

# PMP/CAPM Exam Preparation Course

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## **Course Overview**

Our Project Management Professional Course introduces learners to best practices as set forth in the Project Management Body of Knowledge (PMBOK Guide – 5th Edition) published by the Project Management Institute (PMI). The course content is broken down into practical deliverable modules that directly correspond to the chapters of the PMBOK Guide – 5th Edition. The material covered will prepare you for both the PMP and the CAPM exams.

## **Recommended Course Material/Text**

A Guide to the Project Management Body of Knowledge (PMBOK Guide) - 5th Edition, *Project Management Institute*

PMP Exam Prep, Eighth Edition - Updated: Rita's Course in a Book for Passing the PMP Exam Eighth Edition- UPDATED, *Rita Mulcahy*

## **Resources**

[www.pmi.org](http://www.pmi.org) - Professional membership association for the project, program and portfolio management profession.

## **Exam Changes**

The RDS examines the role of the project manager, assessing the needed competencies of this role, to determine the appropriate knowledge, tasks, and skills required to meet the industry standards of the profession. The RDS results are then used as the basis for the PMP Exam. The changes identified in this latest RDS were incorporated into the 2016 PMP Exam to ensure all areas are being adequately tested and to confirm exam validity. The changes to the performance domains, knowledge, tasks, and skills are also included in the *PMP® Exam Content Outline*.

The *Exam Content Outline* (ECO) delineates all the content that will be evaluated in the PMP Exam. It is the framework used to design the exam itself. Included in the ECO are all the tasks you will be tested on, categorized by performance domains. Each domain has a fixed percentage of questions on the exam—this is also known as “weighting”. In addition, the ECO outlines the knowledge and skill areas which cross-cut each domain and are also evaluated on the PMP Exam.

The RDS examined the previous ECO and a number of changes, both big and small, were implemented for the new ECO. Below, we have outlined these changes and called out specific alterations that may impact your exam preparation.

### Minor Changes

1. The weighting of the exam changed, and therefore the number of questions per domain also changed. These weightings include:
2. Executing—increased to 31% (previously was 30%)
3. Closing—decreased to 7% (previously was 8%)
4. Some tasks in the new ECO were changed very slightly in order to clean-up wording, language, and terminology. There is no change to the core content of these tasks.
5. Some tasks were removed, and will no longer be tested on the new exam.

### Major Changes

6. Eight new tasks were added, resulting in 25% of the new exam focusing on these new topic areas which were not previously tested.
7. Emphasis was added to the following topics:
  - a. **Benefits Realization:** There is added emphasis on business strategy and benefits realization. Focus is now placed on project managers participating in projects earlier in the process. This additional involvement results in project managers focusing more on business goals and business benefits than specific deliverables.
  - b. **Value of Lessons Learned:** Lessons learned are now emphasized throughout the entire project, not simply at the end or beginning in the closing and initiating phases. Key to this new emphasis is knowledge transfer and documentation of lessons learned.
  - c. **Project Charter:** Project manager responsibilities related to the project charter have changed. The sponsor or customer now creates and approves the charter, and the project manager contributes to its development, and informs others about the charter. Project managers are no longer solely responsible for creating the project charter.
  - d. **Stakeholder Relationships:** Emphasis on continual development of stakeholder relationships has been increased. Engagement with stakeholders and two-way relationships with stakeholders are extremely important, and one-way communication is discouraged. Project managers should encourage stakeholder engagement whenever possible.
8. More generally, the following knowledge and skill areas were added: business acumen, laws/regulations, change management, coaching/mentoring/training, customer satisfaction, delegation, cultural and diversity sensitivity, expert judgment, meeting management, organizational and operational awareness, finance, quality assurance, risk assessment, situational awareness, stakeholder management, virtual/remote team management.

## **Course Breakdown**

| <b>Topic</b>   |
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| Course Introduction,                                   |
| Unit 1- Introduction to PMBOK                          |
| Unit 2- Project Life Cycle & Organizational Influences |
| Unit 3- Project Management Processes                   |
| Unit 4- Project Integration Management                 |
| Unit 5- Scope Management                               |
| Unit 6- Time Management                                |
| Unit 7- Time Management (continued)                    |
| Unit 8- Cost Management                                |
| Unit 9- Cost Management (continued)                    |
| Unit 10- Human Resource Management                     |
| Unit 11- Procurement Management                        |
| Unit 12- Quality Management                            |
| Unit 13- Communications Management                     |
| Unit 14- Stakeholder Management                        |
| Unit 15- Risk Management                               |
| Unit 16- Risk Management (continued)                   |
| Course Review  |
| PMI Application Process                                |

## **Additional Information**

While the course was developed from the material within the PMBOK Guide 5<sup>th</sup> Edition, the coursework is designed to translate the material in ways that will demonstrate how to use the PMI methodology in real world scenarios. The PMBOK Guide 5<sup>th</sup> Edition should be used as a reference only and not as a study guide. Please use the course material for study purposes in conjunction with the test in the Rita's PMP Prep Exam book to best prepare for the exam.