

Course's Title: PROJECT MANAGEMENT PROFESSIONAL (PMP®) EXAM PREPARATION SEMINAR

Purpose and Background: Project Management as a discipline is recognized as one of the fastest professions in today's industries. It is the application of concepts, knowledge, skills, tools and techniques to meet the project objectives and increase the probability of project success. Without effective project management, projects are often running into troubles and risking failures. Not understanding the basic concepts behind managing projects leads to missed deadlines, cost overruns, expensive changes, lost opportunities and frustrated project managers and team members.

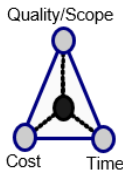
The Project Management Professional (PMP), one of the world's most widely recognized professional credentials, which is independently administered by the U.S. based Project Management Institute (PMI), the world's leading association for the project management profession, is an important professional milestone for any project manager in any industry. PMI is leading a worldwide movement to make project management indispensable for business results. Through its PMP certification program, PMI has been elevating the professionalism of project management. It ensured that project management practitioners from around the world use common terminology, through its universally accepted standard such as the Project Management Body of Knowledge (PMBOK®) written by its members. The PMBOK® is considered to be the foundation of project management worldwide.

Whether the PMP Certification is sought as the capstone of an important professional designation or as the proven culmination of many years of project management working experience, the PMP functions as a peer review, i.e., the validation of an individual's knowledge by other project managers, as represented by PMI. Achievement of the PMP credential serves as the basis from which professionals can competently practice as a project manager, leading and managing his/her project work. The content of the PMP exam is mostly based on the PMBOK. To meet the needs of practicing project managers associated with preparing for the prestigious PMP exam as well as those interested in learning the PMBOK subject, this five-day accelerated seminar is geared to participants who seek to kick-start their preparations for the PMP exam. The seminar will focus on highlighting the knowledge and level of competence needed to pass the exam as well as include a practice exam with answers and rationale provided.

Learning Objective: To dramatically assist participants in mastering the reference materials of the seminar and prepare them for the PMP Certification Exam as quickly, effectively and efficiently as possible. The seminar summarizes the contents of all of the recommended test preparation areas within the context of the PMBOK, assists project managers and those working in project management master the PMBOK Guide's content, and it fully addresses all of the topics covered in the PMP Certification Exam and helps participants pass the prestigious PMP credential examination.

Learning Outcome: Upon successful completion of the seminar, participants will be well-prepared for the PMP Credential Examination and possess the ability to define, understand the





project management processes, concepts, principles and methodologies in all knowledge areas of the PMI's PMBOK Guide - Fifth Edition (2013) in order to successfully pass the exam.

Course Materials:

1. The Guide to the Project Management Body of Knowledge (PMBOK® Guide – Fifth Edition. 2013)
2. Participant Workbook (Binder with Slides and Hand-outs)
3. Tips/Hints/"Trick of the Trade" Notes to pass the PMP Exam by Dr. Nghi Nguyen, Ph.D., P.E., PMP (1995)

Benefits for Participants :

- Maximize participant's time in preparing for the PMP Certification Exam
- Reduce significantly your PMP Exam study time by focusing only on key, relevant exam topics
- Master critical items and concepts in project management currently being practiced worldwide and their ramifications
- Apply key concepts to your work in project management
- Understand and evaluate your own strengths and weaknesses to best focus your study efforts
- Identify key elements of each of the project management processes
- Identify and incorporate best practices relating to professional responsibility
- Avoid common pitfalls associated with taking the exam

Schedule:

The seminar is scheduled for five (5) days; each day starting from 9:00 AM to 5:00 PM with a half hour coffee break during each morning and afternoon section and one-hour lunch break.

DAY 1

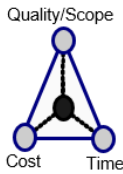
1. INTRODUCTION

- The PMP certification process
- Benefit of PMP certification
- Course materials
- Purpose of the PMBOK Guide

2. MODULE 1. The Project Management Framework

- Project, Program and Portfolio Management
- Projects and Strategic Planning
- Project Management Office (PMO)
- Project Management and Operations Management





- Project Management and Organizational Strategy
- Role of the Project Manager
- The Project Manager's Real Challenge: Interface Management
- The Project Management Body of Knowledge (PMBOK)
- Project Management Maturity Model
- Project Management as an Integrated System
- Organizational Influences and the Project Life Cycle
- Project Life Cycle vs. Product Life Cycle
- Project Phases and the Progressive Elaboration Concept
- Project Stakeholders and Governance
- Project Team Composition
- PMBOK Process Groups
- PMBOK Knowledge Areas

3. MODULE 2. Project Integration Management

- Develop the Project Charter
- Develop the Project Management Plan
- Direct and Manage Project Work
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

4. MODULE 3. Project Scope Management

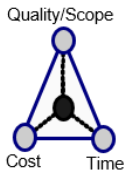
- Plan Scope Management
- Collect Requirements
- Define Scope
- Create the Work Breakdown Structure (WBS)
- Validate Scope
- Control Scope

DAY 2

5. MODULE 4. Project Time Management

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule





6. MODULE 5. Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs
- Earned Value Management (EVM)

DAY 3

7. MODULE 6. Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Control Risks

8. MODULE 7. Project Human Resource Management

- Plan Human Resource Management
- Acquire Project Team
- Develop Project Team
- Manage Project Team

9. MODULE 8. Project Quality Management

- Plan Quality Management
- Perform Quality Assurance
- Control Quality

DAY 4

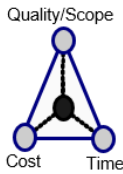
10. MODULE 9. Project Procurement Management

- Plan Procurement Management
- Conduct Procurements
- Control Procurements
- Close Procurements

11. MODULE 10. Project Communications Management

- Plan Communications Management





- Manage Communications
- Control Communications

DAY 5

12. MODULE 11. Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Management
- Manage Stakeholder Engagement
- Control Stakeholder Engagement

13. MODULE 12. Professional Responsibility

- Professional & Social Responsibility
- Ensure Individual Integrity
- Contribute to the Project Management Knowledge Base
- Enhance Personal Professional Competence
- Promote Interaction among Stakeholders

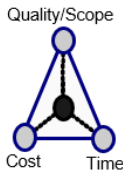
14. MODULE 13. PMP Exam Prep. Review

- The ten (10) Knowledge Areas Review of Key Exam Concepts

Seminar's Instructor: Dr. Nghi M. Nguyen, Ph.D., P.E., PMP, M.ASCE. President and CEO of NDV Project Management Services, Inc (NDV) since 1995, Dr, Nghi Nguyen has had more than 30 years of progressive, domestic and international consulting and training experience in the field of project/program/portfolio management on major construction, aerospace, defence and high-technology projects with leading Canadian and U.S. corporation such as the SNC-Lavalin Group, Lockheed Martin, CAE and the Canadian Space Agency and NASA. Prior to founding NDV in 1995, he served as Program Control Manager for the multi-billion dollar Canadian Patrol Frigate (CPF) program, the largest and most complex shipbuilding program in Canadian history for Lockheed Martin Canada (formerly Unisys Systems Canada).

As an internationally recognized project management consultant and trainer, Dr. Nguyen has assisted clients with project management approaches to effectively and efficiently complete projects and attain their objectives. He is a specialist in project management training, consulting, definition, development, identification of project objectives, constraints and methodologies. Dr. Nguyen worked as a project management consultant for the Canadian Space Agency (CSA) on projects associated with the International Space Station (ISS) program, the 16-nation effort, lead by NASA, to build the permanently orbiting laboratory in space, the largest and most sophisticated international engineering project ever undertaken in the history of the world as well as for SNC-Lavalin International on China's Three Gorges hydro-electric development project, the largest construction project in the world to date, and was involved in a number of projects in the Information Technology (IT) and Oil and Gas (O&G) sectors, among them was the construction of the \$ 5 billion Hibernia Oil Production Platform in St John, Newfoundland,





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Canada. Dr. Nguyen has delivered project management seminars for the American Society of Civil Engineers (ASCE), International Institute for Learning, Inc (IIL) in the USA, EuroMatech and Britannia of the U.K., Glariden Global in Singapore and various organizations in Asia and Vietnam as well as those associated with the engineering organizations worldwide.

An internationally recognized speaker, author and presenter, Dr. Nguyen has written and presented numerous technical papers on project/program management related topics in international conventions and congresses in Canada, the U.S., Europe, Asia and the Caribbean, sponsored by professional associations such as the Project Management Institute (PMI), the American Consulting Engineering Council (ACEC), The Association for the Advancement of Cost Engineering (AACE) International, American/Canadian Society of Civil Engineers (ASCE/CSCE), the Pan-Pacific Business Association (PPBA), the American Institute of Aeronautics and Astronautics (AIAA), the Caribbean Council of Engineering Association (CCEA) and the Paris-based association Francais des Ingenieurs et Techniciens d'Estimation et de Planification de Projets (AFITEP). Since 1995, Dr. Nguyen has conducted numerous project management seminars for thousands of project managers practising in all industries in a variety of topics in many countries including Canada, the U.S.A., the U.K., France, Spain, Germany, the Netherlands, Austria, Norway, Switzerland, Cyprus, China, Hong Kong, Thailand, Singapore, Malaysia, Japan, Indonesia, Vietnam, Australia, New Zealand, the U.E.A.(Dubai and Abu Dhabi), Kuwait, Saudi Arabia, Colombia and Barbados.

Educated at McGill and Concordia Universities in Montreal, Quebec, Canada, Dr. Nguyen holds B.S., M.S. and Ph.D. degrees in Civil Engineering and Construction & Project Management, is a Certified Project Management Professional (PMP) and has been a part-time professor at the Faculty of Engineering and Computer Science at Concordia University, teaching project management courses at both undergraduate and graduate levels since 1997. He has also lectured under the United Nations Development Programme (UNDP), McGill University Executive Institute, the Maastricht MBA programme (a joint programme between the Maastricht School of Management of the Netherlands and the School of Industrial Management of Ho Chi Minh City University of Technology, Vietnam) and is a registered civil engineer and project manager in both Canada and the USA. Dr. Nguyen was certified as a PMP (Project Management Professional) by the Project Management Institute (PMI) in 1995. He served as a member of the Canadian Advisory Council (CAC), set up by The Standards Council of Canada (SCC) to participate in the development of the International Organization for Standardization (ISO)'s project management standard released in September 2012 as ISO 21500 for project management as well as provided recommendations as Draft Reviewer and Contributor to the PMBOK® Guide – Fifth Edition of the Project Management Institute (PMI) released in January 2013, both considered by project management professionals worldwide as globally and internationally accepted project management standards. Dr. Nghi Nguyen has also been serving the same role to the “soon-to-be-released” PMBOK® Sixth Edition to be published in 2017 by PMI.

