# PROJECT RISK MANAGEMENT PROFESSIONAL

## PRMP Exam Preparation

### Who Can Do?

- University Graduates and like to pursue a career in Project Risk Management

- Already working professional who are looking a better Project Risk Management Skills.

- Managers who are looking to pursue their career in project risk management domain and willing to get the Certification of PRMP.

- People who would like to do the international certification PRMP. This course also covers complete preparation of project risk management professional

**100,000+ Students have been Trained**

**since 1997**

**Program is offered by**

**3D EDUCATORS - INT**

**22 Years of Excellence in Training & Development**

# Invest in People the only Asset that Appreciates

🌐 www.3dedudcators.com
✉ info@3deducators.com

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# Table of Content

# PRMP - Project Risk Management Professional Training

# Program Details

## Inauguration

The Training Program will be inaugurated by a senior member of 3D EDUCATORS

## Program Structure

| | |
|---|---|
| No of classes per week | **01 Class** |
| Duration of each class | **3 - Hour** |

## Other Learning Activities

| | |
|---|---|
| Project | **1** |
| Classroom Assignment | **4** |
| Presentations by Trainees | **1** |

## PROGRAM TOPICS AND TIME ALLOCATION

The participants will cover the following syllabus:

Project Risk Management Professional Exam Preparation

### In Affiliation with

**3D EDUCATORS**
Trainers & Consultants

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## About the Program

Project risk management is an essential practice that boosts the probability of success, alleviating anxiety for stakeholders. You can prove your advanced knowledge and experience in risk management—even for large projects in complex environments—and set yourself apart with PMI-RMP certification.

The PMI-RMP is particularly suited to:

- Project Managers
- Risk Managers
- Functional Managers
- C-Suite Executives

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# Program Syllabus

## PROJECT RISK MANAGEMENT PROFESSIONAL

| Domain I | Risk Strategy and Planning – 22% |
|---|---|
| Task 1 | **Perform a preliminary document analysis**<br><br>• Gather and review documents<br>    ○ Give examples of preliminary documents to review prior to risk identification includes industry benchmarks (if available), previous lessons learned, historical data, and the sources of the above information.<br>• Determine and assign who is responsible for the preliminary document analysis (e.g., project manager, risk manager, financial controller)<br>• Establish documents relevant to the risk process |

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| Task 2 | **Assess project environment for threats and opportunities** |
|---|---|
| | • Determine which OPA / EEF / project methodology is needed (e.g., agile, waterfall, hybrid, etc.) |
| | • Analyze the different environmental factors to be considered in the planning phase (e.g., PESTLE, SWOT analysis) |
| | • Determine the organizational and cultural risk appetite |
| |    o Analyze environment for risk culture maturity |
| | • Evaluate the project management information system process and data |
| | • Conduct a stakeholder analysis |
| | • Analyze constraints to risk management |
| |    o Government, market laws/rules, organizational, environmental, and technical risks |
| | • Focus stakeholders on creating a culture of risk awareness |
| | • Determine business driver of project, including key assumptions, benefits, and materialization of project. |
| **Task 3** | **Confirm risk thresholds based on risk appetites** |
| | • Align project risk thresholds to organizational risk appetite |
| | • Calculate the risk the organization can absorb (e.g., financial, scope, environmental, technical, legal, schedule, quality, contract, etc.) |
| | • Discuss risk thresholds |
| | • Lead conflict resolutions between stakeholders in agreeing on risk appetite |

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| Task 4 | **Establish risk management strategy** |
| --- | --- |
| | • Establish risk processes and tools<br>• Provide risk management templates/forms<br>• Determine risk metrics |
| | • **Identify risk categories**<br>• **Coach/mentor team on risk management best practices (servant leadership)**<br>• **Lead stakeholders to adopt the risk strategy** |
| Task 5 | **Document the risk management plan**<br><br>• **Define organizational risk roles and responsibilities**<br>    o **Align roles and responsibilities with a project RAM (e.g., RACI) chart**<br>• **Prepare a list of the key artifacts/resources that will be used to compile a risk management plan**<br>• **Outline the list of key risk management activities (e.g., who, what, when, where, how)**<br>• **Explain how the Risk Breakdown Structure (RBS) can be used to support the risk management plan**<br>• **Define a risk communication plan**<br>• **Define risk prioritization criteria**<br>• **Define stakeholder empowerment and education strategy** |

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| Task 6 | Plan and lead risk management activities with stakeholders |
|---|---|
| | • **Collaborate with the team that would conduct the risk planning on the project** |
| | • **Leverage stakeholder analysis done by the project manager** |
| | • **Manage stakeholder risk appetite and attitudes** |
| | • **Engage stakeholders in the risk prioritization process** |
| | • **Set appropriate expectations with stakeholders on the rules of engagement** |
| | • **Tailor risk communication for stakeholders** |
| | • **Lead stakeholder empowerment for risk strategies in the risk management plan** |
| | • **Train, coach, and educate stakeholders in risk principles and processes in order to create shared understanding of principles and processes, and foster engagement in risk management** |

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| Domain II | Risk Identification – 23% |
|---|---|
| **Task 1** | **Conduct risk identification exercises**<br><br>• Conduct meetings, interviews, focus groups, and other SME support activities<br>• Perform detailed analyses of risk identification exercise results<br>• Analyze documents, audio transcripts, telemetry data, etc. and understand business context of information<br>• Indicate risks as threats or opportunities |
| **Task 2** | **Examine assumption and constraint analyses**<br><br>• Leverage the results of the assumption and constraint analysis<br>• Categorize assumptions and constraints<br>• Assess the risk associated with each assumption and/or constraint<br>• Recognize the relationship between assumptions and/or constraints, and project objectives (e.g., predict the cascade effect of project stakeholder holiday schedules on project timelines)<br>• Encourage stakeholders to challenge assumptions and constraints |
| **Task 3** | **Document risk triggers and thresholds based on context/environment**<br><br>• Assess, confirm, and document risk compliance thresholds, and categories against updated risk data<br>• Assess and document risk triggers, causes and timing<br>• Assess and document risk consequences and/or impact<br>• Empower stakeholders to challenge existing thresholds |

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| Task 4 | **Develop risk register** |
| --- | --- |
| | • Analyze the validity of identified risks and triggers<br>• Examine the risk attributes like probability, impact, urgency<br>• Establish risk origin and ownership e.g., internal/external<br>• Classify risks as threats or opportunities |

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| Domain III | Risk Analysis – 23% |
|---|---|
| Task 1 | **Perform qualitative analysis**<br><br>• Perform a nominal classification or risks in the RBS using classifications from the risk management plan (e.g., environment, organizational, project management, technical, etc.)<br>• Estimate the impact of risk on project schedule, budget, resources, and scope<br>• Prioritize the risk based on impact, and urgency<br>• Apply the risk matrices<br>    o Agreed-upon assessment approach, Historical information, Definitions of probability and impact, Risk categories, Pre-established criteria<br>• Perform an ordinal classification<br>• Coach stakeholders on risk categorization strategies |
| Task 2 | **Perform quantitative analysis**<br><br>• Analyze risk data and process performance information against established metrics<br>• Analyze a project's general risks<br>• Perform a forecast and trend analysis on new and historical information<br>• Perform sensitivity analysis<br>    o Monte Carlo, decision trees, critical path, expected monetary value, etc.<br>• Perform risk weighting and calculate risk priority |

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| Task 3 | **Identify threats and opportunities** |
|--------|----------------------------------------|
|        | <br>• Assess project risk complexity<br>o SWOT analysis, Ishikawa, Tree Diagram<br>• Perform an impact analysis on project objectives<br>    o project scopes, schedule cost, and resources, quality, and stakeholders<br>• Assess project compliance objectives against organizational strategic objectives<br>    o procedures, project plans, corporate, and project governance, regulatory governance<br>• Empower stakeholders to independently identify threats and opportunities |

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| Domain IV | Risk Response – 13% |
|-----------|---------------------|
| **Task 1** | **Plan risk response**<br><br>• Determine appropriate risk response strategy<br>    o  avoid, accept, mitigate, enhance, contingency planning etc.<br>• Decide the risk response actions (time bound) based on the risk response strategies and identify action owners<br>• Assess the effectiveness of the risk response actions against the identified strategy and the project objectives impact<br>    o  cost/schedule/environment etc., effect of the action on the probability or the risk impact<br>• Illustrate and communicate effectiveness of the risk response strategies<br>    o  risk burndown chart, dot plots<br>• Determine the work around<br>• Allocate responsibilities<br>• Outline an appropriate responsibility matrix for a metricized project environment<br>• Re-evaluate organizational risks |
| **Task 2** | **Implement risk response**<br><br>• Execute the risk response plan(s)<br>• Execute the contingency plan(s)<br>• Encourage stakeholders to provide feedback on the risk response<br>• Evaluate and react to secondary and residual risks from the response implementation<br>    o  Improvise as needed |

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| Domain V | Monitor and Close Risks – 19% |
|----------|-------------------------------|
| Task 1 | **Gather and analyze performance data**<br><br>• Reconcile performance data & reports from risk relevant work packages<br>• Analyze data to determine the completion status against the baseline<br>• Perform a variance analysis<br>• Monitor impact against overall project risk exposure to enterprise |
| Task 2 | **Monitor residual & secondary risks**<br><br>• Monitor risk response and document residual risk<br>• Monitor risk response for secondary risks<br>• Assess impact of residual and secondary risks on project objectives<br>• Update and communicate impact of residual and secondary risks |
| Task 3 | **Provide information required to update relevant project documents**<br><br>• Aggregate and summarize risk data, and update project documents<br>    o risk register, lessons learned, project management plan, change logs etc.<br>• Monitor and close out expired risks |
| Task 4 | **Monitor project risk levels**<br><br>• Assess project risk level<br>• Prepare reports for different stakeholders<br>• Communicate risk levels to key stakeholders |

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## PMI-RMP Application Process and Eligibility

To be eligible for the PMI-RMP certification, you must meet certain educational and professional experience requirements. **All project risk management experience must have been accrued within the last five consecutive years** prior to your application submission.

| Educational Background | Project Risk Management Experience | Project Risk Management Education |
|---|---|---|
| Secondary diploma (high School diploma, associate's degree or global equivalent) | At least 36 months spent in the specialized area of professional project risk management within the last five consecutive years | 40 contact hours of formal education in the specialized area of project risk management |
| **OR** | | |
| Four-year degree (bachelor's degree or global equivalent) | At least 24 months spent in the specialized area of professional project risk management within the last five consecutive years | 30 contact hours of formal education in the specialized area of project risk management |
| **OR** | | |
| Bachelor's or post-graduate degree from a GAC accredited program (bachelor's or master's degree or global equivalent) | At least 12 months spent in the specialized area of professional project risk management within the last five consecutive years | 30 contact hours of formal education in the specialized area of project risk management |

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## HOW TO COMPLETE THE ONLINE APPLICATION

PMI encourages you to use the online certification system to apply for all certifications. A printable version of the application is available on a case-by-case basis. Please contact Customer Care to submit a request.

**Before you begin,** check to make sure you meet the certification eligibility requirements and can record the necessary information on the application.

**Once you start an online application,** you cannot cancel it. You can save it unfinished, come back to it later, and edit any information you already entered. The application will remain open for 90 days during which time PMI will send you an email reminder to complete the application.

Please ensure that the application includes your valid, unique email address as this will be the primary mode of communication from PMI throughout the certification process. **Although PMI will email you reminders during the process, you have the responsibility to schedule and sit for your examination within the one-year eligibility period** (see the Examination Eligibility section of this handbook for more details).

> **NOTE:** Electronic communications from PMI may inadvertently be blocked or forwarded to bulk mail folders by some spam filters. Please add customercare@pmi.org to the personal address book in your email program to help ensure that you don't miss important CCR program updates from PMI.

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**Before you submit the application,** you will be required to read and agree to the PMI Code of Ethics and Professional Conduct and the Certification Application/Renewal Agreement, which can be found in the PMI Certification handbook and on PMI.org.

> ***NOTE:*** Incomplete applications and faxed applications will not be processed or returned.

You can also use the online certification system to:

- View your submitted certification application
- View your examination eligibility status
- Complete PMI audit process
- Download your exam reports with pass/fail status
- Apply and submit payment to take or retake any PMI examination and/or evaluation
- Submit payment for certification renewal
- Download receipts
- Access your certification record and update your contact information
- View your listing on the Certification Registry

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# PMI-RMP Examination Information

Computer-based testing (CBT) is the standard method of administration for PMI examinations. Since August 2021, the PMI-RMP exam is also offered via Online-Proctored Testing (OPT). The PMI-RMP exam will be available in both CBT and OPT. For more information on OPT, please go here.

Once you are eligible to take your exam, PMI will e-mail you exam scheduling instructions with your eligibility code, which you will need when scheduling your exam appointment. You can schedule your exam appointment online or by telephone. Full details can be found in the certification handbook and within the examination scheduling instructions.

The PMI-RMP certification examination is comprised of 115 multiple-choice and multiple answer select questions. Of the 115 questions, 15 are considered pretest questions. Pretest questions do not affect the score and are used in examinations as an effective and legitimate way to test the validity of future examination questions. All questions are placed throughout the examination randomly.

| No. of Scored Questions | No. of Pretest (Unscored) Questions | Total Examination Questions |
|---|---|---|
| 100 | 15 | 115 |

The allotted time to complete the computer-based and online-proctored examination is two and a half hours.

| Allotted Examination Time |
|---|
| 2.5 hours |

It may take some candidates less than the allotted two and a half hours to complete the examination.

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For the PMI-RMP exam, there is an optional 10-minute break that will appear after you complete the first exam section (approximately 58 questions) and review all your answers. Please note once you have reviewed your responses and start your break you will not be able to return to the questions from the previous section of the exam.

Once your 10-minute break is over, you will be able to resume your exam to continue with the next section. For online proctored exams, please remember that once you re-enter the webcam view you, are expected to remain in view and all personal items must be placed out of arm's reach. If you do not return to the room at the conclusion of your 10-minute break, your exam timer will resume counting down until you return. You will not be permitted to take any additional breaks during the exam for any reason and leaving your desk will invalidate your score.

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# Terms & Conditions

## WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

## CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

## EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.

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The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

| Grade | Range |
|-------|-----------|
| A | 87 - 100 |
| B+ | 81 - 86 |
| B | 72 - 80 |
| C+ | 66 - 71 |
| C | 60 - 65 |
| F | below 60 |

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

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## ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website http://www.3deducators.com. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

## DISTANCE NOT MATTER

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.

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## <u>PRECAUTIONARY MEASURES</u>

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.

- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.

- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.

- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

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