



**CC PMP® Exam Prep**  
**Preparation for Project Management Professional (PMP)® and**  
**Certified Associate in Project Management (CAPM)® certifications**  
**offered by Project Management Institute (PMI)®<sup>1</sup>**

A **PRACTICAL** approach for training: We add color to the traditional training methods, based on dynamism, interaction, active learning and fun. We strongly believe in the power of games, metaphor and participants' intelligence. Our training sessions are not and will never be boring.

The course is intended for those project managers that are seeking recognition of their experience by obtaining an international certification. The course prepares the participants for the PMI® certifications (PMP® and CAPM®) examination, with a particular emphasis on explaining the underlying managerial concepts of the PMI approach.

- 📌 **Learning objectives:** following this course, the participants will be able to
  - Understand the PMI® PMP® and CAPM® certification processes
  - Explain the principles of the PMI® code of ethics and its importance for the profession
  - Present the main activities within the 47 processes as described in “A Guide to Project Management Body of Knowledge – 5<sup>th</sup> Edition” (*PMBOK® Guide*)
  - Create some of the most important processes outputs/ documents as described in “A Guide to Project Management Body of Knowledge – 5<sup>th</sup> Edition”
  - Fill in the application for PMP® and CAPM® credentials
  
- 📌 **Topics addressed in the training session:**
  - Project Management Institute. Types of certification, eligibility criteria, examination
  - PMI® Code of Ethics and Professional Conduct
  - Specific approaches of PMI
  - Key project management concepts, organizational structures and life cycles
  - Breakdown of project management processes as described in the *PMBOK® Guide* 5<sup>th</sup> Edition
    - Project Integration Management
      - Process: Inputs, Tools & Techniques, Outputs
      - **With focus on the project initiation document and project management plan**
    - Project Scope Management
      - Process: Inputs, Tools & Techniques, Outputs
      - **With focus on documenting requirements and substantiating the scope of the project**

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<sup>1</sup> PMP, CAPM, PMI, PMBOK, and the Registered Education Provider logo are registered marks of the Project Management Institute, Inc.

- Project Time Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on the critical path method**
- Project Cost Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on understanding and applying the earned value method**
- Project Quality Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on the seven tools of quality**
- Project Human Resources Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on motivational theories**
- Project Communications Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on identifying the communication needs of stakeholders**
- Project Risk Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on risk register and risk budgeting**
- Project Procurement Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on contract types**
- Project Stakeholder Management
  - Process: Inputs, Tools & Techniques, Outputs
  - **With focus on managing the relationships with stakeholders**
- Application process. Tips and tricks

#### 📌 Activities:

- Presentations, discussions, interpretations of management concepts, examples, case studies
- Tests similar to those in the PMP® and CAPM® exams with answers that will be discussed
- Tips & tricks for exam
- Games for recap

#### 📌 Additional details :

- Duration: 5 days, between 9.00-17.30
- Participants: 8-14 persons
- Course conducted in Romanian language with course material in English language
- Participants will receive a Certificate of Completion that accredits 35 contact hours of formal project management education.

The course offers 35 contact hours necessary to register for the exam.



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