Vets2PM *PMP®/CAPM® Boot Camp Plus Program* Syllabus
(Course #: **PMXv001)**

COURSE SUMMARY

This 35-hour course prepares students to pass the PMP Exam, enter the field of civilian Project Management, and utilize proven project management methodologies on projects in any environment or industry.

We use parallel military and civilian project examples, analogies, and terminology to solidify understanding of how to answer behavioral-based PMI exam questions. Fulfills the PMI requirement for 35 education contact hours.

Our training is specifically designed with the Military Veteran in mind. Although Veterans have lots of project management experience from military service, the disciplined methodology used in effective civilian project management is quite different. This presents the opportunity for us to provide a unique program taught by Veterans for Veterans that ensures that all the necessary connections between military personal experience and the civilian PM career field are made. The ultimate goals of this course are for you to gain the PMP or CAPM credential, increase your competitiveness for Project Manager positions, and enhance your ability to positively impact your organization's projects.

This course will help students develop:

1. The practical ability to use the *PMBOK® Guide* on projects and during the exam;

2. An understanding of key concepts, terms, and formulas;

3. Proven, expert exam-taking skills.

COURSE MATERIALS

Vets2PM uses the Guide to the Project Management Body of Knowledge, 5th Ed. as our textbook. Students access the textbook through electronic pdf download from the PMI website. This download is free as part of the PMI membership which is included in the Vets2PM registration fee. The textbook can be downloaded to multiple devices for access from anywhere.

Students are encouraged to download our 16 full-color student guides from the Student Portal for access during class on a laptop or tablet device for all modules. A printed module quiz and answer key will be provided for onsite courses. Additionally, Vets2PM makes all of our learning content available to registered students through 1 year of included access to the "Student Portal" on our website.

The following content is available in the Student Portal:

1. Links to all upcoming PMP Boot Camp webinars
2. Links to Video recordings from the current and previous PMP Boot Camp webinars
3. Links to Audio recordings from the current and previous PMP Boot Camp webinars
4. Downloadable student guides
5. Practice quizzes

COURSE OUTLINE

(*each session approximately 4 hours in duration*)

Session 1 (1st Tuesday of every month)

- Introduction
- Exam Overview
- PMI Application

Session 2 (1st Thursday of every month)

- Review
- Fundamentals
  - o Learning Objectives:
    - ▪ Describe the purpose of the PMBOK® Guide
    - ▪ Define a project
    - ▪ Distinguish Project Management from Operations
    - ▪ Define and identify project Stakeholders
    - ▪ Describe relationship between Projects, Programs, and Portfolios
    - ▪ Understand the role of the Project Manager as described by PMI
    - ▪ Describe how Organizational Structures affect the PM
    - ▪ Define Organizational Process Assets and Enterprise Environmental Factors
    - ▪ Describe the Project Lifecycle
    - ▪ Distinguish between the Project and Product Lifecycles
- Framework
  - o Learning Objectives:
    - ▪ Describe the foundation upon which Table 3-1 rests, which is the universal project management standard (ANSI/PMI 99-001- 2013) found in Annex A1 of the PMBOK® Guide (Fifth Edition, PMI, Inc., 2013)
    - ▪ Describe the benefits and purpose of the Project Management Process Group and Knowledge Area Mapping framework ('Framework') depicted in Table 3-1 of the PMBOK® Guide (Fifth Edition, PMI, Inc., 2013)
    - ▪ Identify the Framework's 5 Process Groups, 10 Knowledge Areas, and 47 Processes
    - ▪ Describe the role of the Input/Output model as it relates to the Framework's 47 Processes
    - ▪ Understand terminology associated with the Framework

Session 3 (1st Saturday of every month)

- Review
- Integration Management
  - o Learning Objectives:

- Describe the benefits and purpose of Project Integration Management
- Formally initiate a project
- Iteratively plan a project by writing a 16-component Project Management Plan
- Use project management documents to them help do so
- Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 4.1 Develop Project Charter (Initiating) 4.2 Develop Project Management Plan (Planning) 4.3 Direct and Manage Project Work (Executing) 4.4 Monitor and Control Project Work (Monitoring and Controlling) 4.5 Perform Integrated Change Control (Monitoring and Controlling) 4.6 Close Project or Phase (Closing)

- Stakeholder Management
  - Learning Objectives:
    - Describe the benefits and purpose of Project Stakeholder Management
    - Identify several tools for conducting Stakeholder analysis
    - Describe the Stakeholder Engagement Assessment Matrix (S.E.A.M.)
    - Understand how the S.E.A.M. can help you remember the Stakeholder Management Knowledge Area
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 13.1 Identify Stakeholders (Initiating) 13.2 Plan Stakeholder Management (Planning) 13.3 Manage Stakeholder Engagement (Executing) 13.4 Control Stakeholder Engagement (Monitoring and Controlling)

- Scope Management
  - Learning Objectives
    - Describe the benefits and purpose of Project Scope Management
    - Understand the difference between Project and Product
    - Understand the difference between Project Change Management and Product Configuration Management
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 5.1 Plan Scope Management (Planning) 5.2 Collect Requirements (Planning) 5.3 Define Scope (Planning) 5.4 Create WBS (Planning) 5.5 Validate Scope (Monitoring and Controlling) 5.6 Control Scope (Monitoring and Controlling)

Session 4 (2nd Tuesday of every month)
- Review
- Time Management
  - Learning Objectives:
    - Describe the benefits and purpose of Project Time Management
    - Identify and apply activity relationships, dependencies, leads, and lags
    - Understand how to produce various types of Time (and Cost) estimates
    - Understand how to construct and analyze a Project Network Diagram using the Precedence Diagramming Method, Critical Path and Critical Chain methods, and Forward and Backward Passes
    - Understand how to control a Project Network Diagram using Resource Leveling and Smoothing, Crashing, Fast-Tracking, and Float
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 6.1 Plan Schedule Management (Planning) 6.2 Define Activities (Planning) 6.3 Sequence Activities (Planning) 6.4 Estimate Activity Resources (Planning)

6.5 Estimate Activity Durations (Planning) 6.6 Develop Schedule (Planning) 6.7 Control Schedule (Monitoring and Controlling)

- Network Diagramming

Session 5 (2nd Thursday of every month)
- Review
- Cost Management
  - o Learning Objectives:
    - Describe the benefits and purpose of Project Cost Management
    - Demonstrate how to calculate Contingency Reserves to add to the project budget
    - Identify project costs
    - Identify ranges of cost estimate accuracy
    - Discuss the role of a time-phased spend plan
    - Produce Earned Value analysis of a project's health and performance through formula and forecast calculations
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 7.1 Plan Cost Management (Planning) 7.2 Estimate Costs (Planning) 7.3 Determine Budget (Planning) 7.4 Control Costs (Monitoring and Controlling)
- Earned Value Management

Session 6 (2nd Saturday of every month)
- Review
- Quality Management
  - o Learning Objectives:
    - Describe the benefits and purpose of Project Quality Management
    - Identify PMI's 4 Pillars of Quality and quality terms
    - Identify leading Quality theorists
    - Identify the 7 basic Quality Tools
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 8.1 Plan Quality Management (Planning) 8.2 Perform Quality Assurance (Executing) 8.3 Control Quality (Monitoring and Controlling)
- Human Resources Management
  - o Learning Objectives:
    - Describe the benefits and purpose of Project Human Resource Management
    - Discuss organizational behavior theories
    - Identify leadership styles and PM power
    - Describe Tuckman/Jensen's Ladder model
    - Identify conflict resolution strategies
    - Understand the difference between project management and leadership
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 9.1 Plan Human Resource Management (Planning) 9.2 Acquire Project Team (Executing) 9.3 Develop Project Team (Executing) 9.4 Manage Project Team (Executing
- Communications Management
  - o Learning Objectives:
    - Describe the benefits and purpose of Project Communications Management
    - Understand the role of efficient and effective communication

- Calculate the size and complexity of a project's communications network using Communications Channels formula
- Discuss Shannon and Weaver's model of communication
- Quantify the magnitude of communications on the project manger's activities
- Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 10.1 Plan Communications Management (Planning) 10.2 Manage Communications (Executing) 10.3 Control Communications (Monitoring and Controlling)

Session 7 (3rd Tuesday of every month)

- Review
- Risk
  - Learning Objectives:
    - Describe the benefits and purpose of Project Risk Management
    - Define project risk
    - Describe the relationship between risk and uncertainty in project management
    - Describe the role of Expected Monetary Value
    - Use Expected Monetary Value to calculate Contingency and Management Reserves for Controlling Risk (11.6), Controlling Costs (7.4), and decision-making
    - Describe risk attitudes
    - Identify 8 strategies for managing risks
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 11.1 Plan Risk Management (Planning) 11.2 Identify Risks (Planning) 11.3 Perform Qualitative Risk Analysis (Planning) 11.4 Perform Quantitative Risk Analysis (Planning) 11.5 Plan Risk Responses (Planning) 11.6 Plan Risk Management (Monitoring and Controlling)
- Procurement
  - Learning Objectives:
    - Describe the benefits and purpose of Project Procurement Management
    - Define and identify various types of Procurement Agreements
    - Discuss how the Contract type of Procurement Agreement can help the PM manage project risks, costs, schedule, quality, scope, and Stakeholders
    - Describe the key Inputs, Tools, Techniques, and Outputs (ITTOs) for this knowledge area's processes: 12.1 Plan Procurement Management (Planning) 12.2 Conduct Procurements (Executing) 12.3 Manage Control Procurements (Monitoring and Controlling) 12.4 Close Procurements (Closing)

Session 8 (3rd Thursday of every month)

- Professional Responsibility
  - Learning Objectives:
    - Identify which individuals fall under the COEPC
    - Identify the 4 Values contained in PMI's Code of Ethics and Professional Conduct (COEPC) 1. Responsibility 2. Respect 3. Fairness 4. Honesty
    - Describe the Mandatory and Aspirational standards of each Value
    - Understand importance of Comments within the COEPC
- Comprehensive Course Review (*Table Top Final Exercise*)
- Branding & LinkedIn

NOTE: Your professional Interview Skills Workshop will occur only once every quarter.

COURSE FEATURES

Full Package

- 35 hours of live, online or onsite, instructor-led training
- PMI membership for each student (which includes free download of the PMBOK Guide and $150 off the PMP exam fee or $75 off the CAPM exam fee)
- PMI application completion (each student will leave class with a ready-to-submit PMI application)
- Full color student guides for all 16 learning modules
- 84 in-class practice questions & answers divided by learning module
- Downloadable templates of all project management plan components and project documents; representing a contiguous house construction project
- Hands-on exercises to deliver and reinforce Earned Value Management problem solving
- Parallel military and civilian project examples
- Links to over 3,000 online practice questions
- 30-day post-class study plan
- 1-year access to Student Portal and content
- 1-year access to all/any monthly instructor-led, Webinar courses (same training/curriculum as onsite, but delivered live, synchronous, instructor-led via Webinar. You may log into monthly webinars as often as you would like for 1 year)
- 1-year access to recorded webinar training sessions (full course review)
- 1 year of individual or group coaching (as needed)
- Lifetime membership to the *Vets2PM LinkedIn Alumni* networking group
- Meets PMI's requirement for 35 PDUs with a PMI-accepted Certificate of Completion
- A professionally written 2-page Executive resume targeted at PM positions
- A 4-hour Interview Skills Workshop including 2 post-interview telephonic debriefs
- Lifetime job placement assistance with Fortune 500 companies to include secure, online posting of your resume to our Employer Partner network

COURSE GUARANTEE

1-year training guarantee: This course may be taken as many times as desired within 1 year from registration date by joining monthly online classes.

TO SUCCESSFULLY PASS YOUR PMP®/CAPM® AND PLACE;

Each Client **must**:

1. Review a minimum of 3,000 exam questions;
2. Achieve a minimum score of 80% on practice exams;
3. Take a minimum of 1 full-length 4-hour, 200-question practice exam to determine your fatigue points, necessity of bathroom and snack breaks, etc. Time hacks and mental thresholds are key;
4. Read the *PMBOK® Guide* cover to cover once (*scanning is acceptable*);
5. Read the *PMBOK® Guide* Glossary a minimum of 3 times;
6. Draw Table 3-1 (p. 61 of the *PMBOK® Guide*) accurately;
7. Know the 13 EVM formulas depicted in Table 7-1 (p. 224 of the *PMBOK® Guide*).

Failure on the first time is a **real** possibility on these exams, and we have found from training hundreds of Clients, those who do not meet the benchmarks fail. Period.

Good luck, press hard!

/s/ *The Vets2PM Team!*