



## PROJECT MANAGEMENT PROFESSIONAL (PMP®) CERTIFICATION

INDABA LODGE, GABORONE

## PROJECT MANAGEMENT PROFESSIONAL (PMP) EXAMINATION PREPARATION

This course is specifically designed to provide you with the proven, practical body of project management knowledge and skills that you need to demonstrate project management mastery on the job. Additionally, this course can be a significant part of your preparation for the Project Management Professional (PMP)® Certification Exam. The skills and knowledge you gain in this course will help you avoid making costly mistakes and increase your competitive edge in the project management profession.

This course is designed for individuals who have on-the-job project management experience (whether or not project manager is their formal job role), who are not certified project management professionals, and who might or might not have received formal project management training. .

JUN.

15-19, 2020

8:30AM - FINISHED

Book and pay before  
25 May 2020  
and get a discount per  
delegate.

in association with:

**PMTA** Project  
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ECSA: 5 CPD Points  
SACPCMP: 30 CPD Hours

# PROJECT MANAGEMENT PROFESSIONAL (PMP®) CERTIFICATION TRAINING SEMINAR

## DAY ONE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

LESSON 1: GETTING STARTED WITH PROJECT MANAGEMENT

- Topic 1A: Components of Project Management
- Topic 1B: Project Management and the Business

LESSON 2: PROJECT MANAGEMENT AND THE ORGANIZATION

- Topic 2A: Identify Organizational Influences

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

- Topic 2C: The Project Team
- Topic 2D: The Project Life Cycle

LESSON 3: WORKING WITH PROJECT MANAGEMENT PROCESSES

- Topic 3A: Project Management Processes and Knowledge Areas
- Topic 3B: Identify Project Information

16:00 END OF DAY ONE

## DAY TWO

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

LESSON 4: INITIATING A PROJECT

- Topic 4A: Develop a Project Charter
- Topic 4B: Identify Project Stakeholders

LESSON 5: PLANNING A PROJECT

- Topic 5A: Develop a Project Management Plan

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

- Topic 5B: Plan Scope Management
- Topic 5C: Collect Project Requirements
- Topic 5D: Define Project Scope
- Topic 5E: Create a WBS

16:00 END OF DAY TWO

## DAY THREE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

LESSON 6: PLANNING FOR PROJECT TIME MANAGEMENT

- Topic 6A: Plan Schedule Management
- Topic 6B: Define Project Activities
- Topic 6C: Sequence Project Activities
- Topic 6D: Estimate Activity Resources
- Topic 6E: Estimate Activity Durations
- Topic 6F: Develop a Project Schedule

LESSON 7: PLANNING PROJECT BUDGET, QUALITY AND COMMUNICATION

- Topic 7A: Plan Project Cost Management
- Topic 7B: Estimate Project Costs

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

- Topic 7C: Determine the Project Budget
- Topic 7D: Plan Quality Management
- Topic 7E: Plan Human Resource Management
- Topic 7F: Plan Communications Management

LESSON 8: PLANNING FOR RISK, PROCUREMENTS AND STAKEHOLDER MANAGEMENT

- Topic 8A: Plan Risk Management
- Topic 8B: Identify Risks
- Topic 8C: Perform Qualitative Risk Analysis
- Topic 8D: Perform Quantitative Risk Analysis
- Topic 8E: Plan for Risk Response
- Topic 8F: Plan Project Procurements
- Topic 8G: Plan Stakeholder Management

16:00 END OF DAY THREE

## DAY FOUR

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

LESSON 9: EXECUTING A PROJECT

- Topic 9A: Direct and Manage Project Work
- Topic 9B: Perform Quality Assurance
- Topic 9C: Acquire Project Team
- Topic 9D: Develop Project Team
- Topic 9E: Manage a Project Team

Easy ways to register

# PROJECT MANAGEMENT PROFESSIONAL (PMP®) CERTIFICATION TRAINING SEMINAR

## DAY FOUR MORNING SESSION CONTINUED...

- Topic 9F: Manage Communications
- Topic 9G: Conduct Procurements
- Topic 9H: Manage Stakeholder Engagement

13:00 LUNCH BREAK

14:00 AFTERNOON SESSION

### LESSON 10: MANAGING PROJECT WORK, SCOPE, SCHEDULES AND COST

- Topic 10A: Monitor and Control Project Work
- Topic 10B: Perform Integrated Change Control
- Topic 10C: Validate Project Scope
- Topic 10D: Control Project Scope
- Topic 10E: Control the Project Schedule
- Topic 10F: Control Project Costs

16:00 END OF DAY FOUR

## DAY FIVE

08:00 ARRIVAL & REGISTRATION

08:30 MORNING SESSION

### LESSON 11: CONTROLLING THE PROJECT

- Topic 11A: Control Project Quality
- Topic 11B: Control Communications
- Topic 11C: Control Project Risks
- Topic 11D: Control Project Procurements
- Topic 11E: Control Stakeholder Engagement

### LESSON 12: CLOSING A PROJECT

- Topic 12A: Close Project or Phase
- Topic 12B: Close Procurements

### APPENDIX A: PMP® CERTIFICATION MAPPING

12:00 LUNCH BREAK

13:00 AFTERNOON SESSION

EXAM: 200 Question Mock Exam (4 Hours)

17:00 END OF DAY FIVE



## COURSE OBJECTIVES

Upon successful completion of the course, delegates will be able to apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI) to successfully manage projects. They will:

- Get started with project management fundamentals
- Identify organizational influences and project life cycle
- Work with project management processes
- Initiate a project
- Plan a project
- Plan for project time management
- Plan project budget, quality and communications
- Plan for risk, procurements and stakeholder management
- Execute a project
- Manage project work, scope, schedules and cost
- Control a project
- Close a project



## ABOUT THE TRAINER

Having been a practicing consultant in project management for more than twenty-five years, Dave Fourie's long career in program and project management brought him in contact with various project management methodologies and best practices in private as well as

public organisations. Dave brings his theoretical knowledge linked to vast practical experience into the training environment with a genuine desire to assist delegates in becoming practicing project manage

professi

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Certified as a Project Management Professional (PMP) since 1998, he also holds several other portfolio, program and project management certifications such as certificates in Portfolio, Programme and Project Offices (P3O), Managing Successful

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## REGISTRATION INFO / FEES

**Event:** Project Management Professional (PMP®) Certification Training Seminar  
**Date:** 15 - 19 June 2020  
**Venue:** Indaba Lodge, Gaborone, Botswana  
**Price:** (per delegate)  
**Early Bird:** BWP13 490 (pay before 25 May 2020)  
**Standard:** BWP14 490  
**Group Discount:**

4-6	10%	calculated on standard price
7-11	13%	
12+	16%	

## AUTHORIZATION

**Full Name:**  
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## OFFICE USE

## STATUS

## DELEGATE DETAILS

Title:	Full Name:	Designation:	I.D. Number:	Cell:	Email:

### TERMS AND CONDITIONS

#### Payment Terms:

Payment is required within five (5) days on receipt of tax invoice

Following completion and return of the registration form, full payment is required within five (5) days from receipt of tax invoice and an invoice will be sent as receipt of payment. We reserve the right to refuse admission and withhold CPD points and certificate if payment is not received on time, a payment or an official purchase order must be received prior to the conference or training seminar.

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Bulk discounts are not calculated on early bird price. Invoiced amounts need to be paid on or before the early bird date to receive the rate. If names and/or ID numbers are not confirmed before documents are sent through to the venue, you will be liable to pay the courier fee.

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