



## PMI – Project Management Professional (PMP)®

### Description

The **PMP – Project Management Professional (PMP)® training** from PMI is designed to help you succeed in the PMP exam and obtain the prestigious project management certification. This comprehensive training provides you with the knowledge, skills, and techniques necessary to excel in the field of project management.

Through structured and interactive modules, you will learn the key principles of project management according to the PMBOK®, internationally recognized best practices. You will become familiar with essential areas of knowledge, such as scope, schedule, cost, quality, resources, and risks management.

**ITTA is an Authorized Training Partner – ATP by the Project Management Institute® (PMI).**

We offer training programs that provide “Professional Development Units” (PDUs). By accumulating and tracking these PDUs throughout your certification cycle, you can maintain your certification with PMI (Project Management Institute)

If you would like to order the CAPM course with the exam included, please [click here](#).

### Course Content

#### Module 1: Business Environment

- **Fundamentals:** Discover the basic principles governing the business world and their impact on project management. Gain a solid understanding of the economic, sociocultural, and environmental foundations that influence projects.
- **Strategic Alignment:** Learn to align your projects with the company's overall strategy to ensure they effectively contribute to long-term goals.
- **Project Benefits and Value:** Understand how to define, measure, and communicate the value and benefits generated by your projects to ensure their justification and acceptance by stakeholders.
- **Organizational Culture and Change Management:** Explore the importance of organizational culture and master change management techniques to successfully navigate internal dynamics and facilitate project adoption.
- **Project Governance:** Familiarize yourself with governance frameworks that ensure consistent, aligned, and accountable decision-making throughout the project lifecycle.

- **Project Compliance:** Learn to navigate the regulatory landscape and ensure your projects comply with applicable laws, standards, and policies.

## **Module 2: Starting the Project**

- **Identifying and Engaging Stakeholders:** Acquire skills to comprehensively identify all stakeholders and develop strategies to actively involve them from the start of the project.
- **Forming the Team:** Discover effective methods for assembling diverse, skilled, and motivated project teams ready to tackle project challenges.
- **Building a Shared Understanding:** Learn to establish a common vision and shared understanding of project goals, thus facilitating effective collaboration and informed decision-making.
- **Determining the Project Approach:** Master techniques for choosing and customizing the best methodological approaches for managing your project, whether agile, traditional, or hybrid.

## **Module 3: Planning the Project**

- **Project Planning:** Delve into the essential steps of project planning, from defining objectives to establishing monitoring and control processes.
- **Scope:** Learn to clearly define the project scope, manage expectations, and prevent scope creep, ensuring the project stays on track.
- **Time (Schedule):** Master time planning and management techniques to develop realistic and achievable project schedules.
- **Resources:** Understand how to efficiently allocate human, material, and financial resources to optimize project performance.
- **Budget:** Develop budgeting skills to estimate costs, allocate budget, and control expenses throughout the project.
- **Risks:** Learn to identify, analyze, and mitigate risks to minimize their potential impact on the project.
- **Quality:** Integrate quality standards into project planning to ensure the delivery of results that meet stakeholder expectations.
- **Integration of Plans:** Synchronize all planning aspects to create a coherent and integrated project plan that guides execution and control.

## **Module 4: Leading the Project Team**

- **Developing Leadership Skills:** Strengthen your leadership skills to inspire, motivate, and guide your team to project success.
- **Creating a Collaborative Project Team Environment:** Establish a work environment where collaboration is encouraged, fostering innovation and efficiency.
- **Empowering the Team:** Encourage autonomy and accountability within the team to enhance engagement and productivity.
- **Supporting Team Member Performance:** Implement support systems to help team members reach their full potential and overcome challenges.
- **Communicating and Collaborating with Stakeholders:** Improve communication and collaboration with all stakeholders to maintain alignment and support throughout the project.
- **Training, Coaching, and Mentoring:** Invest in your team's skill development through continuous training, personalized coaching, and mentoring.
- **Managing Conflicts:** Learn to effectively manage conflicts within the team and among stakeholders to maintain a harmonious work environment.

## **Module 5: Supporting the Project Team's Performance**

- **Implementing Continuous Improvements:** Integrate a culture of continuous improvement to optimize

project processes and enhance team efficiency.

- Supporting Performances: Set up mechanisms to monitor, evaluate, and support team performance, ensuring high performance is maintained.
- Evaluating Project Progress: Use quantitative and qualitative methods to regularly assess project progress and adjust plans as needed.
- Managing Issues and Obstacles: Develop proactive strategies to quickly identify and resolve issues and obstacles that could hinder project progression.
- Managing Changes: Master change management processes to ensure any project changes are evaluated, approved, and integrated in a controlled manner.

## Module 6: Closing the Project/Phase

- Project/Phase Closure: Learn to effectively close projects or project phases, ensuring all tasks are complete, deliverables are accepted, and documentation is updated.
- Realizing Benefits: Master techniques for assessing and realizing project benefits, ensuring business objectives are achieved and recognized.
- Knowledge Transfer: Establish processes to capture and transfer knowledge gained during the project, thereby enriching the organization's intellectual capital for future projects.

## Lab / Exercises

- Lab 1: Develop a project charter
- Lab 2: Collect requirements
- Lab 3: Define the scope of the product
- Lab 4: Estimate some activities
- Lab 5: Calculate the critical path
- Lab 6: Present a performance report based on the Earned Value Management technique (EVM)
- Lab 7: Present some quality gurus theory (Deming, Juran, Crosby, ...)
- Lab 8: Identify and analyze some risks

## Documentation

- Official "PMI® AUTHORIZED PMP® EXAM PREP COURSE" Tutorial
- Official publication "PMBok® Guide, seventh edition"
- PMP Exam Preparation guide

## Exam

To pass your PMP® examination, you will need to follow the following process:

- Ensure if you are eligible for the PMP® credential
  - Have a High school /secondary school diploma (such as the *French Baccalauréat* or *Swiss Maturity*) or global equivalent + 5 years project management experience + 35 hours project management education (this course covers this requirement) Or
  - Have a Bachelor's degree / higher (such as a *Bachelor's degree*, *Licence – Bac+3*, or *Swiss HES Bachelor*) or global equivalent + 3 years project management experience + 35 hours project management education (this course covers this requirement)
- Fill out the application form including the list of your experiences and persons of reference in case your file is audited
- Prepare yourself for the exam (simulate exam with several sets of 200 multiple choice questions; duration: 4 hours)
- PMI will need to validate your application form (usually done within 5 working days; 10 when you are audited)
- Proceed to payment

- Receive a voucher (validity 1 year)
- Schedule your exam at a PearsonVue test center near your location when you are ready

To learn more about the certification: [click here](#). **If you would like to take the PMP training with the exam included, please [click here](#).**

### **Participant profiles**

- Any IT professionals, especially project managers, who wish to obtain their Project Management Professional credential (PMP® certification)
- Any project managers who wants to formalize their experience in project management

### **Prerequisites**

- To have a High school diploma or global equivalent and 5 years project management experience **or** to have a Bachelor's degree or global equivalent and 3 years project management experience

### **Objectives**

- Understand all required processes, their tools and techniques, and their inputs and outputs to successfully manage a project
- Cover the whole lifecycle of a project through practical exercises using a case study
- Become certified as a Project Management Professional (PMP® examination)

### **Description**

PMP Training

### **Niveau**

Intermédiaire

### **Classroom Registration Price (CHF)**

3900

### **Virtual Classroom Registration Price (CHF)**

3650

### **Duration (in Days)**

5

### **Reference**

PMI-02-PMP