Project Management Catapult 2020
Project Management Professional (PMP)®
Curriculum Guide

For all locations:

Project Management Professional (PMP®) Catapult 2020

Description:

CCAC's Project Management Professional (PMP)® Catapult 2020 was designed to provide a single 'end-to-end' intensive approach to ensure that PMP® applicants have all of the tools necessary to provide the best outcomes. The PMP® Catapult is intended for experienced individuals who have experience in 'leading and directing projects', as identified by the Project Management Institute. Attendees will be exposed to everything from 'What is a project?' to 'Exam Tips and Tricks', including the completion of the required 35-hours of formal project management training and education.

Prerequisite: minimum of 4500 hours of 'leading and directing projects' experience for candidates possessing a Bachelor's Degree. A minimum of 7500 hours is required for those without a Bachelor's Degree.

Texts/References:

Required Texts:

Project Management Institute. *Project Management Body of Knowledge (PMBOK® Guide)*, 6th ed.

Recommended Texts:

Mulcahy, Rita. *PMP Exam Prep.* 9th ed. RMC Publications, Inc., 2018.

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SCOPE

The Project Management Professional (PMP)® Catapult reviews the best practices and lessons learned collected from all of the major industries that have been proven to benefit from the use of project management, including Information Technology, Engineering, Construction, and Strategic Management. The primary source of these best practices is the Project Management Body of Knowledge (6th edition) published by the Project Management Institute. The Project Management Institute produces the Project Management Body of Knowledge (PMBOK® Guide) for the primary purpose of collecting and educating on the best practices in industry today. The PMBOK® Guide is also the primary resource for candidates interested in sitting for either the CAPM ® or PMP® Examinations.

Candidates will have the opportunity to discuss project management concepts and experiences obtained for their real-world experiences, and apply those concepts to those available in the Catapult. It is important to note that the PMBOK® Guide is a compilation of best practices from many industries, and as such is meant to be used as a decision making guide, not necessarily a formal procedure manual or checklist.

- Based on what candidates have learned in their careers, they are able to express their ideas, analyze, evaluate, and synthesize others' ideas; and compare and contrast to their own.
- Personal and Professional Development coursework is applied in logical analysis and problem-solving strategies and discussions of leadership, responsibility, and other ethical considerations.
- Quantitative principles and tools help candidates evaluate project management in relation to the advancement of business and technology, and assess the roles of basic and applied best practices and lessons learned.
- Qualitative perspectives are applied to understanding individual and group determinants of motivation and extend to global issues such as virtual teams, cultural differences, resource limitations, and development and execution.
- Leadership perspectives are integrated through appreciation and understanding of the contexts and effects of development in terms of history, culture, motivational techniques, and philosophical positions that often include ethical and moral considerations.

The course can be divided into the following sections:

- An overview of the definitions and meanings of portfolio, program and project management that illustrate various, but complementary, approaches to leadership and management.
- Analysis of the knowledge areas identified in the PMBOK® Guide: Integration Management; Scope Management; Schedule Management; Cost Management; Quality Management; Resource Management; Communication Management; Risk Management; Stakeholder Management; and Procurement Management.
- Ways in which leaders approach motivating their teams. Comparing and contrasting leadership and management styles.
- Ethical decisions most common in project management, and a review of PMI's Code of Conduct.
- Specific topic areas and issues involving technology.

<u>Application Strategies:</u>

<u>Examples and Exercises:</u>
In addition to in-class reviews, attendees will have the opportunities to participate in additional exercises to reinforce key concepts, including network diagrams, resource leveling, crashing and fast tracking; Earned Value Analysis; and creation of risk registers and communication plans.

<u>Small Group Discussion:</u>
Classroom discussion can be supported and augmented by small group discussions. Attendees might individually suggest questions about a particular topic for small group discussion. Attendees could report back to the group results of the discussion—the answer or answers to each question—and thereby engender further classroom-wide dialogue. Various objectives can be met in small group classroom discussion.

<u>Online Blackboard Discussion:</u>
Attendees will access an Electronic Learning Platform (Blackboard) between in-class sessions. The Blackboard will contain electronic versions of all of the Catapult content, including powerpoints, exercises, handouts, examples, and sample exams.

<u>Study Groups:</u>
Creation of study groups to enhance the overall learning goals will be available. The study groups are expected to coordinate and facilitate discussions independently, however the instructor will be available to answer questions and offer additional insight into topics of discussion.

<u>Conference Call Discussions:</u>
Ongoing discussions will be available as needed to bridge the gaps between traditional in-class sessions. Every effort will be made to ensure a time is selected when all participants are available. Topics of discussion may include general question and answer sessions, as well as detailed review of material.

Objectives:

1.   Compare and contrast portfolio, program and project management, identifying how each complements the other, the skill sets necessary to perform each, and the best practices utilized in industry.

2.   Understand if the PMP® certification is the right choice for you. Compare and contrast the several project management certifications that are currently available through the Project Management Institute.

3.   Understand and describe the components of the project management lifecycle. Identify how the lifecycle differs from process groups, and where the lifecycle and process groups interact.

4.   Identify the processes and activities (inputs, tools & techniques, and outputs) that integrate the various elements of project management that are integrated within the project management process groups.

5.   Describe the processes involved in ensuring that the project includes all of the work required, and only the work required, to complete the project successfully.

6.   Describe the processes (inputs, tools & techniques, and outputs) concerning the timely completion of the project.

7.   Describe the processes (inputs, tools & techniques, and outputs) involved in planning, budgeting, estimating and controlling costs to ensure that the project is completed within budget.

8.   Describe the processes (inputs, tools & techniques, and outputs) involved in assuring that the project will satisfy the objectives for which it originated.

9.   Describe the processes (inputs, tools & techniques, and outputs) and theories utilized to manage and organize project teams.

10.   Describe the processes (inputs, tools & techniques, and outputs) concerning the timely and appropriate generation, collection and distribution of information to all project stakeholders.

11.   Describe the processes (inputs, tools & techniques, and outputs) involved in conducting risk management on a project. Articulate the differences between quantitative and qualitative risk management.

12.   Describe the processes (inputs, tools & techniques, and outputs) involved to acquire or purchase products, services and deliverables, including contract management best practices. Identify the various contract types and when each should be utilized.

13.   Define and differentiate waterfall vs. agile. Discuss the pros and cons of each, and how best to apply, and when.

Outline:

I.   PMP® and Project Management Overview

II.   Compare and Contrast the Most Recent Version of the PMBOK® Guide

III.   Complete a Baseline PMP® Exam

IV.   Experience Verification and Review of Examples

V.   Completion of PMP® Application

VI.   Project Characteristics

VII.   The Project Management Office (PMO)

VIII.   Project Management Process Groups

IX.   Review of Scope Management

X.   Review of Schedule Management

XI.   Review of Risk Management

XII.   Review of Integration Management

XIII.   Review of Cost Management

XIV.   Review of Procurement Management

XV.   Review of Resources Management

XVI.   Review of Quality Management

XVII.   Review of Stakeholder Management

XVIII. Exam Fundamenatals

XIX.   Exam Tips and Tricks

XX.   Scheduling the Exam

XXI.   Retaining Your PMP® Credential