

# PROJECT MANAGEMENT PROFESSIONAL PMP Exam Preparation

## Who Can Do?

- Fresh University Graduates and like to pursue a career in Project Management to enter CAPM
- Already working professional who are looking a better Project Management Skills.
- Managers who are looking to pursue their career in project management domain and willing to get the Certification of PMP.
- People who would like to do the international certification PMP. This course also covers complete preparation of PMP with 35 PDUs.

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

since  
1997

**Program is  
offered by**

**3D EDUCATORS  
INTL**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**



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## Project Management Professional Training

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## Project 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
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## PROGRAM TOPICS AND TIME ALLOCATION

The participants will cover the following syllabus:

Project Management Professional Exam Preparation

In Affiliation with





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### About the Program Instructor

This Training Program has been designed and will be conducted by Senior most Project managers and PMP CERTIFIED PROFESSIONALS who having the huge experience of Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of MS(IT), M.Sc. (Petroleum Technology) and Certification of MCSE, CCNA, CISA, CISSP, ISO 22301, 27001, 31000 and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at 3D Educators – Trainers & Consultants would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.



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## Project Management Professional Training

# Program Syllabus

## PROJECT MANAGEMENT (PMP TRAINING)

### Domain I

#### Task 1 Manage conflict

- Interpret the source and stage of the conflict
- Analyze the context for the conflict
- Evaluate/recommend/reconcile the appropriate conflict resolution solution

#### Task 2 Lead a team

- Set a clear vision and mission
- Support diversity and inclusion (e.g., behavior types, thought process)
- Value servant leadership (e.g., relate the tenets of servant leadership to the team)
- Determine an appropriate leadership style (e.g., directive, collaborative)
- Inspire, motivate, and influence team members/stakeholders (e.g., team contract, social contract, reward system)
- Analyze team members and stakeholders' influence
- Distinguish various options to lead various team members and stakeholders

#### Task 3 Support team performance

- Appraise team member performance against key performance indicators
- Support and recognize team member growth and development
- Determine appropriate feedback approach
- Verify performance improvements



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### Task 4 Empower team members and stakeholders

- Organize around team strengths
- Support team task accountability
- Evaluate demonstration of task accountability
- Determine and bestow level(s) of decision-making authority
- Task 5 Ensure team members/stakeholders are adequately trained
- Determine required competencies and elements of training
- Determine training options based on training needs
- Allocate resources for training
- Measure training outcomes
- Task 6 Build a team
- Appraise stakeholder skills
- Deduce project resource requirements
- Continuously assess and refresh team skills to meet project needs
- Maintain team and knowledge transfer

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### **Task 7 Address and remove impediments, obstacles, and blockers for the team**

- Determine critical impediments, obstacles, and blockers for the team
- Prioritize critical impediments, obstacles, and blockers for the team
- Use network to implement solutions to remove impediments, obstacles, and blockers for the team
- Re-assess continually to ensure impediments, obstacles, and blockers for the team are being addressed

### **Task 8 Negotiate project agreements**

- Analyze the bounds of the negotiations for agreement
- Assess priorities and determine ultimate objective(s)
- Verify objective(s) of the project agreement is met
- Participate in agreement negotiations
- Determine a negotiation strategy

### **Task 9 Collaborate with stakeholders**

- Evaluate engagement needs for stakeholders
- Optimize alignment between stakeholder needs, expectations, and project objectives
- Build trust and influence stakeholders to accomplish project objectives

### **Task 10 Build shared understanding**

- Break down situation to identify the root cause of a misunderstanding
- Survey all necessary parties to reach consensus
- Support outcome of parties' agreement
- Investigate potential misunderstandings

### **Task 11 Engage and support virtual teams**

- Examine virtual team member needs (e.g., environment, geography, culture, global, etc.)
- Investigate alternatives (e.g., communication tools, colocation) for virtual team member engagement
- Implement options for virtual team member engagement
- Continually evaluate effectiveness of virtual team member engagement



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### Task 12 Define team ground rules

- Communicate organizational principles with team and external stakeholders
- Establish an environment that fosters adherence to the ground rules
- Manage and rectify ground rule violations

### Task 13 Mentor relevant stakeholders

- Allocate the time to mentoring
- Recognize and act on mentoring opportunities

### Task 14 Promote team performance through the application of emotional intelligence

- Assess behavior through the use of personality indicators
- Analyze personality indicators and adjust to the emotional needs of key project stakeholders

## Domain II

### Task 1 Execute project with the urgency required to deliver business value

- Assess opportunities to deliver value incrementally
- Examine the business value throughout the project
- Support the team to subdivide project tasks as necessary to find the minimum viable product

### Task 2 Manage communications

- Analyze communication needs of all stakeholders
- Determine communication methods, channels, frequency, and level of detail for all stakeholders
- Communicate project information and updates effectively
- Confirm communication is understood and feedback is received

### Task 3 Assess and manage risks

- Determine risk management options
- Iteratively assess and prioritize risks



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### Task 4 Engage stakeholders

- Analyze stakeholders (e.g., power interest grid, influence, impact)
- Categorize stakeholders
- Engage stakeholders by category
- Develop, execute, and validate a strategy for stakeholder engagement

### Task 5 Plan and manage budget and resources

- Estimate budgetary needs based on the scope of the project and lessons learned from past projects
- Anticipate future budget challenges
- Monitor budget variations and work with governance process to adjust as necessary
- Plan and manage resources

### Task 6 Plan and manage schedule

- Estimate project tasks (milestones, dependencies, story points)
- Utilize benchmarks and historical data
- Prepare schedule based on methodology
- Measure ongoing progress based on methodology
- Modify schedule, as needed, based on methodology
- Coordinate with other projects and other operations

### Task 7 Plan and manage quality of products/deliverables

- Determine quality standard required for project deliverables
- Recommend options for improvement based on quality gaps
- Continually survey project deliverable quality

### Task 8 Plan and manage scope

- Determine and prioritize requirements
- Break down scope (e.g., WBS, backlog)
- Monitor and validate scope



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### Task 9 Integrate project planning activities

- Consolidate the project/phase plans
- Assess consolidated project plans for dependencies, gaps, and continued business value
- Analyze the data collected
- Collect and analyze data to make informed project decisions
- Determine critical information requirements

### Task 10 Manage project changes

- Anticipate and embrace the need for change (e.g., follow change management practices)
- Determine strategy to handle change
- Execute change management strategy according to the methodology
- Determine a change response to move the project forward

### Task 11 Plan and manage procurement

- Define resource requirements and needs
- Communicate resource requirements
  - Manage suppliers/contracts
- Plan and manage procurement strategy
- Develop a delivery solution

### Task 12 Manage project artifacts

- Determine the requirements (what, when, where, who, etc.) for managing the project artifacts
- Validate that the project information is kept up to date (i.e., version control) and accessible to all stakeholders
- Continually assess the effectiveness of the management of the project artifacts

### Task 13 Determine appropriate project methodology/methods and practices

- Assess project needs, complexity, and magnitude
- Recommend project execution strategy (e.g., contracting, finance)
- Recommend a project methodology/approach (i.e., predictive, agile, hybrid)
- Use iterative, incremental practices throughout the project life cycle (e.g., lessons learned, stakeholder engagement, risk)



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### Task 15 Manage project issues

- Recognize when a risk becomes an issue
- Attack the issue with the optimal action to achieve project success
- Collaborate with relevant stakeholders on the approach to resolve the issues

### Task 16 Ensure knowledge transfer for project continuity

- Discuss project responsibilities within team
- Outline expectations for working environment
- Confirm approach for knowledge transfers

### Task 17 Plan and manage project/phase closure or transitions

- Determine criteria to successfully close the project or phase
- Validate readiness for transition (e.g., to operations team or next phase)
- Conclude activities to close out project or phase (e.g., final lessons learned, retrospective, procurement, financials, resources)

## Domain III

### Task 1 Plan and manage project compliance

- Confirm project compliance requirements (e.g., security, health and safety, regulatory compliance)
- Classify compliance categories
- Determine potential threats to compliance
- Use methods to support compliance
- Analyze the consequences of noncompliance
- Determine necessary approach and action to address compliance needs (e.g., risk, legal)
- Measure the extent to which the project is in compliance



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### Task 2 Evaluate and deliver project benefits and value

- Investigate that benefits are identified
- Document agreement on ownership for ongoing benefit realization
- Verify measurement system is in place to track benefits
- Evaluate delivery options to demonstrate value
- Appraise stakeholders of value gain progress

### Task 3 Evaluate and address external business environment changes for impact on scope

- Survey changes to external business environment (e.g., regulations, technology, geopolitical, market)
- Assess and prioritize impact on project scope/backlog based on changes in external business environment
- Recommend options for scope/backlog changes (e.g., schedule, cost changes)
- Continually review external business environment for impacts on project scope/backlog

### Task 4 Support organizational change

- Assess organizational culture
- Evaluate impact of organizational change to project and determine required actions
- Evaluate impact of the project to the organization and determine required actions



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## Project Management Professional Training

### PMP Application & Payment

You can satisfy the education requirements by demonstrating the successful completion of courses, workshops and training sessions offered by one or more of the following types of education providers:

- A. PMI Authorized Training Partners (ATPs)
- B. PMI chapters \*
- C. Employer/company-sponsored programs
- D. Training companies or consultants (e.g., training schools)
- E. Distance-learning companies, including an end-of-course assessment
- F. University/college academic and continuing education programs

The following education does not satisfy the education requirements:

PMI chapter meetings\*

Self-directed learning (e.g., reading books, watching instructional videos that do not include an end-of-course assessment)

\*If at least one hour of a chapter meeting is spent conducting a learning activity, the hour(s) spent in that activity can be counted towards the educational eligibility requirement.

PMI strives to process applications in a timely manner. The processing time for applications submitted online is 5 calendar days. This processing timeline does not apply if your application has been selected for PMI's audit process (refer to the PMI Audit Process section in the handbook for more details)



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## Project Management Professional Training

### PMP Application & Payment

#### PMP Certification Fees

The fees for obtaining the PMP Certification are subject to regional and membership pricing rules. Membership is NOT required to obtain the PMP. Initial examination fees must be paid after applications have been approved before you can schedule your examination.

If you need to retake the exam, and your eligibility period is still current, you may do so for a substantial discount subject to regional and membership pricing rules. Additionally, once an examination date is confirmed and scheduled, you may be subject to cancellation or no-show fees.

Once scores are received, you may request a manual hand score if your original test was not delivered on a computer but instead using a paper based administration. The fee for a hand rescore is \$45 USD.

Lastly, renewing your PMP Certification will require a payment based on regional and membership pricing rules.

We currently support USD, Euros, BRL, and INR currencies.

PMI accepts the following payment methods: credit card and wire transfer

Please note that reexamination fees are waived for candidates who have had their exam scores invalidated solely due to data forensics evidence.



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## Project Management Professional Training

# 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:

<b>A</b>	<b>87 - 100</b>
<b>B+</b>	<b>81 - 86</b>
<b>B</b>	<b>72 - 80</b>
<b>C+</b>	<b>66 - 71</b>
<b>C</b>	<b>60 - 65</b>
<b>F</b>	<b>below 60</b>



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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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## Project Management Professional Training

### 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](mailto: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](mailto: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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### PRECAUTIONARY MEASURES

- 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.

### CONTACT US

021-34141329, 0333-2402474  
021-34857148

info@3deducators.com

<http://www.3deducators.com>

Get the Admission Form

Download Form | 

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### SAMPLE CERTIFICATE



# CERTIFICATE

*Invest In People the Only Asset that Appreciates...*

*The Certificate Witnesseth that*

**Dr. Muhammad Allama Iqbal**

*Has Successfully Completed the 32-Dours Training of the*

**"Project Management Professional"**

Conducted By

**3D EDUCATORS - TRAINERS & CONSULTANTS**

From 22 Nov 2009 To 22 Jan 2010

CERTIFICATE ID: 3DCIA1010/5/2003093



Principal of Institute

GLOBALLY RECOGNIZED

Global Partner - International Management Research & Technology Consortium - IMRTC USA

Global Partner - PECB CANADA, Partner Institute of SDC - Government of Pakistan