

PROJECT MANAGEMENT PROFESSIONAL PMP Exam Preparation

Who Can Do?

- Fresh University Graduates and like to pursue a career in Project Management to enter CAPM
- Already working professional who are looking a better Project Management Skills.
- Managers who are looking to pursue their career in project management domain and willing to get the Certification of PMP.
- People who would like to do the international certification PMP. This course also covers complete preparation of PMP with 35 PDUs.

**100,000+ Students
have been Trained**

**since
1997**

**Program is
offered by**

**3D EDUCATORS
INT**
22 Years of
Excellence in
Training &
Development

**Invest in
People the
only Asset
that Appreciates**



100,000+ Students
have been Trained

since
1997



Project Management Professional Training

Table of Content

Detail

Inauguration

Structure

Topics & Time Allocation

About the Program Designer & Instructor

Syllabus

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>



100,000+ Students
have been Trained

since
1997



Project Management Professional Training

Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3D EDUCATORS

Program Structure

No of classes per week
Duration of each class

01 Class
2 - Hour

Other Learning Activities

Project	1
Classroom Assignment	4
Presentations by Trainees	1

PROGRAM TOPICS AND TIME ALLOCATION

The participants will cover the following syllabus:

Project Management Professional Exam Preparation

In Affiliation with



3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>



Project Management Professional Training

100,000+ Students
have been Trained

since
1997



About the Program Instructor

This Training Program has been designed and will be conducted by Senior most Project managers and PMP CERTIFIED PROFESSIONALS who having the huge experience of Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS (IT), M.Sc. (Applied Physics) and Certification of MCSE, CCNA, CISA, CISSP, ISO 22301, 27001, 31000 and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at 3D Educators – Trainers & Consultants would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



Program Syllabus

DOMAIN I PEOPLE—33%

Task 1	Develop a common vision • Help ensure a shared vision with key stakeholders. • Promote the shared vision. • Keep the vision current. • Break down situations to identify the root cause of a misunderstanding of the vision.
Task 2	Manage conflicts • Identify conflict sources. • Analyze the context for the conflict. • Implement an agreed-on resolution strategy. • Communicate conflict management principles with the team and external stakeholders. • Establish an environment that fosters adherence to common ground rules. • Manage and rectify ground rule violations.
Task 3	Lead the project team • Establish expectations at the team level. • Empower the team. • Solve problems. • Represent the voice of the team. • Support the team's varied experiences, skills, and perspectives. • Determine an appropriate leadership style. • Establish clear roles and responsibilities within the team.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



Task 5	Align stakeholder expectations • Categorize stakeholders. • Identify stakeholder expectations. • Facilitate discussions to align expectations. • Organize and act on mentoring opportunities.
Task 6	Manage stakeholder expectations • Identify internal and external customer expectations. • Align and maintain outcomes to internal and external customer expectations. • Monitor internal and external customer satisfaction/expectations and respond as needed.
Task 7	Help ensure knowledge transfer • Identify knowledge critical to the project. • Gather knowledge. • Foster an environment for knowledge transfer.
Task 8	Plan and manage communication • Define a communication strategy. • Promote transparency and collaboration. • Establish a feedback loop. • Understand reporting requirements. • Create reports aligned with sponsors and stakeholder expectations. • Support reporting and governance processes.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



DOMAIN II PROCESS—41%

Task 1	Develop an integrated project management plan and plan delivery • Assess project needs, complexity, and magnitude. • Recommend a project management development approach (i.e., predictive, adaptive/agile, or hybrid management). • Determine critical information requirements (e.g., sustainability). • Recommend a project execution strategy. • Create an integrated project management plan. • Estimate work effort and resource requirements. • Assess consolidated project plans for dependencies, gaps, and continued business value. • Maintain the integrated project management plan. • Collect and analyze data to make informed project decisions.
Task 2	Develop and manage project scope • Define scope. • Obtain stakeholder agreement on project scope. • Break down scope.
Task 3	Help ensure value-based delivery • Identify value components with key stakeholders. • Prioritize work based on value and stakeholder feedback. • Assess opportunities to deliver value incrementally. • Examine the business value throughout the project. • Verify a measurement system is in place to track benefits. • Evaluate delivery options to demonstrate value.
Task 4	Plan and manage resources • Define and plan resources based on requirements. • Manage and optimize resource needs and availability.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



Task 5	Plan and manage procurement • Plan procurement. • Execute a procurement management plan. • Select preferred contract types. • Evaluate vendor performance. • Verify objectives of the procurement agreement are met. • Participate in agreement negotiations. • Determine a negotiation strategy. • Manage suppliers and contracts. • Plan and manage the procurement strategy. • Develop a delivery solution.
Task 6	Plan and manage finance • Analyze project financial needs. • Quantify risk and contingency financial allocations. • Plan spend tracking throughout the project life cycle. • Plan financial reporting. • Anticipate future finance challenges. • Monitor financial variations and work with the governance process. • Manage financial reserves.
Task 7	Plan and optimize quality of products/deliverables • Gather quality requirements for project deliverables. • Plan quality processes and tools. • Execute a quality management plan. • Help ensure regulatory compliance. • Manage cost of quality (CoQ) and sustainability. • Conduct ongoing quality reviews. • Implement continuous improvement.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



Task 8	Plan and manage schedule • Prepare a schedule based on the selected development approach • Coordinate with other projects and operations. • Estimate project tasks (milestones, dependencies, story points). • Utilize benchmarks and historical data. • Create a project schedule. • Baseline a project schedule. • Execute a schedule management plan. • Analyze schedule variation.
Task 9	Evaluate project status • Develop project metrics, analysis, and reconciliation. • Identify and tailor needed artifacts. • Help ensure artifacts are created, reviewed, updated, and documented. • Help ensure accessibility of artifacts. • Assess current progress. • Measure, analyze, and update project metrics. • Communicate project status. • Continually assess the effectiveness of artifact management.
Task 10	Manage project closure • Obtain project stakeholder approval of project completion. • Determine criteria to successfully close the project or phase. • Validate readiness for transition (e.g., to operations team or next phase). • Conclude activities to close the project or phase (e.g., final lessons learned, retrospectives, procurement, financials, resources).

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



DOMAIN III BUSINESS ENVIRONMENT—26%

Task 1	Define and establish project governance • Describe and establish the structure, rules, procedures, reporting, ethics, and policies through the use of organizational process assets (OPAs). • Define success metrics. • Outline governance escalation paths and thresholds.
Task 2	Plan and manage project compliance • Confirm project compliance requirements (e.g., security, health and safety, sustainability, regulatory compliance). • Classify compliance categories. • Determine potential threats to compliance. • Use methods to support compliance. • Analyze the consequences of noncompliance. • Determine the necessary approach and action(s) to address compliance needs. • Measure the extent to which the project is in compliance.
Task 3	Manage and control changes • Execute the change control process. • Communicate the status of proposed changes. • Implement approved changes to the project. • Update project documentation to reflect changes.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



Task 4	Remove impediments and manage issues • Evaluate the impact of impediments. • Prioritize and highlight impediments. • Determine and apply an intervention strategy to remove/minimize impediments. • Reassess continually to help ensure impediments, obstacles, and blockers for the team are being addressed. • Recognize when a risk becomes an issue. • Collaborate with relevant stakeholders on an approach to resolve the issues.
Task 5	Plan and manage risk • Identify risks. • Analyze risks. • Monitor and control risks. • Develop a risk management plan. • Maintain a risk register (e.g., poor IT security). • Execute a risk management plan (e.g., risk response for security and managing sustainability risks). • Communicate the status of a risk impact on the project.
Task 6	Continuous improvement • Utilize lessons learned. • Help ensure continuous improvement processes are updated. • Update organizational process assets (OPAs).
Task 7	Support organizational change • Assess organizational culture. • Evaluate the impact of organizational change on the project and determine required actions.
Task 8	Evaluate external business environment changes • Survey changes to the external business environment (e.g., regulations, technology, geopolitical, market). • Assess and prioritize the impact on project scope/backlog based on changes in the external business environment. • Continually review the external business environment for impacts on project scope/backlog.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>



Project Management Professional Training

100,000+ Students
have been Trained

since
1997



Terms & Conditions

WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>



Project Management Professional Training

100,000+ Students
have been Trained

since
1997



The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

A	87 - 100
B+	81 -86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>

Project Management Professional Training

100,000+ Students
have been Trained

since
1997



PRECAUTIONARY MEASURES

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>



Project Management Professional Training

100,000+ Students
have been Trained

since
1997



SAMPLE CERTIFICATE



CERTIFICATE

Invest In People the Only Asset that Appreciates...

The Certificate Witnesseth that

Dr. Muhammad Allama Iqbal

Has Successfully Completed the 32-Dours Training of the

"Project Management Professional"

Conducted By

3D EDUCATORS - TRAINERS & CONSULTANTS

From 22 Nov 2009 To 22 Jan 2010

CERTIFICATE ID: 3DCIA1010/5/2003093

Principal of Institute



GLOBALLY RECOGNIZED

Global Partner - International Management Research & Technology Consortium - IMRTC USA

Global Partner - PECB CANADA, Partner Institute of SDC - Government of Pakistan

Get the Admission Form

**MANAGEMENT
3D EDUCATORS
TRAINERS & CONSULTANTS**

3D EDUCATORS

info@3deducators.com | partner-usa@3deducators.com
<http://www.3deducators.com> | <http://www.3deducators.com/USA/>