



Project Management Professional Preparation Course: How to Align Your Projects to the PMI (ANSI Standard) Project Management Guide

January 16, 23, 30, February 6 and 23, 2009

Description

This seminar is designed for attendees looking to gain a comprehensive understanding on the right approach to manage demanding projects.

This course will cover the five process groups applicable to the nine knowledge areas according to PMI's [Project Management Body of Knowledge \(PMBOK\)](#).

Also, the course will show how every process group and knowledge area work together to benefit project progress and what every project manager must know to have control of project work.

The five process groups to cover are:

1. Initiating
2. Planning
3. Executing
4. Controlling and Monitoring
5. Closing

The nine knowledge areas to cover are:

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management

Who should attend

- Everybody dealing with Project Management
- Professionals from any industries willing to understand the right approach to manage demanding projects
- All professionals in pursuit of the Project Management Professional (PMP) certification

Duration

5 days course

Learning Objectives

At the completion of this course, participants will be able to:

- Initiate, plan, execute, monitor, control and close their projects according to the PMBOK
- Understand Project Management Framework as per PMBOK ANSI Standard
- Understand the mechanics of Project Scope, Time, Cost, Quality and Integration Management
- Acquire Project Management knowledge required to pass the PMP exam.

About PMI

The Project Management Institute (PMI) is the world's leading not-for-profit membership association for the project management profession. Founded in 1969, the PMI actually has more than 260,000 members world wide on more than 170 countries.

About the PMBOK

The PMBOK, an ANSI standard and an in-process-to-be ISO standard, is the right guide every professional should use to execute their projects no matter how simple or complex they seem to be or in what industry they are being performed. The PMBOK is a globally recognized project management book having in circulation +1M copies of its 3rd edition and +2.3M copies for all editions.

About the Instructor

[Mr. Miranda](#) is a graduate student of the University of Puerto Rico having eight years of experience as an IT consultant and twelve years working for the IT industry. He has served clients from several industries like: pharmaceutical, telecommunications, insurance, bank, food, advertising and government. He received an Outstanding Client Service Award for his dedication in satisfying stakeholders' needs and a President's Leadership Award for his IT consulting excellence. He teaches project management at several universities in Puerto Rico and is an active member of the PMI PR Chapter and is one of the PMP certified project managers in PR.



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Course Topics

I. Initiating a Project

- Apply Project Management Processes
- Create a Project Charter
- Develop a Preliminary Project Scope Statement

II. Planning Project Work

- Develop Project Management Plan
- Create a Scope Management Plan
- Create a Scope Statement
- Develop a Work Breakdown Structure (WBS)

III. Developing Project Schedules, Cost Estimates, and Budgets

- Create an Activity List
- Create a Project Network Diagram
- Estimate Activity Resources
- Estimate Activity Durations
- Identify the Critical Path
- Develop a Project Schedule
- Estimate Project Costs
- Establish a Cost Baseline

IV. Planning Project Quality, Staffing, and Communications

- Create a Quality Management Plan
- Document Roles, Responsibilities, and Reporting Relationships
- Acquire Project Team
- Create a Communications Management Plan

V. Analyzing Risks and Planning Risk Response

- Create a Risk Management Plan
- Identify Project Risks and Triggers
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Develop a Risk Response Plan

VI. Planning Project Procurement

- Prepare a Contract Statement of Work
- Prepare a Procurement Document

VII. Executing Project Work

- Direct and Manage Project Execution
- Perform Quality Assurance
- Develop Project Team
- Information Distribution
- Request Seller Responses
- Select Sellers

VIII. Monitoring and Controlling Project Work

- Monitor and Control Project Work
- Manage Changes to Performance Baselines
- Review Deliverables and Work Results
- Control Project Scope

IX. Monitoring and Controlling Project Schedule and Costs

- Control the Project Schedule
- Control Project Costs

X. Monitoring and Controlling Project Quality, Staffing, and Communications

- Perform Quality Control
- Manage Project Team
- Report Project Performance
- Manage Stakeholders

XI. Monitoring and Controlling Project Risk and Contracts

- Monitor and Control Project Risk
- Administer a Contract

XII. Closing the Project

- Close a Project
- Close a Contract



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Registration Form

1. Please type or print your name, address and affiliation.

Mr. Ms. Dr. First Name Middle Initial Last Name

Job Title Company

Business Address

City State/Province Zip Code Country

Phone Fax E-mail

2. Course & Fees: REGISTER TODAY and take advantage of the group discounts by having your entire team attend: SEND YOUR WHOLE TEAM! Send three or more individuals from the same company and receive 10% off in all registration (Registrations must be received together).

Early Registration Fee \$695.00 (Due Date: November 30, 2009)

Regular Registration Fee: \$750.00

3. Please check the appropriate box

Check Enclosed Charge to: Master Card Visa AMEX

Account Number: Expiration Date:

Cardholder Name:

Signature Date

4. Return complete form with payment (Payment must be included to be considered registered) made to:

ECHO Consulting Group
PMB 274 200
200 Ave. Rafael Cordero Suite 140
Caguas, PR 00725-3757

Professional education interest: (Check all that apply):

- | | | | | |
|--|--|--------------------------------------|---|--|
| <input type="checkbox"/> Validation | <input type="checkbox"/> Sterilization | <input type="checkbox"/> Parenterals | <input type="checkbox"/> Engineering | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Microbiology | <input type="checkbox"/> Utilities | <input type="checkbox"/> Aseptic Processing | <input type="checkbox"/> Cleaning Validation |
| <input type="checkbox"/> Computer Validation | <input type="checkbox"/> Biotechnology | <input type="checkbox"/> HVAC | <input type="checkbox"/> Env. Monitoring | <input type="checkbox"/> Process Validation |

Confirmation: Written confirmation will be sent to you once payment is received. **Substitutions:** If a registrant is unable to attend, substitutions are welcome and can be made any time. If you are pre registering as a substitute attendee, indicate in the registration form. Should you be unable to attend, please inform us in writing prior to 10 days and a credit voucher will be awarded which is applicable to a training course one year from date of issue. **Event Cancellation:** ECHO reserves the right to modify the material or instructor without notice or to cancel the event. If the event must be cancelled, registrant will be notified as soon as possible and will receive a full refund of fees paid. ECHO cannot be responsible for airfare penalties or other cost incurred due to a cancellation. Course enrollment is limited for the benefits of all attendees; this necessitates early registration.