



# Project Management Professional (PMP) Training Course Brochure

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5 Day Exam Preparation Course



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# The Right Fit.....For You

## Our 5 day Project Management Professional (PMP)® Course is an exam preparation course designed to prepare learners to complete their (PMP)® exam with PMI.org.

This course is suitable for experienced project managers who are looking for recognition of their competence to deliver projects.

This course is very practical and interactive. All the core Project Management skills are covered including planning, managing and closing projects; risk management; resource and scope planning; quality control; leadership techniques.

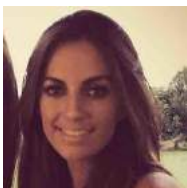
All of our training course are highly interactive and includes facilitated discussions; group workshop activities, case study and role-play exercises

Below you will find the proposed course outline.

Our trainer will also work with you tailor the course content as needed.

*"Everyone thought Andrew was great and the course really developed their skills as internal trainers."*

**Dearbhla Casey, HR Manager, Irish Country Meats**



*"We are all very happy with the training carried out last week & will definitely be in contact in the future"*

**Aoife O'Rourke, Key Account Manager, Tool & Plastic**



*"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."*

**Jonathan Latimer, Fleet Training Instructor, City Jet**





# Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

## Specific reasons to choose DCM:



**Support:** 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



**Experienced:** We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



**Excellent Trainers:** Our trainers combine professional training know-how with relevant experience in their chosen training field



**Quality Assured Training:** Make sure you Safeguard Your Training Investment. DCM offer courses accredited by the following national and international certification bodies.



## You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





# PMP Course Outline

## COURSE OVERVIEW

Our 5 day Project Management Professional (PMP)® Course is an exam preparation course designed to prepare learners to complete their (PMP)® exam with PMI.org. This course is suitable for experienced project managers who are looking for recognition of their competence to deliver projects.

This course is very practical and interactive. All the core Project Management skills are covered including planning, managing and closing projects; risk management; resource and scope planning; quality control; leadership techniques.

## LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Be able to Apply project management processes
- Know how to development a project management plan
- Develop project schedules, cost estimates and budgets
- Identify Project Risks and Triggers & Develop a Risk Response Plan
- Have the knowledge to a procurement document
- Monitor and control project work
- Have control over costing and pricing schedules
- Learn the best way to close a project

Below you will find a proposed course outline detailing all the topics covered on the training programme.



# Course Content

## TOPIC 1: INITIATING A PROJECT

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

## TOPIC 2: PLANNING PROJECT WORK

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

## TOPIC 3: DEVELOPING PROJECT SCHEDULES, COST ESTIMATES & 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

## TOPIC 4: PROJECT QUALITY, STAFFING AND COMMUNICATIONS

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



# Course Content

## TOPIC 5: ANALYSING RISK AND PLANNING RISK RESPONSE

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

## TOPIC 6: PLANNING PROJECT PROCUREMENT

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

## TOPIC 7: EXECUTING PROJECT WORK

- Direct and Manage Project Execution
- Perform Quality Assurance & Develop Project Team & Select Sellers

## TOPIC 8: MONITORING AND CONTROLLING PROJECT WORK

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

## TOPIC 9: MONITORING AND CONTROLLING PROJECT SCHEDULE COSTS

- Control the Project Schedule & Control Project Costs

## TOPIC 10: MONITORING AND CONTROLLING PROJECT QUALITY, STAFFING AND COMMUNICATIONS

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



## Course Content

### **TOPIC 11: MONITORING AND CONTROLLING PROJECT RISK AND CONTRACTS**

- Monitor and Control Project Risk
- Administer a Contract

### **TOPIC 12: CLOSING THE PROJECT**

- Close a Project
- Close a Contract





## Andrew Gibson

### Training Associate

Andrew is a Trainer, Consultant and Executive Coach. He has acquired the knowledge and skills of successful management and knows how to impart them to others. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Andrew's background in Behavioural Psychology means he is best placed to understand organisational change doesn't happen overnight and isn't always easy.

Andrew has vast experience as a trainer, mediator and conflict coach and has worked with the United Nations on mediation and conflict resolution. He has extensively studied the effect of inter-cultural conflict especially in the workplace.

Some of Andrew's qualifications and affiliations include:

- Honours degree in Psychology from Nottingham Trent University (NTU)
- Member of The British Psychological Society
- Higher Diploma (H. Dip) in Conflict Resolution
- Member of the International Mediation Institute (IMI) and an IMI Certified Mediator
- Member of the IMI Appraisal Committee; the role of this committee is to manage and approve new qualifying assessment programmes



## Joe O'Connor

### Training Associate

Joe has extensive experience at a senior management level in Ireland and internationally. He has worked in training and development for over 15 years, helping people and organisations of all sizes and sectors achieve their goals.

Joe is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has managed projects in Ireland and the UK and has developed and delivered process and management training.

He is an acknowledged expert in Project Management, Microsoft Project, Microsoft Visio and Microsoft Office.

Some of Joe's qualifications and affiliations include:

- Project Management Professional (PMP)®
- APM Certified PRINCE2 Foundation (UK)
- Microsoft Certified Project Master Instructor
- Microsoft Certified Office Specialist Master Instructor



# Inhouse Training, One Size Doesn't Fit All.

**Does your team need training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.**

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

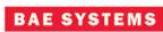
Below is an overview of our Inhouse Training Delivery and Costs:

| Details                       | 1 Day Training           | 2 to 5 Days Training      | 6+ Days Training          |
|-------------------------------|--------------------------|---------------------------|---------------------------|
| <b>Cost</b>                   | €1,095 per day           | €995 per day              | €895 per day              |
| <b>Materials</b>              | Included                 | Included                  | Included                  |
| <b>Travel Expenses</b>        | Included                 | Included                  | Included                  |
| <b>Areas Covered</b>          | All Counties             | All Counties              | All Counties              |
| <b>Customisation</b>          | Course Customised        | Course Customised         | Course Customised         |
| <b>Survey</b>                 | Pre & Post Course Survey | Pre & Post Course Survey  | Pre & Post Course Survey  |
| <b>Account Management</b>     |                          | Dedicated Account Manager | Dedicated Account Manager |
| <b>Free Public Course</b>     |                          | 1 Free Place              | 3 Free Places             |
| <b>Public Course Discount</b> |                          | 15%                       | 25%                       |



## Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the  
right course**

#### **DUBLIN**

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-  Guinness Enterprise  
Centre

#### **CORK**

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Blackpool Business Park

#### **DROGHEDA**

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