COURSE OVERVIEW PM0095
Project Management Professional (PMI-PMP)
PMI Exam Preparation Training

Course Title
Project Management Professional (PMI-PMP)
PMI Exam Preparation Training

Course Date/Venue
December 22-26, 2024/TBA Meeting Room,
The H Hotel, Sheikh Zayed Rd-Trade Centre,
Dubai, UAE

Course Reference
PM0095

Course Duration/Credits
Five days/3.5 CEUs/35 PDHs

Course Description

This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.

The acceptance of project management as a profession indicates that the application of knowledge, processes, skills, tools, and techniques can have a significant impact on project success. A project is a temporary endeavor undertaken to create a unique product, service, or result. The temporary nature of projects indicates that a project has a definite beginning and end. The end is reached when the project's objectives have been achieved or when the project is terminated because its objectives will not or cannot be met, or when the need for the project is no longer exists.

This course is designed to cover the PMI's project management body of knowledge (PMBOK). It provides guidelines for managing individual projects and defines project management related concepts. It also describes the project management life cycle and its related processes, as well as the project life cycle.

The course will take you step-to-step through the latest planning and control techniques, particularly those used by the Project Management Software and the Project Management Body of Knowledge (both APM's book and PMI's PMBOK). The course is in line with the PMI knowledge requirements and with the relevant experience will enable the participant to apply to the PMI for acceptance to their examination for the PMI-PMP registration. (Details of the full PMI requirements are available on the PMI web-page, www.pmi.org)

The course is carefully developed to reflect the best practices that also match the training requirements of distinguished professional organizations such as the Project Management Institute (**PMI**) and **FIDIC**. The Professional Development Units/Hours (**PDUs**) or Continuing Education Units (**CEUs**) awarded to our participants are recognized by the Project Management Institute (**PMI**) and by the International Association for Continuing Education & Training (**IACET-USA**).

Course Objectives

Upon successful completion of this course, each participant will be able to:-

- Get prepared for the next PMP exam and have enough knowledge and skills to pass such exam in order to get the PMI certification

- Discuss the foundation of business environment including strategic alignment

- Evaluate and deliver project benefits and value as well as execute project with the urgency required to deliver business value

- Support organizational culture, establish project governance structure and plan and manage compliance

- Collaborate and engage with stakeholders, manage communications and empower team members and stakeholders

- Ensure knowledge transfer for project continuity, engage and support virtual teams and lead a team

- Negotiate project agreements, build shared understanding and define team ground rules

- Determine appropriate project methodology/methods and practices

- Plan the projects and execute project with the urgency required to deliver business value

- Plan and manage the scope, project/phase closure or transition and schedule

- Build a team, plan and manage procurement and budget resources and assess and manage risk

- Plan and manage project compliance and quality of products/deliverables

- Integrate project planning activities, manage project changes and manage project artifacts

- Support team performance, promote team performance through the application of emotional intelligence and ensure team members/stakeholders are adequately trained

- Mentor relevant stakeholders, manage conflict, define team ground rules and implement continuous improvement

- Evaluate project progress, manage project issues and address and remove impediments, obstacles and blockers for the team

- Evaluate and address external business environment changes for impact on scope, manage project changes, negotiate project agreements and ensure knowledge transfer for project continuity

PMI Recognition of Haward Courses

The Project Management Institute (**PMI**) recognizes Haward's Certificates and Continuing Education Units (CEUs).

The recognition and acceptance of our PDUs/CEUs fall under Categories E, F and G of PMI's "Professional Education" section at the PMP Application. Hence, what the delegates simply need to do is to complete this section as part of the PMP Application and submit it to PMI upon the receipt of Haward's certificates and ANSI/IACET's CEUs. PMI will automatically accept the delegates with 35 Contract Honors as a fulfillment of the required Professional Education.

Haward Technology, being the first **Authorized Provider** of the International Association for Continuing Education & Training (**IACET-USA**) in the Middle East, is authorized to award ANSI/IACET **CEUs** that are automatically accepted and recognized by the Project Management Institute (**PMI**).

Who Should Attend

This course provides an overview of all significant aspects and considerations of project management for managers, specialists and engineers who have project management responsibilities but with limited training or experience in this area. The course covers the PMI's PMBOK for those interested to sit for the PMP exam.

Exam Eligibility & Structure

To be eligible for the PMP certification, you must meet certain educational and professional experience requirements.

| Educational Background	Project Management Experience
Secondary degree (high school diploma, associate's degree or global equivalent)	Minimum five years/60 months unique non-overlapping professional project management experience
OR	
Four-year degree (bachelor's degree or global equivalent)	Minimum three years/36 months unique non-overlapping professional project management experience
OR	
Bachelor's or post graduate degree from GAC accredited program * (bachelor's degree or master's or global equivalent)	Minimum two years/24 months unique non-overlapping professional project management experience

PMI-PMP Certificate(s)

PMI-PMP certificates will be issued to participants who have successfully passed the PMI-PMP examination.

(2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.
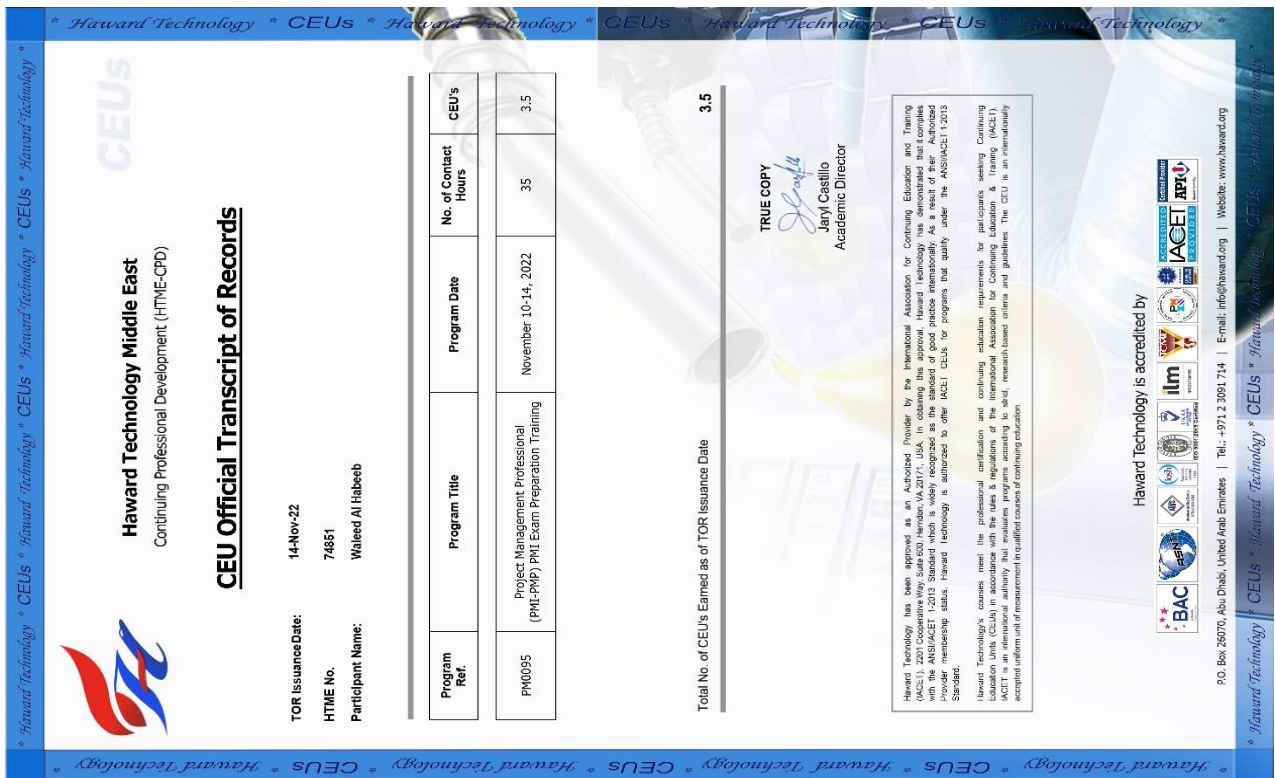
Certificate Accreditations

Certificates are accredited by the following international accreditation organizations: -

- Project Management Institute (PMI)

Haward Technology is an **Authorized Training Partner** of the **Project Management Institute (PMI)** (USA). We are strictly complying with the quality requirements and standards of PMI. Haward Technology is approved by PMI to issue contact hours and PDUs for those courses following the PMI requirements in addition to all PMI Project Management courses. Our trainers are Authorized by PMI to deliver the PMI Accredited courses and certification programs. As an Authorized Training Partner, Haward Technology has access to the latest and up-to-date PMI materials and resources available in the field of Project Management that will definitely improve the chances of success for participants attending Haward Technology courses.

The PMI Authorized Training Partner seal is a registered mark of **Project Management Institute, Inc.**

- The International Accreditors for Continuing Education and Training (IACET-USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.5 CEUs** (Continuing Education Units) or **35 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:

Mr. Eric Horne, MBA, PMP, HNDPM, NDOWS, T3 (Mech), is a **Senior Project Manager** with over **35 years** of training and industrial experience. His expertise lies extensively in the areas of **Projects**, **Contracts**, **Operations**, **Procurement**, **Production**, **Finance** and **Supply Chain** Management. Further, Mr. Horne is an expert in **Project Management Professional** (**PMP**) **Certification**, **Project Risk Management Concepts**, **Leadership Management**; **Communications** Management; **Interpersonal**, **Teamwork & Team** Management; **Adaptability & Learning**, **Marketing** Management; **Customer Care** Management; Sales & Marketing, Branding, **Account Development Strategy** & **Time** Management; **Facilitation & Business Presentation Management**; **Warehouse** & **Logistics** Management; **Data & Record** Management; Managerial **Economics**; **Marketing** Management; **Value Engineering**; **Change** Management; **Planning**, **Budgeting** & **Cost Control**; Strategic Thinking, **Re-Engineering** & **Risk** Management; **Production Planning** & **Control**; and Service Level Agreements (**SLA**). He is also well-versed in Business Law, Labour Law, Strategy Formulation, Resource Allocation, Continuous Improvement and Productivity Improvement. He is currently the **Senior Project Manager** of **APC Solutions** wherein he is responsible for the complete project life cycle including **initiating**, **planning**, **executing**, **monitoring & controlling** and **closing** as well as developing and presenting of various trainings within their organization.

Mr. Horne has worked for many blue chip companies such as **BHP Billiton**, **Eskom**, **Telecast Engineering**, **Adcorp**, **3M** and many more wherein he gained technical and broad experience in all facets of well-renowned large companies in various industries. His work started on the shop floor as a Work Study Officer, **Industrial Engineer**, Senior Work Study Officer, **Lecturer**, **Project Engineer** and rising up to managerial positions like **Project Manager**, **Contracts Manager**, **Marketing Manager**, **National Marketing & Training Manager**, **Change Manager**, **Regional Manager** and **Project & Training Manager**.

Mr. Horne has a **Master** degree in **Business Administration**, a **Higher National Diploma** in **Production Management** and a **National Diploma** in **Organisation** & **Work Study**. Further, he is a **Certified Instructor/Trainer**, a **Certified T3** in **Mechanical Engineering**, a **Certified PMI Risk Management Professional** (**PMI-RMP**), a **Certified Project Manager Professional** (**PMP**), a **Qualified Assessor** at **SETA** and a **Certified Trainer/Assessor** by the **Institute of Leadership & Management** (**ILM**). He has further delivered numerous trainings, courses, workshops and conferences worldwide.

Training Fee

US$ 5,500 per Delegate **+ VAT**. This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Exam Fee

US$ 740 per Delegate **+ VAT**.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

30%   Lectures
20%   Practical Workshops & Work Presentations
30%   Hands-on Practical Exercises & Case Studies
20%   Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1:   **Sunday, 22nd of December 2024**

0730 – 0745	*Registration & Coffee*
0745 – 0800	*Welcome & Introduction*
0800 – 0815	**PRE-TEST**
0815 – 0845	**The Standard for Project Management** *Introduction*
0845 – 0930	**A System for Value Delivery** *Creating Value • Organizational Governance Systems • Functions Associate with Projects • The Project Environment • Product Management Considerations*
0930 – 0945	*Break*
0945 – 1200	**Project Management Principles** *Be a Diligent, Respectful & Caring Steward • Create a Collaborative Project Team Environment • Effectively Engage with Stakeholders • Focus on Value*
1200 – 1300	*Lunch*
1300 – 1400	**Project Management Principles (cont'd)** *Recognize, Evaluate & Respond to System Interactions • Demonstrate Leadership Behaviors • Tailor Based on Context • Build Quality into Processes & Deliverables*
1400 – 1415	*Break*
1415 – 1550	**Project Management Principles (cont'd)** *Navigate Complexity • Optimize Risk Responses • Embrace Adaptability & Resiliency • Enable Change to Achieve the Envisioned Future State*
1550 – 1600	**Recap**
1600	*End of Day One*

Day 2:   *Monday, 23rd of December 2024*

0730 – 0830	*Review*
0830 – 0930	*Project Management Body of Knowledge (PMBOK)* *Introduction*
0930 – 0945	*Break*
0945 – 1200	*Project Performance Domains* *Stakeholder Performance Domain • Team Performance Domain • Development Approach & Life Cycle Performance Domain*
1200 – 1300	*Lunch*
1300 – 1400	*Project Performance Domains (cont'd)* *Planning Performance Domain • Project Work Performance Domain • Delivery Performance Domain*
1400 – 1415	*Break*
1415 – 1550	*Project Performance Domains (cont'd)* *Measurement Performance Domain • Uncertainty Performance Domain*
1550 – 1600	*Recap*
1600	*End of Day Two*

Day 3:   *Tuesday, 24th of December 2024*

0730 – 0830	*Review*
0830 – 0930	*Complete Project Performance Domains: Tailoring* *Overview • Why Tailor? • What to Tailor*
0930 – 0945	*Break*
0945 – 1200	*Complete Project Performance Domains: Tailoring (cont'd)* *The Tailoring Process • Tailoring the Performance Domains • Diagnostics • Summary*
1200 – 1300	*Lunch*
1300 – 1400	*Models, Methods & Artifacts* *Overview • Commonly Used Models • Models Applied Across Performance Domains*
1400 – 1415	*Break*
1415 – 1550	*Models, Methods & Artifacts (cont'd)* *Commonly Used Methods • Methods Applied Across Performance Domains • Commonly Used Artifacts • Artifacts Applied Across Performance Domains*
1550 – 1600	*Recap*
1600	*End of Day Three*

Day 4:   *Wednesday, 25th of December 2024*

0730 – 0830	*Review*
0830 – 0930	*Complete Models, Methods & Artifacts*
0930 – 0945	*Break*
0945 – 1200	*Self Study/Review Briefly*
1200 – 1300	*Lunch*
1300 – 1345	*Appendix X1 Contributors (Names of Contributors)*
1345 – 1400	*Break*
1400 - 1550	*Appendix X2 Sponsor*
1550 – 1600	*Recap*
1600	*End of Day Four*

Day 5:	Thursday, 26th of December 2024
0730 – 0830	*Review*
0830 – 0930	*Appendix X3 the PMO*
0930 – 0945	*Break*
0945 – 1200	*Appendix X4 Product*
1200 – 1300	*Lunch*
1300 – 1345	*Appendix X5 Research & Development for the Standard for Project Management*
1345 – 1400	*Break*
1400 - 1500	*Ethics*
1500 - 1515	*Course Conclusion*
1515 – 1530	*POST-TEST*
1545 – 1600	*Presentation of Course Certificates*
1600	*End of Course*

MOCK Exam

Upon the completion of the course, participants have to sit for a MOCK Examination similar to the exam of the Certification Body through Haward's Portal. Each participant will be given a username and password to log in Haward's Portal for the MOCK Exam during the 30 days following the course completion. Each participant has only one trial for the MOCK exam within this 30-day examination window. Hence, you have to prepare yourself very well before starting your MOCK exam as this exam is a simulation to the one of the Certification Body.

Book(s)

As part of the course kit, the following e-book will be given to all participants:-
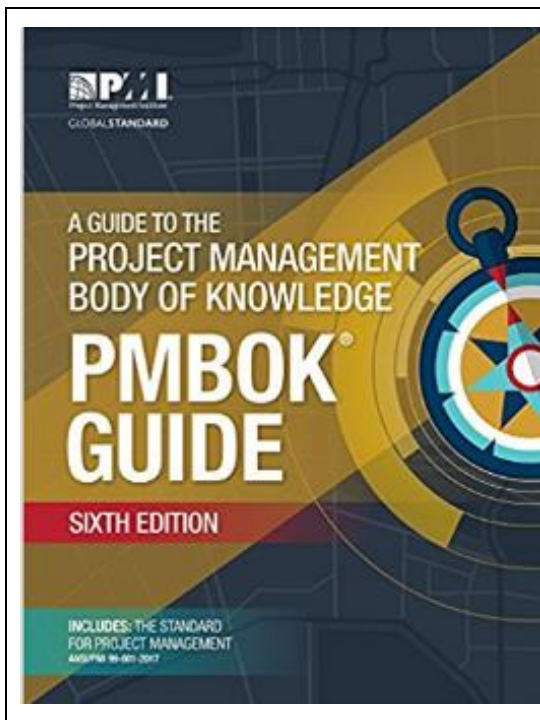
Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)-
ISBN: 9781628251845
Author: Project Management Institute
Publisher: Project Management Institute
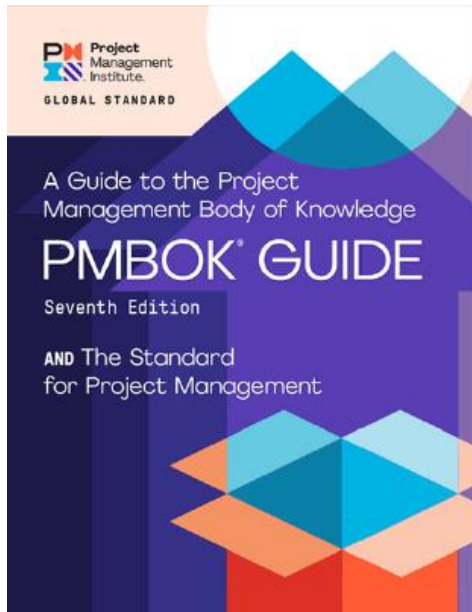
	Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide)- **ISBN**: 978-1628256642 **Author**: Project Management Institute **Publisher**: Project Management Institute
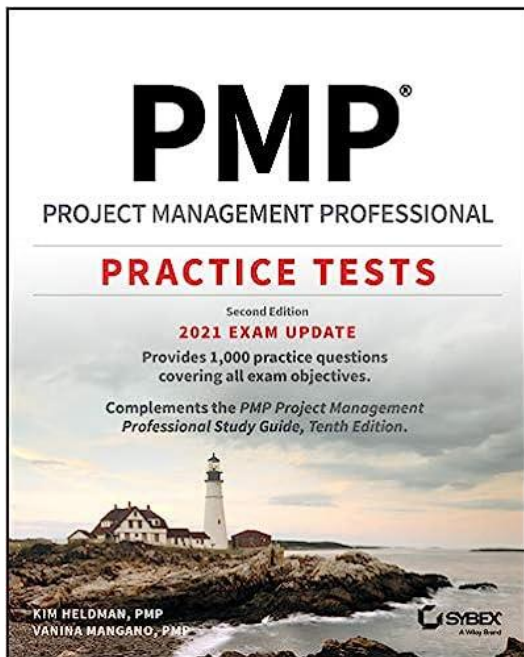
	Title: PMP Project Management Professional Practice Tests: 2021 Exam Update **ISBN:** 978-1119669845 **Author**: KIM HELDMAN, MBA, PMP VANINA MANGANO, PMP **Publisher**: Sybex Inc.U.S

Simulator (Hands-on Practical Sessions)

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the "Mindview Software" and "Raidlog Simulator".

Mind map

Word

Mindview Software

Raidlog Simulator

Course Coordinator

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