



# HEROTEC

NETWORK PROFESSIONAL TRAINING

## Project Management Professional

<b>Related Certificate</b>	<b>PMP</b>
<b>Course ID</b>	<b>PMP</b>
<b>Audience</b>	<b>Intermediate</b>
<b>Hours</b>	<b>40</b>

## Overview:

In this course, students will apply the generally recognized practices of project management acknowledged by the Project Management Institute (PMI®) to successfully manage projects.

## Objectives:

Upon successful completion of this course, students will be able to:

- Describe professional project management
- Initiate a project.
- plan project work.
- Develop project schedules
- Develop cost estimates, and budgets.
- Plan project quality, staffing, and communications.
- Analyze project risks.
- Plan project procurement.
- Manage project procurement
- Execute project work.
- Monitor and control project work.
- Monitor and control project schedule and costs.
- Monitor and control project quality, staffing, and communications.
- Monitor and control project risks and contracts.
- Close the project.

## Outlines:

### 1 - Examining Professional Project Management

- Identify Project Management Processes
- Identify Professional and Social Responsibilities
- Identify the Interpersonal Skills Required for a Project Manager

### 2 - Initiating a Project

- Examine the Project Management Context
- Examine Project Selection
- Prepare a Project Statement of Work
- Create a Project Charter
- Identify Project Stakeholders

### 3 - Planning Project Work

- Identify Elements of the Project Management Plan
- Document Stakeholder Requirements
- Create a Scope Statement
- Develop a Work Breakdown Structure

### 4 - Developing Project Schedules

- Create an Activity List
- Create a Project Schedule Network Diagram

- Estimate Activity Resources
- Estimate Duration for Project Activities
- Develop a Project Schedule
- Identify the Critical Path
- Optimize the Project Schedule
- Establish a Schedule Baseline

#### **5 - Developing Cost Estimates and Budgets**

- Estimate Project Costs
- Estimate the Preliminary Cost Baseline
- Reconcile Funding and Costs

#### **6 - Planning Project Quality, Staffing, and Communications**

- Create a Quality Management Plan
- Document the Project Roles, Responsibilities, and Reporting Relationships
- Create a Communications Management Plan

#### **7 - Analyzing Risks and Planning Risk Responses**

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

#### **8 - Planning Project Procurement**

- Plan Project Procurements
- Prepare a Procurement Statement of Work
- Prepare a Procurement Document

#### **9 - Executing Project Work**

- Identifying the Direct and Manage Project Execution Process
- Execute a Quality Assurance Plan
- Acquire the Project Team
- Develop the Project Team
- Manage the Project Team
- Distribute Project Information
- Manage Stakeholder Relationships and Expectations

#### **10 - Managing Project Procurement**

- Identify the Conduct Project Procurements Process
- Obtain Responses from Sellers
- Determine Project Sellers

#### **11 - Monitoring and Controlling Project Work**

- Identify the Monitor and Control Project Work Process

- Develop an Integrated Change Control System
- Utilize the Integrated Change Control System
- Review Deliverables and Work Results
- Control the Project Scope

#### **12 - Monitoring and Controlling Project Schedule and Costs**

- Control the Project Schedule
- Control Project Costs

#### **13 - Monitoring and Controlling Project Performance and Quality**

- Perform Quality Control
- Report on Project Performance

#### **14 - Monitoring and Controlling Project Risk and Procurements**

- Monitor and Control Project Risk
- Administer Project Procurements

#### **15 - Closing the Project**

- Close Project Procurements
- Close the Project or Phase Administratively

## Contacts:

### Address:

93 Mostafa El- Nahas St.,  
Nasr City, Cairo, Egypt.

### Phone Numbers:

Landline: 02 26709916 - 02 26709961

02 26706671 – 02 26706671

Fax: 02 26709957

Mobile: 002 0164010004 - 002 01288884307

### E-mail:

[info@herotec.net](mailto:info@herotec.net)

[Corporate@herotec.net](mailto:Corporate@herotec.net)

[www.herotec.net](http://www.herotec.net)