



PMP Combo

PM Tricks of the Trade®

+

PMP® Exam Prep

B-EYOND ייעוץ
והדרכה
למנהלי
פרוייקטים

תאור הקורס

This intensive directed study course is designed to prepare you for the PMP® Exam in a fun and effective manner—with a minimum amount of studying after class! In addition to unique games and activities, there are exercises and techniques designed specifically to increase both learning and knowledge retention, giving you not only the knowledge, you need to quickly prepare for the exam, but also to become a better project manager—without rote memorization.

Materials utilized in this class include Rita's complete PMP Exam Prep System, plus other materials not available to the general public. You are allowed to keep the PMP Exam Prep System for free upon completion of the course.

It entails five consecutive days of training and two exceptional courses. During the first three days, you will participate in RMC's Project Management Tricks of the Trade® course designed to assist you in understanding and applying the International Standards for project management on real-world projects. During the last two days, the training shifts specifically to the PMP exam itself, where you will receive 16 hours of intensive and highly-focused exam preparation training.

All PMP® Exam Prep classes have been updated to align with A Guide to the Project Management Body of Knowledge (PMBOK® Guide)—Sixth Edition.



מטרות הקורס

At the end of this course you will be able to:

1. Define and describe common project management terminology.
2. Use a step-by-step process to manage projects faster while using fewer resources.
3. Avoid common pitfalls and mistakes in managing projects.
4. Apply the International Project Management Standards from the Project Management Institute (the PMBOK® Guide) to real-world situations.
5. Decrease your study time to around 40 hours
6. Identify gaps in your knowledge that may hurt you on the exam
7. Be more comfortable with the types of questions you will see on the exam
8. Use tips to pass the exam that have been used successfully by thousands of people
9. Utilize your personalized test taking strategy
10. Apply project management techniques useful in the real world
11. Be a better project manager

היקף הקורס

32 שעות אקדמיות

קהל יעד

Individuals with at least three years of project management experience who are planning to take the Project Management Professional (PMP®) Exam in the immediate future.



מתודולוגית הלמידה

This course uses **Accelerated Learning Techniques** using:

A Positive Learning Environment

Total Learner Involvement.

Variety that appeals to all Learning Styles.

Contextual Learning: "real-world" immersion, feedback, reflection, evaluation, and re-immersion.

סגל המרצים

למכללת INT סגל מרצים ומומחי הדרכה, מהמובילים בתחומם, בעלי ניסיון מעשי רב ביישום והדרכת נושאי הלימוד בתעשיית ההי-טק הישראלית והעולמית.

זכאות לתעודת גמר מטעם מכללת INT

37 שעות לימוד בניהול פרויקטים המוכרות ע"י PMI
תעודת גמר מטעם מכללת INT תוענק לבוגרים העומדים בכל דרישות התוכנית כמפורט:
נוכחות ב 100% מהשיעורים.

תנאי קבלה לקורס

אנגלית – מיומנויות קריאה ברמה טובה מאוד
רקע \ ניסיון בניהול פרויקטים



תוכנית הלימודים המפורטת

➤ **Understanding Project Management**

- ❖ What is project management?
- ❖ The project management life cycle

➤ **Project Initiating**

- ❖ Tricks of the Trade® for getting started
- ❖ Providing the target – the Project Charter
- ❖ Individual Exercise – Charter

➤ **Project Planning**

- ❖ Clarifying and defining project objectives – the Scope Statement
- ❖ Tricks for obtaining a finalized scope of work
- ❖ Tricks for determining what needs to be done – The Work Breakdown Structure
- ❖ Group and individual exercises – Work Breakdown Structure
- ❖ Determining who does what – Staffing the project with Responsibility Charts
- ❖ The role of team planning
- ❖ Determining how the project will be completed – Network Diagrams, Critical Path
- ❖ The role of the team in planning
- ❖ Determining how the project will be completed – Network Diagrams, Critical Path
- ❖ Individual Exercise - Network Diagram, Critical Path
- ❖ Determining how long it will take – Estimating (overview only)
- ❖ The role of the project manager during estimating
- ❖ Determining how much it will cost – Budgeting



- ❖ Determining when each part will be done – Scheduling
- ❖ Adjusting time and cost to any required objectives – Crashing and Fast Tracking
- ❖ Exercise - Creating Communications Plans, Management Plans
- ❖ Determining areas of potential problems - Risk Management (overview only, see RMC's Tricks of the Trade® for Risk Management course for more information)
- ❖ Gaining buy-in
- ❖ Tricks of the Trade® for preventing common project problem
- **Project Executing and Controlling**
 - ❖ Tricks of the Trade® for controlling projects
 - ❖ Meeting goals, objectives and deadlines – Scope Management
 - ❖ What needs to be controlled – Project Control
 - ❖ What to watch for during executing
 - ❖ Common problems during executing
 - ❖ Rules for effective meetings
 - ❖ What should be included in a project report - Reporting
 - ❖ Preventing padding
 - ❖ Collecting task status
 - ❖ Percent Complete
 - ❖ Group Exercise – Creating a project control system
 - ❖ Tricks of the Trade® for ensuring performance
 - ❖ Improving cooperation and communication
 - ❖ Tricks of the Trade® for Change Management
 - ❖ Tricks of the Trade® for preventing common problems during executing



➤ **Project Closing**

- ❖ Finishing the product
- ❖ Lessons learned
- ❖ Creating historical records
- ❖ Gaining final acceptance

➤ **Why is taking the exam important?**

➤ **Overview of the exam:**

- ❖ How to study and create a study plan
- ❖ Tricks for memorizing formulas
- ❖ Tricks to help you understand how the PMP® questions are written
- ❖ Tricks for shortening your study time
- ❖ Tricks for taking the exam
- ❖ Tricks for finding holes in your project management knowledge
- ❖ Reasons people fail the exam and how to make sure you do not do the same
- ❖ Exercises to help you understand, memorize and conceptualize the information you need to know, right in class, including those dreaded formulas

➤ **Understanding PMI® -isms**

➤ **Detailed coverage of:**

- ❖ The process of project management
- ❖ The framework of project management
- ❖ Integration management
- ❖ Scope management
- ❖ Time management
- ❖ Cost management
- ❖ Quality management
- ❖ Resources management
- ❖ Communications management



- ❖ Risk management
- ❖ Procurement management
- ❖ Professional responsibilities