' of all project management activities. In this module, you learn to begin with the development of the project charter in order to ensure project stakeholders are in agreement. You also present the project management plan to the relevant stakeholders in order to obtain approval to proceed with project execution. You learn how to implement all project activities, measure project performance, and manage any changes to the project. Lastly, this is where you learn how to close a project.

- 4.1** Develop Project Charter
- 4.2** Develop Project Management Plan
- 4.3** Direct and Manage Project Work
- 4.4** Manage Project Knowledge
- 4.5** Monitor and Control Project Work
- 4.6** Perform Integrated Change Control
- 4.7** Close Project or Phase

## **5. Project Scope Management**

You learn that managing the scope requires you to identify key deliverables based on the business requirements. You're taught to review and assess detailed project requirements, constraints, and assumptions with stakeholders based on the project charter, lessons learned, and by using requirement gathering techniques in order to establish detailed project deliverables. The module also walks you through the development of a scope management plan, based on the approved project scope and using scope management techniques.

- 5.1** Plan Scope Management
- 5.2** Collect Requirements
- 5.3** Define Scope
- 5.4** Create WBS
- 5.5** Validate Scope
- 5.6** Control Scope

## **6. Project Schedule Management**

Developing the project schedule requires you to understand how scope, resources, cost, and activity durations affect each other. You will see, step by step how to go from a simple activity list to the completed schedule. This development of the project schedule is done based on the approved project deliverables and milestones, scope, and resource management plans in order to manage timely completion of the project. Lastly, you learn how to control the schedule by applying appropriate tools and techniques.

- 6.1** Plan Schedule Management
- 6.2** Define Activities
- 6.3** Sequence Activities
- 6.4** Estimate Activity Durations
- 6.5** Develop Schedule
- 6.6** Control Schedule

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## 7 Project Cost Management

In this module, we will show you how Earned Value Management techniques works. This is one of the most important concepts you must understand for the Exam. We'll take you through it step by step. In addition, you will also learn to develop the cost management plan based on the project scope, schedule, resources, approved project charter and other information, using estimating techniques, in order to manage project costs.

**7.1** Plan Cost Management

**7.2** Estimate Costs

**7.3** Determine Budget

**7.4** Control Costs

## 8 Project Quality Management

Here you will learn to develop the quality management plan and define the quality standards for the project and its products, based on the project scope, risks, and requirements. This helps prevent the occurrence of defects and controls the cost of quality. You'll also see how to implement the quality management plan using the appropriate tools and techniques. Lastly, you'll learn how to verify that project deliverables conform to the quality standards established in the quality management plan to meet project requirements and business needs.

**8.1** Plan Quality Management

**8.2** Manage Quality

**8.3** Control Quality

## 9 Project Resource Management Overview

This module is all about your interactions with project resources. In particular, you learn how to develop the human resource management plan by defining the roles and responsibilities of the project team members in order to create a project organizational structure and provide guidance regarding how resources will be assigned and managed. You will also see how to manage task execution based on the project management plan by leading and developing the project team in order to achieve project deliverables.

**9.1** Plan Resource Management

**9.2** Estimate Activity Resources

**9.3** Acquire Resources

**9.4** Develop Team

**9.5** Manage Team

**9.6** Control Resources

## 10 Project Communications Management

This module reviews the development of the communications management plan based on the project organizational structure and stakeholder requirements, in order to define and manage the flow of project information. It discusses how to manage the flow of information by following the communications plan to keep stakeholders engaged and informed. You also learn how to prepare and share the final project report according to the communications management plan in order to document and convey project performance and assist in project evaluation.

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- 10.1 Plan Communications Management**
- 10.2 Manage Communications**
- 10.3 Monitor Communications**

## **11 Project Risk Management Overview**

You learn how to identify high-level risks, assumptions, and constraints based on the current environment, and plan for risk management by developing a risk management plan. You also see how to implement approved actions, and monitor and assess risk by determining whether exposure has changed and evaluate the effectiveness of response strategies in order to manage the impact of risks and opportunities on the project.

- 11.1 Plan Risk Management**
- 11.2 Identify Risks**
- 11.3 Perform Qualitative Risk Analysis**
- 11.4 Perform Quantitative Risk Analysis**
- 11.5 Plan Risk Responses**
- 11.6 Implement Risk Responses**
- 11.7 Monitor Risks**

## **12 Project Procurement Management Overview**

In this module, we discuss how to develop the procurement management plan based on the project scope, budget, and schedule, in order to ensure that the required project resources will be available. Additionally, we monitor procurement activities according to the procurement plan in order to verify compliance with project objectives. You will also spend time in reviewing the various contract types you need to know about for the exam.

- 12.1 Plan Procurement Management**
- 12.2 Conduct Procurements**
- 12.3 Control Procurements**

## **13 Project Stakeholder Management Overview**

This module introduces you to the stakeholder analysis and how to use appropriate tools and techniques in order to align expectations and gain support for the project. See how to develop the stakeholder management plan by analyzing needs, interests, and potential impact in order to effectively manage stakeholders' expectations and engage them in project decisions. It also includes how to maintain stakeholder relationships by following the stakeholder management plan in order to receive continued support and manage expectations.

- 13.1 Identify Stakeholders**
- 13.2 Plan Stakeholder Management**
- 13.3 Manage Stakeholder Engagement**
- 13.4 Monitor Stakeholder Engagement**

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## Facilitator Biography:

**Md. Aminul Islam, PMP**

**Project Manager, BRAC IT Service Limited**

Mr. Aminul is a passionate multi skilled young professional with superb track record of managing multiple IT projects at a time. He has been serving IT industry for more than 7 years and successfully completed the objectives of more than 50 local and international IT projects. He started his Project Management career back in 2011 in one of the prominent IT firm of the country Ergo Ventures which is also a concern of one of the largest conglomerate of the country Mir Group of Companies Ltd. In his professional tenure, he managed IT projects for top local and multinational clients like International Federation of Red Cross and Red Crescent Societies (IFRC), Grameenphone Ltd., Lafarge Surma Cement Ltd., Bangladesh Army, bKash Limited, Bangladesh Jute Mills Corporation (BJMC), Elite Securities Ltd., Industrial promotion and development company (IPDC), Asiatic Marketing & Communication Ltd., Bangladesh Telecommunication Regulatory Commission (BTRC), The University Press Limited (UPL), Brac IT Services Ltd. and United International University (UIU). He has also experience working outside the country in China in a Chinese manufacturing company in International Marketing and Business Development department.

Mr. Aminul is a member of PMI Global and PMI Bangladesh Chapter. Currently he is employed in BRAC IT SERVICES LIMITED as a project manager and managing one of the mega IT project in the history of Bangladesh for BRAC.

Since 2016, Mr. Aminul conducted several Project management training Programs at Drik, Maatrik and New Horizon for professionals from World Bank, Helen Keller, BSRM, Ministry of Commerce, TBEA Group. A2i, Healthcare Pharmaceuticals, Bangladesh Securities and Exchange Commission's, Bangladesh Credit Rating Agency, Madina Group, Meghna Group, etc.

## About Academy of Learning Limited.

We take the pleasure in introducing the **Academy of Learning Limited (AoL)**, a private training institute, established in 2014 with the goal of involving the large young and professional group of citizens of Bangladesh into the mainstream of financial activities. The youths would subsequently be absorbed in a range of financial and other industries through training, seminars, and workshops as necessary for skill and professional development in multi-disciplinary sub-sectors. AoL also conducts soft skills development programme and carries out consultative and research activities on human resources development for the corporate sectors. AoL is accredited by the **Insurance Development and Regulatory Authority (IDRA)** of Bangladesh. It has already trained more than 45,000 insurance professionals in 50 districts of Bangladesh, and carried out 5 (five) international training on Micro Insurance (MI) in Partnership with **Impact Insurance Facility (IIF)**, **International Labour Organization (ILO)**, Geneva, Switzerland. AoL is also affiliated with Learning without Borders (LwB), UK and Microinsurance Research Centre (MIRC), UK and The Professional Consortium, Colombo, Sri Lanka to work for inclusive insurance programmes for the poor people.

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## Equip yourself through Academy of Learning's Practice Tests

The PMP examination comprises 200 questions, of which 25 are considered pre-test and are not scored. The questions have to be answered within four hours. To get you fully prepared with the knowledge and skills for the PMP examination, a training session at Academy of Learning gives immense importance to mock questions at the end of every module and problem solving exercises within the session. Prepared by PMP® certified faculty, the practice tests are a true simulation of the PMP examination.

### Get the benefits of Academy of Learning's practice tests:

- Clearly understand PMP concepts and methods with the help of detailed answers at the end of the practice test
- Evaluate topics which require further study
- Be thoroughly prepared for the PMP examination, including how to answer within the specified time duration
- Take forward the knowledge and skills to solve real-world work challenges in project management

### What The Academy of Learning Will Do for You...

When you're taking the PMP exam, you'll always get a few of the same questions over and over...

- **What should the project manager do?**
- **What should the project manager do first/next?**
- **What is the best course of action?**
- **What tool or technique does the project manager use in this scenario?**
- **What process is described in this situation?**
- **What should the project manager have done differently to avoid this situation?**

So how can you gain the knowledge to answer questions like these? Well, when you not only study but instead master PMP exam concepts with The Academy of Learning Limited you have **ADVANCED** your knowledge, and you automatically give yourself a significantly better chance of being certified on your first try.

And as you probably already know, the PMP exam is not an easy exam and passing it requires commitment and dedication throughout your studies.

The Academy of Learning Ltd. gives you a 'best-in-class' training, and you gain advanced-level knowledge via real based lessons so that you can confidently answer questions similar to the ones above.

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