

## Course Description

This five-week course is designed to help students prepare for the Project Management Professional (PMP)® Exam through active participation in an instructor-guided online learning environment. Topics covered in this course will include review of the basic tenets of the *PMBOK® Guide*, analysis of the fundamentals of project management, and training on specific skills needed to pass the PMP exam and become a PMP credentialed project manager.

The course surveys the five performance domains, tasks, and knowledge and skill statements which make up the *PMP Examination Content Outline*—on which the PMP Exam is based. During the course, students will engage with the most recent analytical tools and techniques used in the industry, and be guided through five-weeks of content by a top-tier PMP instructor.

Topics discussed in this course are outlined in the course schedule below, with particular attention paid to the five Process Groups and 10 Knowledge Areas of detailed in the *PMBOK® Guide*. The course is bookended by unique introductory content in the first session, which is referenced throughout the course and the PMP Exam, as well as a final session to assist in review of all Knowledge Areas and Process Groups.

## Expectations and Goals

Students are expected to set aside approximately 10 hours per-week to prepare for the weekly 1-hour webinar sessions. Work is expected to be completed throughout the week, so that webinar sessions are productive for all classmates. In addition to individual study, students will be expected to participate in online discussions with other classmates, and weekly webinar sessions with classmates and the instructor.

Instructor emphasis will be placed on assisting students as much as possible to ensure successful completion of the course, a passing score on the post-test, and ultimately a passing score on the PMP Exam. After completing the course and passing the post-test with 80% or higher, students will secure a certificate proving their 35 contact hours for PMP have been completed.

## Course Materials

### Required Materials

- Holmes Corporation. *The Learning System for PMP® Exam Preparation*, 1st ed. Eagan, MN: Holmes Corporation, 2015. (Provided with course registration)
- Internet connection and audio connection (speaking and listening—no web-cam required)
- Cisco WebEx capabilities (test your connection here: <http://www.webex.com/test-meeting.html>)

### Optional Materials

- Project Management Institute. *A Guide to the Project Management Body of Knowledge: (PMBOK® Guide)*—Fifth Edition. Newtown Square, PA: Project Management Institute, 2013.
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## Course Schedule & Topics

	Webinar	Topic	Reading	Exercises
Day 1: Kick-Off	1 hour webinar	<b>Kick-Off</b> <ul style="list-style-type: none"> <li>• Receive first week's assignment (including Pre-test)</li> <li>• Review course objectives</li> <li>• Review learning system structure</li> </ul>	<ul style="list-style-type: none"> <li>• Syllabus</li> <li>• Course Overview</li> </ul>	<ul style="list-style-type: none"> <li>• Fill out online profile</li> <li>• Watch online tutorial and introductory videos</li> <li>• Get to know your classmates</li> <li>• Pre-test</li> </ul>
Week 1	1 hour webinar	<b>Chapters 1-3</b> <ul style="list-style-type: none"> <li>• Project Management Concepts</li> <li>• Project Management Framework</li> <li>• Project Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 1</li> <li>• Chapter 2</li> <li>• Chapter 3</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter videos</li> <li>• Chapter quizzes</li> <li>• Chapter flashcards</li> <li>• Chapter and weekly discussions</li> </ul>
Week 2	1 hour webinar	<b>Chapters 4-6</b> <ul style="list-style-type: none"> <li>• Integration Management</li> <li>• Scope Management</li> <li>• Time Management</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 4</li> <li>• Chapter 5</li> <li>• Chapter 6</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter videos</li> <li>• Chapter quizzes</li> <li>• Chapter flashcards</li> <li>• Chapter and weekly discussions</li> </ul>
Week 3	1 hour webinar	<b>Chapters 7-9</b> <ul style="list-style-type: none"> <li>• Cost Management</li> <li>• Quality Management</li> <li>• Human Resource Management</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 7</li> <li>• Chapter 8</li> <li>• Chapter 9</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter videos</li> <li>• Chapter quizzes</li> <li>• Chapter flashcards</li> <li>• Chapter and weekly discussions</li> </ul>
Week 4	1 hour webinar	<b>Chapters 10-12</b> <ul style="list-style-type: none"> <li>• Communications Management</li> <li>• Risk Management</li> <li>• Procurement Management</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 10</li> <li>• Chapter 11</li> <li>• Chapter 12</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter videos</li> <li>• Chapter quizzes</li> <li>• Chapter flashcards</li> <li>• Chapter and weekly discussions</li> </ul>
Week 5	1 hour webinar	<b>Chapters 13-14 &amp; Course Review</b> <ul style="list-style-type: none"> <li>• Stakeholder Management</li> <li>• Knowledge Area Review</li> <li>• Post-Test and Certificate</li> <li>• Practice Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter 13</li> <li>• Chapter 14</li> </ul>	<ul style="list-style-type: none"> <li>• Chapter videos</li> <li>• Chapter quizzes</li> <li>• Chapter flashcards</li> <li>• Chapter and weekly discussions</li> <li>• Post-test, Practice Exam</li> <li>• Process group quizzes</li> </ul>

## Course Organization

This is a web-based online learning course with: 10 hours per-week of individual pre-work, required online discussions, six instructor-led weekly online webinars, and ongoing online instructor support for five weeks.