

# PMI Approved- Module Wise Course Agenda

MODULE 1	MODULE 2	MODULE 3	MODULE 4	MODULE 5
Creating a High Performing Team	Keeping Your Team on Track	Getting Started with Your Project	Doing the Work	Keeping the Business in Mind
<ul style="list-style-type: none"> <li>• Understanding Team Dynamics</li> <li>• Team Formation Stages</li> <li>• Roles and Responsibilities</li> <li>• Effective Communication</li> <li>• Building Trust</li> <li>• Motivation Techniques</li> <li>• Diversity Management</li> <li>• Performance Evaluation</li> <li>• Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing Clear Goals and Objectives</li> <li>• Developing Project Plans and Schedules</li> <li>• Monitoring Progress and Performance</li> <li>• Identifying and Managing Risks</li> <li>• Implementing Change Control Processes</li> <li>• Resolving Issues and Conflicts</li> <li>• Tracking and Controlling Project Costs</li> <li>• Ensuring Quality Assurance and Control</li> <li>• Communicating with Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Project Initiation Process</li> <li>• Stakeholder Identification and Analysis</li> <li>• Developing the Project Charter</li> <li>• Defining Project Scope and Objectives</li> <li>• Conducting Feasibility Studies</li> <li>• Identifying High-Level Risks and Assumptions</li> <li>• Establishing Project Governance Structure</li> <li>• Securing Project Approval and Funding</li> <li>• Setting Up Project Management Tools and Processes</li> </ul>	<ul style="list-style-type: none"> <li>• Project Execution Phase</li> <li>• Assigning Tasks and Responsibilities</li> <li>• Managing Project Resources</li> <li>• Conducting Procurements</li> <li>• Implementing Quality Management Processes</li> <li>• Tracking Progress and Milestones</li> <li>• Conducting Status Meetings</li> <li>• Managing Changes to Project Scope</li> <li>• Ensuring Compliance with Project Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Aligning Projects with Organizational Strategy</li> <li>• Understanding Business Objectives</li> <li>• Evaluating Project ROI (Return on Investment)</li> <li>• Managing Stakeholder Expectations</li> <li>• Assessing Project Value and Benefits</li> <li>• Conducting Cost-Benefit Analysis</li> <li>• Identifying Business Risks and Opportunities</li> <li>• Prioritizing Projects Based on Business Needs</li> <li>• Communicating Project Value to Stakeholders</li> </ul>

Introduction to PMP® Course Certification	Project Management 12 Principles	Project Integration Management	Project Scope Management	Project Schedule Management
<ul style="list-style-type: none"> <li>• Overview of PMP Certification</li> <li>• Importance of PMP in Project Management</li> <li>• Benefits of PMP Certification</li> <li>• Exam Overview and Requirements</li> <li>• Course Objectives and Outcomes</li> <li>• Study Materials and Resources</li> <li>• Certification Process Overview</li> <li>• Role of PMI (Project Management Institute)</li> <li>• <b>Introduction to PMBOK Guide (Project Management Body of Knowledge)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Align with Organizational Goals</li> <li>• Focus on Delivering Value</li> <li>• Tailor to Project Needs</li> <li>• Engage Stakeholders</li> <li>• Apply Continuous Improvement</li> <li>• Empower Team Members</li> <li>• Ensure Transparency and Integrity</li> <li>• Manage Risks Proactively</li> <li>• Optimize Resources</li> <li>• Collaborate Across Teams</li> <li>• Embrace Change</li> <li>• <b>Demonstrate Leadership</b></li> </ul>	<ul style="list-style-type: none"> <li>• Developing Project Charter</li> <li>• Creating Project Management Plan</li> <li>• Directing and Managing Project Work</li> <li>• Monitoring and Controlling Project Work</li> <li>• Performing Integrated Change Control</li> <li>• Closing Project or Phase</li> <li>• Ensuring Alignment with Business Objectives</li> <li>• Coordinating Project Activities</li> <li>• Integrating Project Components</li> <li>• Facilitating Communication Among Stakeholders</li> <li>• Ensuring Project Deliverables Meet Requirements</li> <li>• <b>Addressing Issues and Changes Promptly</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collecting Requirements</li> <li>• Defining Scope</li> <li>• Creating Work Breakdown Structure (WBS)</li> <li>• Validating Scope</li> <li>• Controlling Scope Changes</li> <li>• Ensuring Deliverables Meet Requirements</li> <li>• Managing Stakeholder Expectations</li> <li>• Establishing Project Boundaries</li> <li>• Clarifying Project Objectives</li> <li>• Identifying and Managing Scope Risks</li> <li>• <b>Documenting Scope Baseline</b></li> </ul>	<ul style="list-style-type: none"> <li>• Defining Activities</li> <li>• Sequencing Activities</li> <li>• Estimating Activity Durations</li> <li>• Developing Schedule</li> <li>• Controlling Schedule Changes</li> <li>• Establishing Milestones</li> <li>• Identifying Critical Path</li> <li>• Managing Resource Availability</li> <li>• Monitoring Progress Against Schedule</li> <li>• Adjusting Schedule as Needed</li> <li>• Communicating Schedule Updates</li> <li>• <b>Ensuring Timely Project Completion</b></li> </ul>

Project Cost Management	Project Stakeholder Management	Project Quality Management	Project Communications Management	Project Risk Management
<ul style="list-style-type: none"> <li>• Estimating Costs</li> <li>• Establishing Budget</li> <li>• Allocating Resources</li> <li>• Monitoring and Controlling Costs</li> <li>• Managing Cost Variance</li> <li>• Controlling Project Expenditures</li> <li>• Forecasting Project Costs</li> <li>• Identifying Cost Risks</li> <li>• Implementing Cost-saving Measures</li> <li>• Documenting Cost Baseline</li> <li>• Reporting Cost Performance</li> <li>• <b>Ensuring Cost Efficiency and Effectiveness</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identifying Stakeholders</li> <li>• Analyzing Stakeholder Expectations</li> <li>• Engaging Stakeholders</li> <li>• Communicating with Stakeholders</li> <li>• Managing Stakeholder Relationships</li> <li>• Addressing Stakeholder Concerns</li> <li>• Involving Stakeholders in Decision-making</li> <li>• Resolving Stakeholder Conflicts</li> <li>• Anticipating Stakeholder Needs</li> <li>• Monitoring Stakeholder Engagement</li> <li>• Documenting Stakeholder Feedback</li> <li>• <b>Ensuring Stakeholder Satisfaction</b></li> </ul>	<ul style="list-style-type: none"> <li>• Planning Quality Management</li> <li>• Performing Quality Assurance</li> <li>• Controlling Quality</li> <li>• Establishing Quality Metrics</li> <li>• Identifying Quality Standards</li> <li>• Conducting Quality Audits</li> <li>• Implementing Quality Improvement Initiatives</li> <li>• Ensuring Compliance with Quality Requirements</li> <li>• Monitoring Process Performance</li> <li>• Addressing Quality Issues Promptly</li> <li>• Documenting Quality Management Processes</li> <li>• <b>Continuous Improvement of Quality Processes</b></li> </ul>	<ul style="list-style-type: none"> <li>• Planning Communication Management</li> <li>• Identifying Communication Requirements</li> <li>• Determining Communication Methods</li> <li>• Establishing Communication Channels</li> <li>• Distributing Project Information</li> <li>• Managing Stakeholder Communications</li> <li>• Monitoring Communication Effectiveness</li> <li>• Addressing Communication Barriers</li> <li>• Documenting Communication Plan</li> <li>• Ensuring Timely and Accurate Information Sharing</li> <li>• Facilitating Open Communication Among Team Members</li> <li>• <b>Resolving Communication Conflicts</b></li> </ul>	<ul style="list-style-type: none"> <li>• Identifying Risks</li> <li>• Performing Risk Analysis</li> <li>• Evaluating Risk Impact and Probability</li> <li>• Developing Risk Response Strategies</li> <li>• Implementing Risk Responses</li> <li>• Monitoring and Controlling Risks</li> <li>• Conducting Risk Reviews</li> <li>• Updating Risk Register</li> <li>• Assessing Risk Tolerance</li> <li>• Communicating Risk Information</li> <li>• Documenting Risk Management Plan</li> <li>• <b>Ensuring Continual Risk Assessment and Mitigation</b></li> </ul>

Project Procurement Management	Process Group View	Professional and Social Responsibility	Tips, Tricks, and Best Practices for PMP	Agile Concepts
<p>Planning Procurement Management</p> <p>Identifying Procurement Needs</p> <p>Conducting Market Research</p> <p>Developing Procurement Strategy</p> <p>Soliciting Bids or Proposals</p> <p>Selecting Vendors or Suppliers</p> <p>Negotiating Contracts</p> <p>Administering Contracts</p> <p>Monitoring Supplier Performance</p> <p>Managing Procurement Risks</p> <p>Closing Procurement Contracts</p> <p><b>Documenting Procurement Process</b></p>	<p>Initiating Process Group: Defining Project Objectives and Scope</p> <p>Planning Process Group: Developing Project Plans and Strategies</p> <p>Executing Process Group: Carrying Out Project Activities and Deliverables</p> <p>Monitoring and Controlling Process Group: Tracking Project Progress and Performance</p> <p>Closing Process Group: Finalizing Project Activities and Deliverables</p> <p>Aligning Processes with Project Life Cycle</p> <p>Ensuring Seamless Transition Between Process Groups</p> <p>Applying Appropriate Processes Based on Project Phase</p> <p>Facilitating Communication and Collaboration Among Process Groups</p> <p>Documenting Process Group Activities and Outputs</p> <p>Continuous Improvement of Process Group Practices</p>	<p>Adhering to Ethical Standards and Codes of Conduct</p> <p>Respecting Stakeholder Rights and Confidentiality</p> <p>Promoting Diversity and Inclusion in Project Teams</p> <p>Upholding Integrity and Honesty in Project Management Practices</p> <p>Prioritizing Health, Safety, and Well-being of Team Members</p> <p>Supporting Sustainable and Environmentally Responsible Practices</p> <p>Contributing to Community and Social Development Initiatives</p> <p>Ensuring Fair and Equitable Treatment of Stakeholders</p> <p>Complying with Legal and Regulatory Requirements</p> <p>Fostering Trust and Transparency in Project Relationships</p> <p>Taking Responsibility for Project Outcomes and Impact</p> <p>Engaging in Continuous Learning and Professional Development</p>	<p>Know the Exam Outline: Understand the PMBOK Guide and Exam Content Outline.</p> <p>Plan Your Study: Create a schedule and stick to it.</p> <p>Use Resources: Utilize textbooks, online courses, and practice exams.</p> <p>Manage Time: Practice timed exams to improve pacing.</p> <p>Target Weak Areas: Focus on areas where you need improvement.</p> <p>Learn Exam Strategies: Familiarize yourself with test-taking techniques.</p> <p>Join Study Groups: Collaborate with others for support and insights.</p> <p>Stay Motivated: Set goals and celebrate progress.</p> <p>Take Breaks: Avoid burnout by scheduling regular breaks.</p> <p>Review Regularly: Continuously revisit and reinforce study materials.</p> <p>Stay Updated: Stay informed about any exam updates or changes.</p>	<p>Iterative Approach</p> <p>Customer Collaboration</p> <p>Adaptive Planning</p> <p>Self-Organizing Teams</p> <p>Continuous Improvement</p> <p>Embracing Change</p> <p>Delivering Value</p> <p>Transparent Communication</p> <p>Focus on Quality</p> <p>Emphasis on Individuals and Interactions.</p>

Project Resource Management	PMP Exam Approach	PMP Application Guidance
Planning and acquiring necessary resources. Allocating resources effectively Developing team skills Monitoring and optimizing resource utilization. Tracking resource performance Resolving conflicts Releasing resources as needed Building teamwork <b>Evaluating performance</b>	<ul style="list-style-type: none"> <li>• Understand format.</li> <li>• Study PMBOK Guide</li> <li>• Practice exams.</li> <li>• Manage time.</li> <li>• Eliminate options.</li> <li>• Focus on key terms.</li> <li>• Answer directly.</li> <li>• Review marked questions.</li> <li>• Stay calm!</li> <li>• Read carefully.</li> <li>• Use breaks wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Review eligibility criteria.</li> <li>• Collect required documents.</li> <li>• Complete application form accurately</li> <li>• Provide project details for verification.</li> <li>• Review application for errors.</li> <li>• Submit application to PMI.</li> <li>• Await approval or request for additional information.</li> <li>• Schedule PMP exam with Prometric testing centre.</li> <li>• Prepare for exam with study materials.</li> <li>• Take PMP exam as scheduled.</li> <li>• Await exam results from PMI.</li> </ul>