Information Session

Project Management Professional Certificate Program
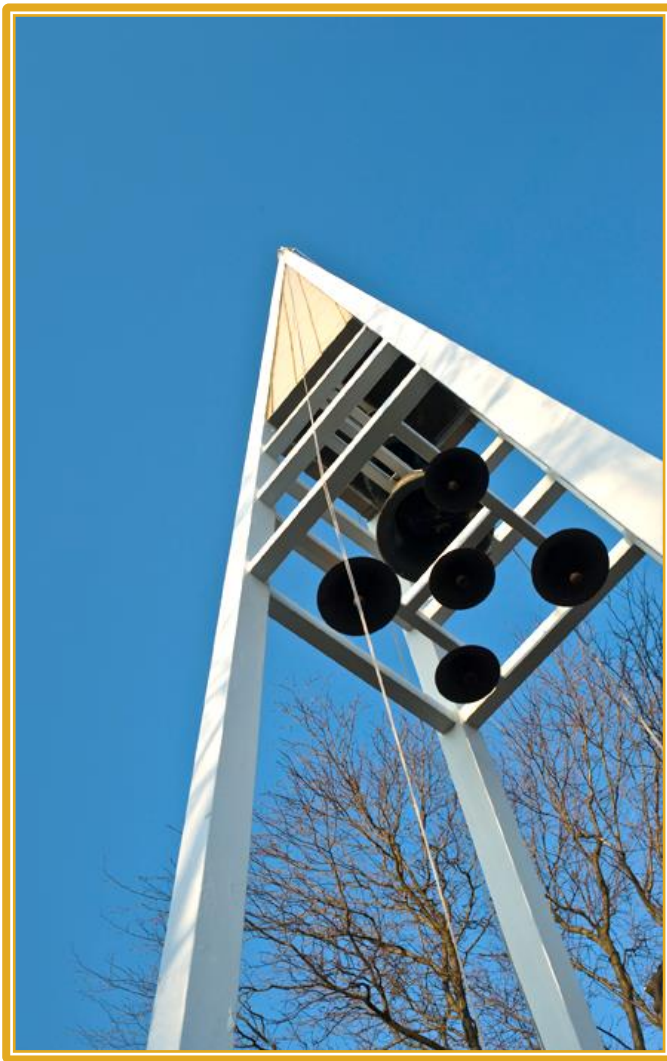
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Additional Information

- Schoolcraft.edu/ppl/project
  - FAQs
- Success Scholarship (schoolcraft.edu/ppl/scholarships)
- Registration (schoolcraft.edu/ocelotaccess)
- Answer Center
  734-462-4426

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Contact Us!

ppl@Schoolcraft.edu

(734) 462-4448

Schoolcraft.edu/ppl

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Project Management Professional Exam Preparation

INFORMATION SESSION

Q'vive

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Eric van der Meulen PMP, AHPP, RBPMP

President & Founder

eric@qvive.biz | 248.231.7452 | qvive.biz   consulting | interim management | training

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FALL 2024

Project Management Professional Exam Preparation

Sep 24–Nov 26 • 6–9:40 pm • 10 weeks • 36 hours

Information:
734.462.4448
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schoolcraft.edu/ppl

"I'm happy to report to you that I passed the PMP exam yesterday! The course you provided was very helpful in preparing for the exam. Thank you."

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Project Management Professional Exam Preparation

Are you preparing for the PMP exam, or looking for a solid foundation in project management principles and practices? Gain essential knowledge on how to approach the people, process, and business aspects of projects, and deliver value for your stakeholders.

Includes 568 page course handbook with 405 practice questions and 30 exercises.

meets PMP® Exam education requirement

Topics include domains and tasks from the 2021 PMP® Examination Content Outline, which is what the exam is based on. Classroom discussion and exercises are focused on topics from:

- *PMBOK® Guide – 7th Ed.*
- Agile Practice Guide
- Process Groups: A Practice Guide

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Project Management Practitioners Needed

- The Project Management Institute's 2023 survey titled *Earning Power: Project Management Salary Survey – Twelfth Edition (2023)* indicates the median total compensation for certified Project Management Professionals (PMPs) in the United States is $125,258[1].

- On average, a Project Manager with a Project Management Professional (PMP) certification in the US will make 33% more money than a Project Manager without PMP certification. (PMI, 2023)

- Just over 50% of companies require candidates to be PMP certified in order to fill Project Management roles. (PMI, 2020)

- By 2030 employers will need 25 million specialists working on Project Management related roles. This is a 28% increase over the current 90 million. (PMI, 2023)

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Testimonials from Students

- *"I passed my PMP credentials exam last Thursday. It was a challenge….Thank you for your help with the exam prep. Your course put me on the right track."*

- *"I'm happy to report to you that I passed the PMP exam yesterday! The course you provided was very helpful in preparing for the exam. Thank you."*

- *"The instructor was focused and effective in teaching the subject matter and recommending supplemental material to further help me gain knowledge."*

- *"It is exactly what you need for certification and it is taught by an expert in the field."*

- *"Eric is fantastic. He is very knowledgeable, funny, and provided real life examples, which made the materials easier to understand. Class participation & group exercises very very helpful!"*

- *"Extremely helpful! Fast paced with lots of information."*

- *"Great preparation for PMP Certification. Must study outside of class."*

- *"Explains material in a clear way and offers practical exercises & examples"*

- **Course Objectives and Outline**
- The World of PMI
- The PMP Exam
- Schoolcraft PPL Information
- Week 1 Class Sample

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PMP Exam Prep Course Objectives

- Meet PMI's eligibility requirement of 35 contact hours

- Know concepts, terminology, and methods used at PMI

- Measure exam-readiness to pass on the first attempt

- Increase understanding of project management
 - People
  - Process
  - Business Environment

Learn how to deliver benefits and value for your stakeholders and make your projects a success

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Learning Objectives

A successful student should be able to do the following at the end of this class:

1. Create a high-performing team
2. Start a project
3. Determine life cycle and development approach
4. Plan scope, quality, budget, resources, schedule, procurement
5. Do the project work
6. Manage risk
7. Manage communications and engage stakeholders
8. Deliver benefits and value
9. Manage changes
10. Keep the team on track (lead, support, remove hurdles, manage conflict)
11. Manage business environment, requirements, and compliance
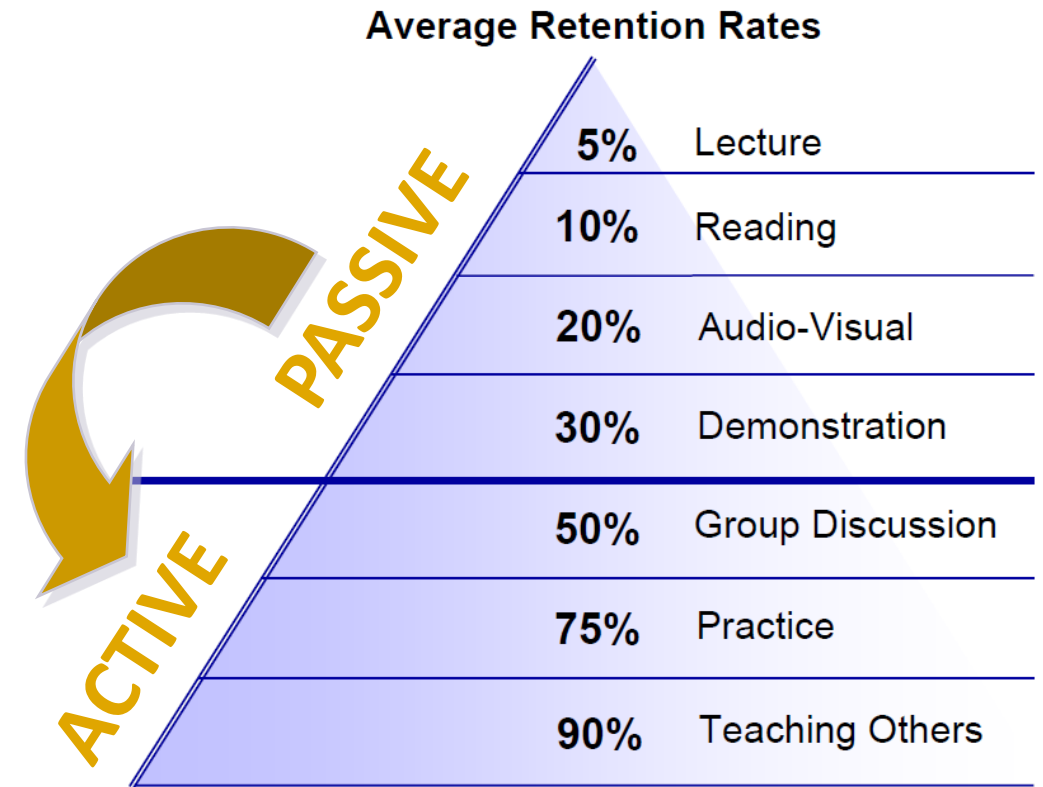12. Prepare for the PMP exam

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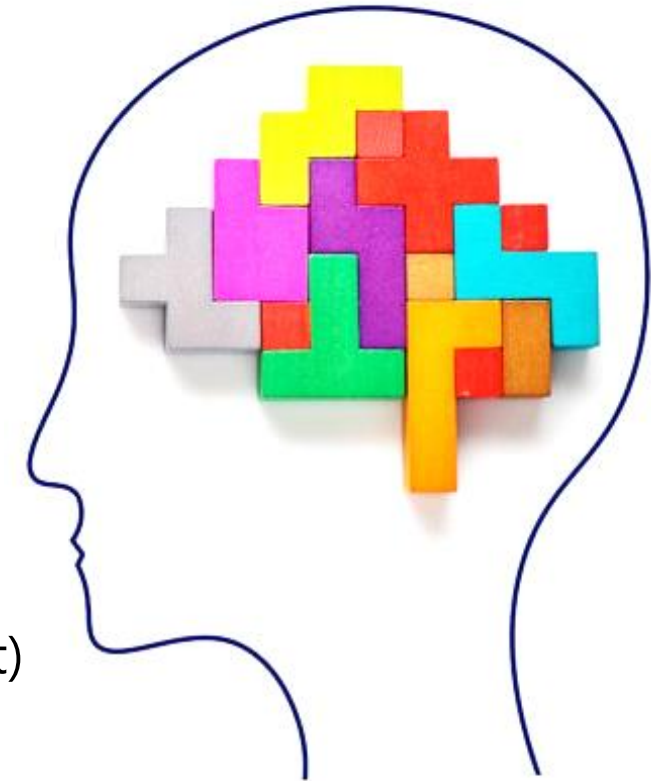
Learning and Classroom Activities

- Lecture
- Class room discussion
- Group practice exercises
- Exam questions

During each class we will work on group projects to apply project management principles.

We will also discuss application in specific (your!) real life situations.

The Learning Pyramid*

Average Retention Rates

PASSIVE
ACTIVE

5%	Lecture
10%	Reading
20%	Audio-Visual
30%	Demonstration
50%	Group Discussion
75%	Practice
90%	Teaching Others

* Source data: National Training Laboratories. Bethel, Maine

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PMP Exam Prep Course Outline – 1

- **Project Management Mindset**
  - Introduction to Project Management
  - Kick-Start Projects for Success
  - The World of PMI
  - The PMP Exam
- **Creating a Team**
  - Team Building, Ground Rules, and Agreements
  - Empowering and Training Team Members and Stakeholders
  - Engaging Team and Building Shared Understanding

- **Starting the Project**
  - Determining Methods and Practices
  - Plan and Manage Scope, Schedule, Resources, and Budget
  - Plan and Manage Quality
  - Plan and Manage Procurement
  - Integration, Governance, Closure Planning

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PMP Exam Prep Course Outline – 2

- **Doing the Work**
  - Manage Risks, Issues and Changes
  - Execute to Deliver Business Value
  - Manage Communications and Engage Stakeholders
  - Project Artifacts, Knowledge Transfer and Continuity
- **Keeping the Team On Track**
  - Leading the Team and Supporting Performance
  - Removing Hurdles and Managing Conflicts
  - Mentoring and Collaborating with Stakeholders
  - Emotional Intelligence

- **Focusing on the Business**
  - Managing Compliance
  - Delivering Benefits and Value
  - Addressing Business Environment Changes
  - Supporting Organizational Change
  - Continuous Improvement
- **PMP Examination Preparation**
  - Professional Responsibility
  - Exam Perspective, Approach, Question Types and Formats, Facts, Strategies
  - Project Roles
  - Exam Application
  - Practice Questions

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The World of PMI

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Project Management and PMI

- The Project Management Institute (PMI) is the world's leading organization for the project management profession
  - PMI serves practitioners and organizations
    - Standards that describe good practices
    - Globally recognized credentials that certify project management expertise
    - Resources for professional development
  - A Guide to the Project Management Body of Knowledge (*PMBOK® Guide*) is a recognized standard for the project management profession
    - Guidelines for managing individual projects
    - Project management principles and concepts
    - Project management life cycle and processes
    - Project management performance domains
    - ANSI standard, globally recognized
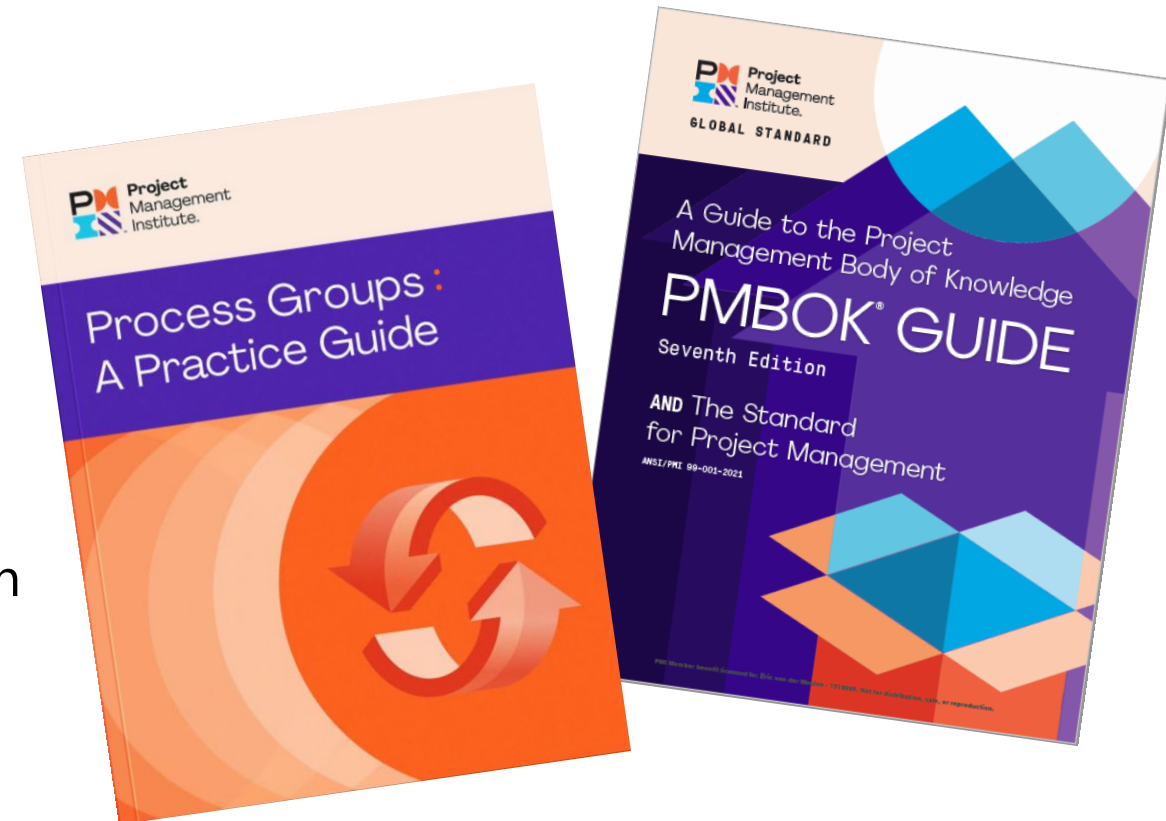
There are more than 1.4 million PMPs in 214 countries

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Differences between PMBOK Guide 6th and 7th Edition

PMBOK Guide – 6th Edition is all about **PROCESS** → Prescriptive

- Process focus, creating deliverables
- Project Environment
- Role of Project Manager
- Ten Knowledge Areas
  - Primarily traditional project management
  - Emerging trends
  - Tailoring considerations
  - Comments about agile/adaptive application
- Appendices
  - Agile, Iterative, Adaptive, Hybrid projects
  - Knowledge Areas summary and tailoring
  - Tools & Techniques

PMBOK Guide 7th Edition is all about **PERFORMANCE** → Principle based

- Performance focus, creating outcomes and delivering value
- Ten Project Management Principles
- Eight Project Performance Domains
- Tailoring
- Models, Methods, and Artifacts
- Appendices
  - Sponsor
  - Project Management Office
  - Product Management

> "Projects produce *outputs* that drive *outcomes* that deliver *value* to organizations."

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PMBOK® Guide – Sixth Edition

A Guide to the Project Management Body of Knowledge:
- Introduction, Project Environment, and Role of the Project Manager
- Knowledge Areas
  · Integration
  · Scope
  · Schedule
  · Cost
  · Quality
  · Resources
  · Communications
  · Risk
  · Procurement
  · Stakeholders

The Standard for Project Management:
  · Initiating
  · Planning
  · Executing
  · Monitoring and Controlling
  · Closing

Appendixes, Glossary, and Index

PMBOK® Guide – Seventh Edition

The Standard for Project Management:
- Introduction
- System for Value Delivery
- Project Management Principles

· Stewardship	· Tailoring
· Team	· Quality
· Stakeholders	· Complexity
· Value	· Risk
· Systems Thinking	· Adaptability and Resiliency
· Leadership	· Change

A Guide to the Project Management Body of Knowledge:
- Project Performance Domains:

· Stakeholders	· Planning
· Team	· Project Work
· Development Approach and Life Cycle	· Delivery
	· Measurement
	· Uncertainty

- Tailoring
- Models, Methods, and Artifacts

Appendixes, Glossary, and Index

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PMIstandards+™ Digital Content Platform

- The platform links to the *PMBOK® Guide* via the Models, Methods, and Artifacts section while further expanding on that content.
- Platform incorporates content from all PMI standards as well as content developed specifically for the platform.
- Content reflects "how to…" in actual practice, including emerging practices.

https://standardsplus.pmi.org/

- Course Objectives and Outline
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PMP Certification Exam Requirements

Education	Professional Experience	Project Management Education
High School / 2-Year Degree	60 months leading projects	35 contact hours*
4-Year Degree	36 months leading projects	35 contact hours*

- Experience must include leading and directing projects
- Project management experience must have been accrued within the last 8 consecutive years
- There is no expiration date on earned contact hours
- Education must be completed by the time you submit the application
- *If you are an active CAPM your education requirement is waived
- Applicants have one year to take the PMP Exam after being approved by PMI
- If you do not pass on the first attempt, you can take the exam two more times within that year

PMP = Project Management Professional
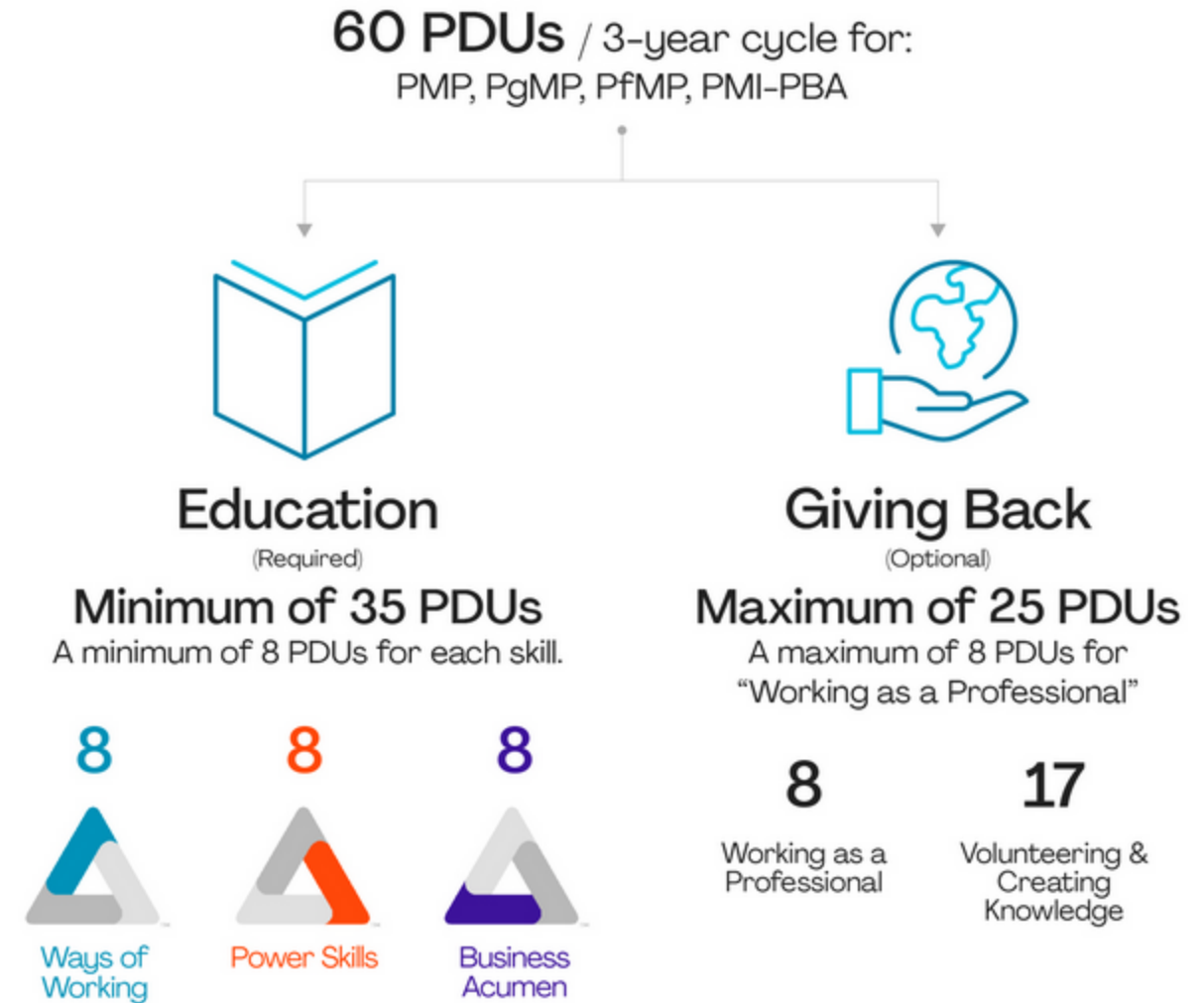*CAPM = Certified Associate in Project Management*

https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/pmp-examination-content-outline.pdf

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PMP Certification Exam Cost

PMP Certification Fees	PMI Member	Non-Member
PMI Membership Fee	$149	N/A
PMI Membership Renewal	$139	N/A
PMP Exam Fee	$405	$575
PMP Re-Examination Fee	$275	$375
Certification Renewal	$60	$150

- Student Membership rate is $32 (full-time students in accredited degree-granting programs)
- Retirees pay $65 for membership renewal (after 5 consecutive years of membership)
- PMI Membership includes free downloads of *PMBOK® Guide* and other Project Management Standards and Practice Guides
- A $70 fee will be charged if you reschedule or cancel your exam between 3 and 30 days before the appointment

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PMP Renewal Requirements

■ PMP credential holders must earn 60 Professional Development Units (PDUs) to meet renewal requirements within a three-year certification cycle

60 PDUs / 3-year cycle for:
PMP, PgMP, PfMP, PMI-PBA

Education
(Required)

Minimum of 35 PDUs
A minimum of 8 PDUs for each skill.

8 Ways of Working

8 Power Skills

8 Business Acumen

Giving Back
(Optional)

Maximum of 25 PDUs
A maximum of 8 PDUs for "Working as a Professional"

8 Working as a Professional

17 Volunteering & Creating Knowledge

Continuing Certification Requirements (CCR) Handbook

PMI Project Management Institute.

https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/ccr-certification-requirements-handbook.pdf

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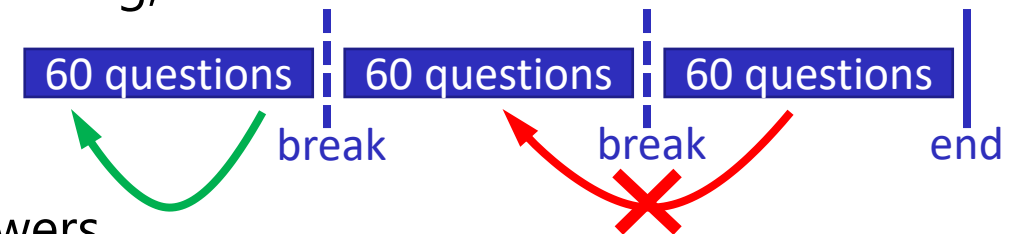Professional Learning

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Overview of the PMP Exam

- Optional tutorial of 5-15 min, not included in the examination time
- 180 questions in 230 minutes (3:50 hours)
  - 175 scored questions + 5 Pretest questions randomly placed, will not affect the score
  - Questions are multiple choice, multiple responses, matching, etc.
- There are two 10-minute breaks in the exam
  - First break after question 60 and review of all answers
  - Second break after question 120 and review of all answers
  - After review of answers and start of break you cannot return to the previous section
- Optional survey following the exam
- Passing score is unknown

60 questions | 60 questions | 60 questions

break   break   end

PMI: *"A sound psychometric analysis determines the passing score for all PMI examinations. To decide how many questions you must answer correctly to pass the test, PMI consults subject matter experts – project professionals from all over the world and from a variety of disciplines."*

What is the PMP Exam Based on?

- Project Management Professional Examination Content Outline (ECO) – January 2021
    - **Domain I**   People   42% of test
    - **Domain II**   Process   50% of test
    - **Domain III**   Business Environment   8% of test
        - Domains are essential to the practice of project management
    - Each Domain has a number of **tasks**
        - Describe the responsibilities of the Project Manager
    - Each task is explained with a number of **enablers**
        - Illustrations, examples that demonstrate what task means
        - Not an exhaustive list

Project Management Professional (PMP)®
Examination Content Outline – January 2021
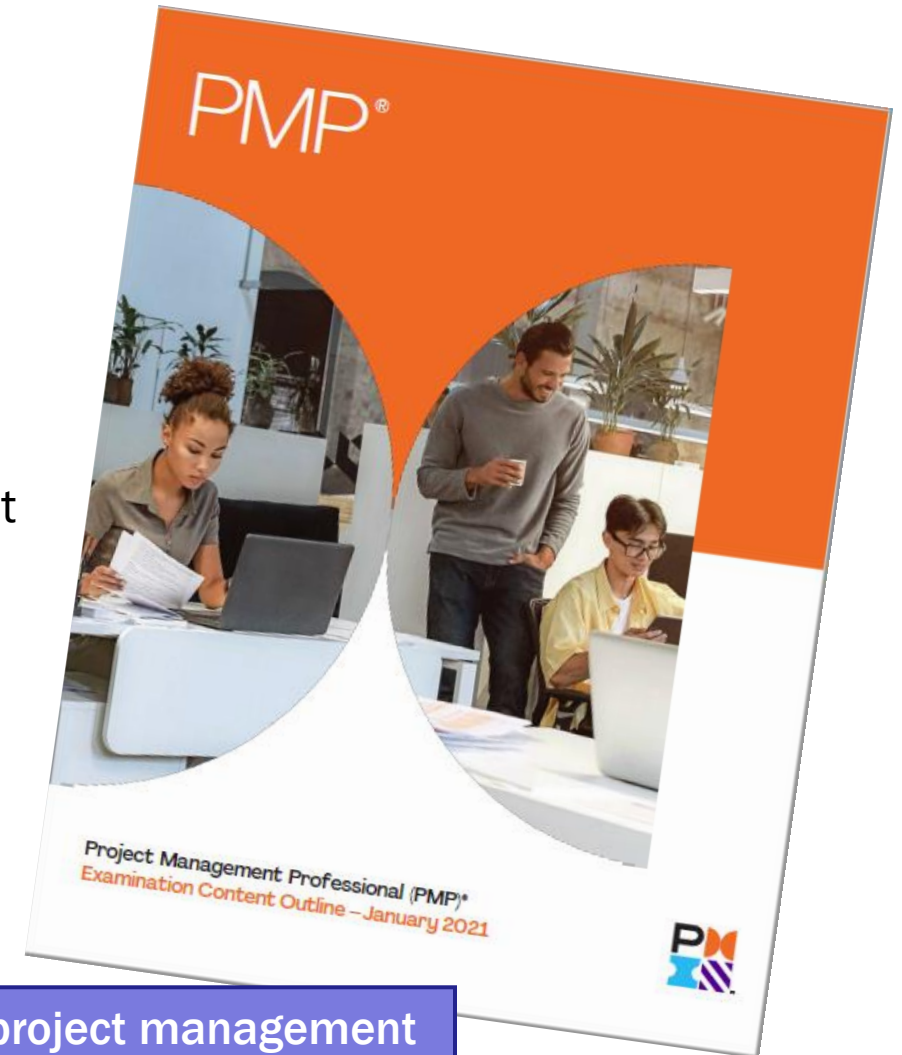
> **About half of the examination will represent predictive project management approaches and the other half will represent agile or hybrid approaches**

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Domain I – People (42%)

Task #	Description
1.	Manage Conflict
2.	Lead a Team
3.	Support Team Performance
4.	Empower Team Members & Stakeholders
5.	Ensure Team Members/Stakeholders are Adequately Trained
6.	Build a Team

enablers
- Appraise stakeholder skills
- Deduce project resource requirements
- Continuously assess and refresh team skills to meet project needs
- Maintain team and knowledge transfer

Task #	Description
7.	Address and Remove Impediments, Obstacles and Blockers for Team
8.	Negotiate Project Assignments
9.	Collaborate with Stakeholders
10.	Build Shared Understanding
11.	Engage and Support Virtual Teams
12.	Define Team Ground Rules
13.	Mentor Relevant Stakeholders
14.	Promote Team Performance through the Application of Emotional Intelligence

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Domain II – Process (50%)

Task #	Description
1.	Execute Project with Urgency Required to Deliver Value
2.	Manage Communications
3.	Assess and Manage Risks
4.	Engage Stakeholders
5.	Plan and Manage Budget and Resources
6.	Plan and Manage Schedule
7.	Plan and Manage Quality pf Products/Deliverables
8.	Plan and Manage Scope
9.	Integrate Project Planning Activities

Task #	Description
10.	Manage Project Changes
11.	Plan and Manage Procurement
12.	Manage Project Artifacts
13.	Determine Appropriate Methodology/Methods and Practices
14.	Establish Project Governance Structure
15.	Manage Project Issues
16.	Ensure Knowledge Transfer for Project Continuity
17.	Plan and Manage Project/Phase Closure and Transitions

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Domain III – Business Environment (8%)

Task #   Description

1. Plan and Manage Project Compliance

2. Evaluate and Deliver Project Benefits and Value

3. Evaluate and Address External Business Environment Changes for Impact on Scope

4. Support Organizational Change

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Exam Preparation

- PMP Exam Prep Course
  - It is recommended to read *Process Groups: A Practice Guide, PMBOK® Guide – 7th Edition, Agile Practice Guide,* and other study books (2-4 hours per week) during the course
- Self Study – 3 months with 2-3 hours daily
  - Reading Plan
    - *Process Groups: A Practice Guide*
    - *PMBOK® Guide – 7th Edition*
    - Agile Practice Guide
    - PMP Examination Content Outline (ECO)
    - PMP Exam Prep book or study guide
    - Other Reference Materials
  - Practice Exam Questions
  - Consider joining/forming a study group (weekly 1-2 hour meetings)
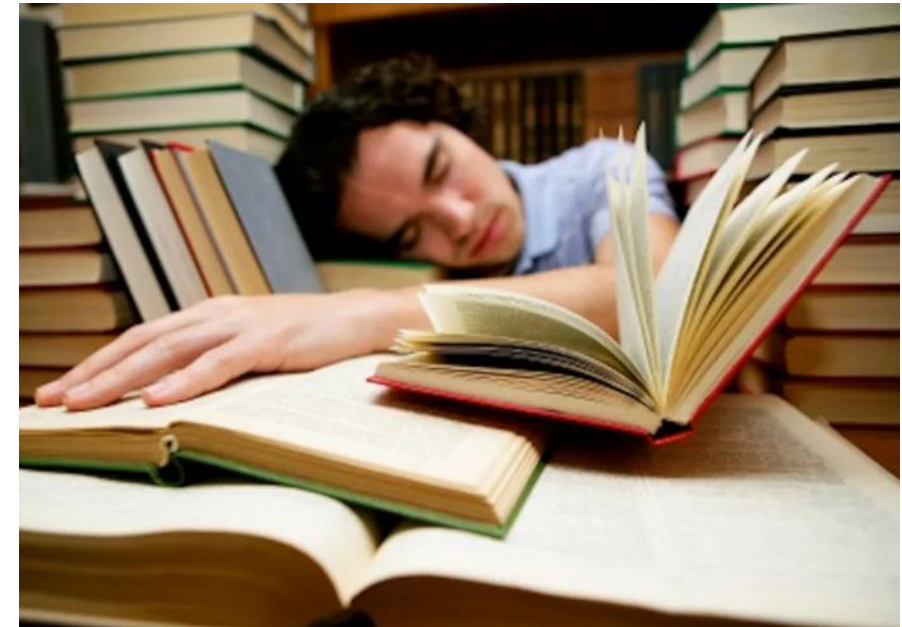
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- Course Objectives and Outline
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Exam Preparation

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Success Scholarship

- The PPL department has limited funds to award to adults (18+) seeking a Success Scholarship
- This Scholarship is designed to help students take PPL classes that will help them meet their personal or career goals and achieve success
- Applications have to be submitted two weeks before the class start date, and are reviewed by a committee and scored with a standard rubric
- Factors considered include challenging life circumstances, content and completeness of application, financial need, availability of funds
- If the maximum amount of $750 is awarded, the course will cost eligible students only $245, which is a true game changer
- Historically, those who are granted an award often are not granted the maximum

https://www.schoolcraft.edu/ppl/ppl-success-scholarship-application-4-2022/

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Exam Preparation

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Eric van der Meulen PMP, AHPP, RBPMP

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agilityze

TRUE NORTH PMP CONSULTING, INC.

sa partners | 30 years

President & Founder   Managing Partner   Senior Consultant   Sr Program Mgmt Consultant

Eric van der Meulen has been living and breathing project and program management since his first position at General Electric Plastics Europe over 30 years ago. Since then, he has lead the development of printing and finishing of polycarbonate automotive glazing. This resulted in a portfolio of groundbreaking processes, materials, equipment, and several patents.

Eric's consulting portfolio includes strategic planning and deployment, phase gate implementation, business process improvement, as well as management of technology, product development, IT, HR, ERP, compliance, quality, and capital projects. He has coached managers and stakeholders at all levels including C-suite, executive teams, project teams, and task forces.

Eric's most recent venture focuses on simplifying and transforming how growing companies operate their business by implementing a simple and flexible business management system, called *The Agile Business System™*.

Working with True North PMP Consulting, Eric helps clients improve their project management, product development and commercialization processes.

Eric currently holds a part time position at SA Partners, developing and managing operations and sales processes to support the sustained growth of this UK based consulting firm, and implementing strategic initiatives.

Eric earned a B.S. degree in Mech. Eng. from Avans University in Breda, NL. He is certified Project Management Professional (PMP), Agile-Hybrid Project Professional (AHPP), and Rummler-Brache Process Improvement Professional.

Week 1 – Agenda

- □ Introductions, Goals
  - ■ Course Objectives
  - ■ Course Outline & Materials
  - ■ Introductions
- □ Project Management Mindset
  - ■ Project Management Introduction
  - ■ Kick-Start Projects for Success
  - ■ The World of PMI
- □ Preparing for the PMP Exam
  - ■ Exam Requirements
  - ■ Exam Process
  - ■ Exam Preparation

Discussion
- ■ Introductions
- ■ Goals
- ■ Characteristics of a Project

Exercises
- ■ Definitions
- ■ Project Selection

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What is a Project?

- A temporary endeavor with start and end dates
- Creates a unique result, outcome, solution
  - ☐ Product includes components, enhancements of items } includes
  - ☐ Service or service capability, support function   } improvements
  - ☐ Result includes outcome, document, new knowledge
    - ■ Organizational change from current state to future state
- Enables creation of business value, tangible and/or intangible
  - ■ A project is different from operations
    - ☐ Operations is permanent or semi-permanent work that repeatedly produces or provides the same product or service
      - ■ Ongoing execution of repetitive process following existing procedures

Project: A ***temporary*** endeavor undertaken to create a ***unique*** product, service, or result.

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Why Project Management?

- **Project Management** helps people and organizations to:
  - Successfully and predictably meet business objectives
  - Anticipate and respond to problems, issues, and uncertainty
  - Efficiently utilize resources and manage constraints
  - Effectively deal with projects that are in trouble
  - Meet stakeholder expectations

- **No Project Management** results in:
  - Failure to achieve project objectives
  - Poor quality, behind schedule, over budget
  - Uncontrolled expansion and scope changes
  - Dissatisfied stakeholders

Strategic Benefits:
- Achieve business goals
- Increase competitiveness
- Sustain the organization
- Maintain project alignment with business case

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The Role of the Project Manager

- **Leading the project team** to **achieve the project's objectives**

- Project Manager may be involved
  - Before, during, or after **project initiation**
  - **Early involvement** may include evaluation and analysis
    - Advancing strategic objectives
    - Improving organizational performance
    - Meeting customer needs

    } Analysis and Development of Business Case

  - **After project** or phase is closed
    - Focused on realization of business benefits

- Project Manager **role is tailored** to the organization
  - Similar to tailoring the processes to the needs of the project

> **The Project Manager is the person assigned by the performing organization to lead the team that is responsible for achieving the project objectives**

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Project Boundaries
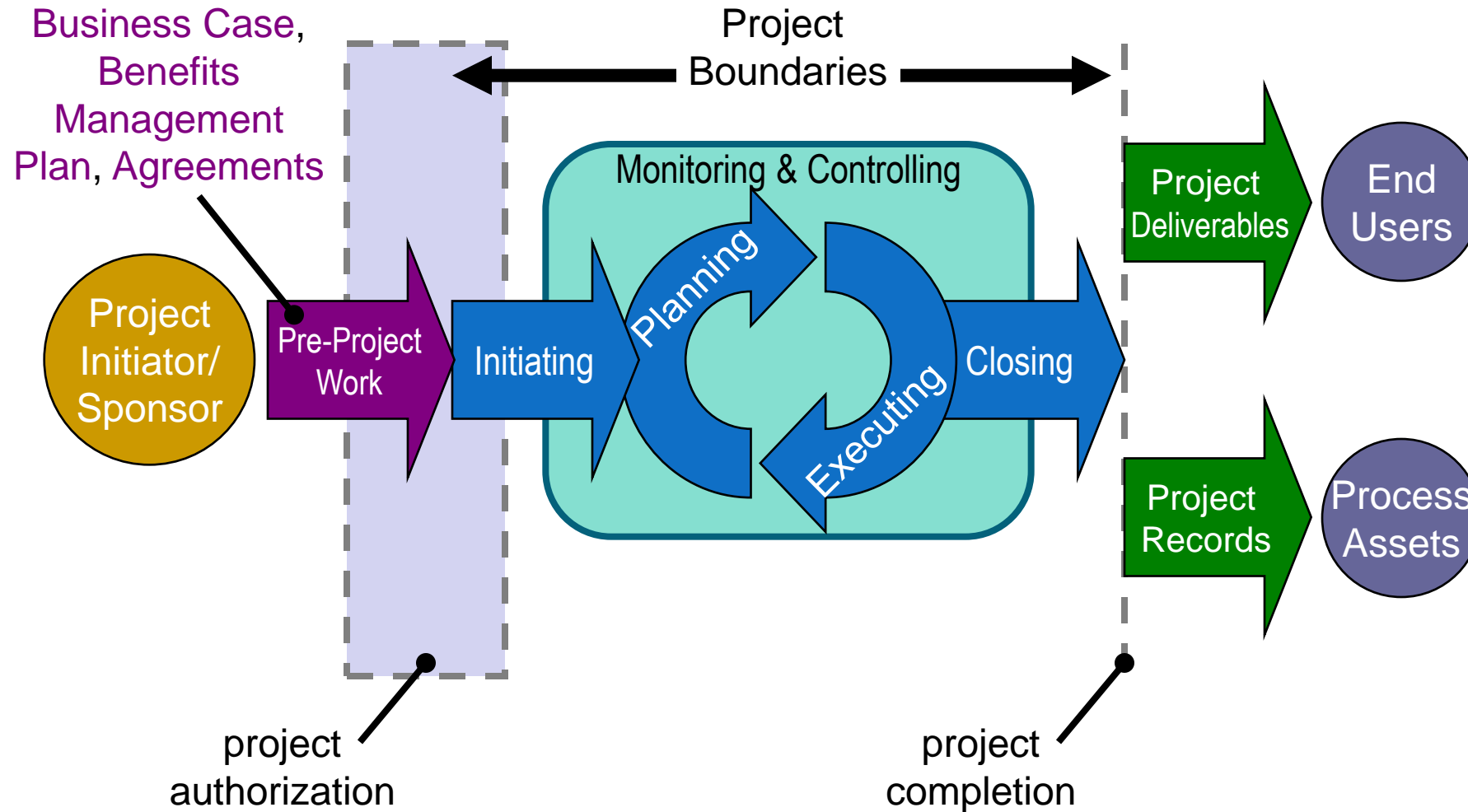
Practice Exam Question

What is the project manager's responsibility related to change?

A. Influence the factors that cause project change.

B. Ensure all changes are communicated to the change control board.

C. Deny change whenever possible.

D. Prioritize change below execution.

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Practice Exam Question

What is the function of the project sponsor?

A. To help manage senior management expectations.

B. To be the primary interface with the customer.

C. To fund the project and formally accept the product.

D. To help exert control over functional managers.

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Practice Exam Question

Who decides what the team needs to work on during the next iteration?

A. Project Manager.

B. Customer.

C. Product Owner.

D. The team itself, because it is self-managing.

Practice Exam Question

Which of the following is the best description of critical path?

A. The activities that represent critical functionality.

B. The activities that represent the largest portions of the work packages.

C. The activities that represent the highest schedule risk on the project.

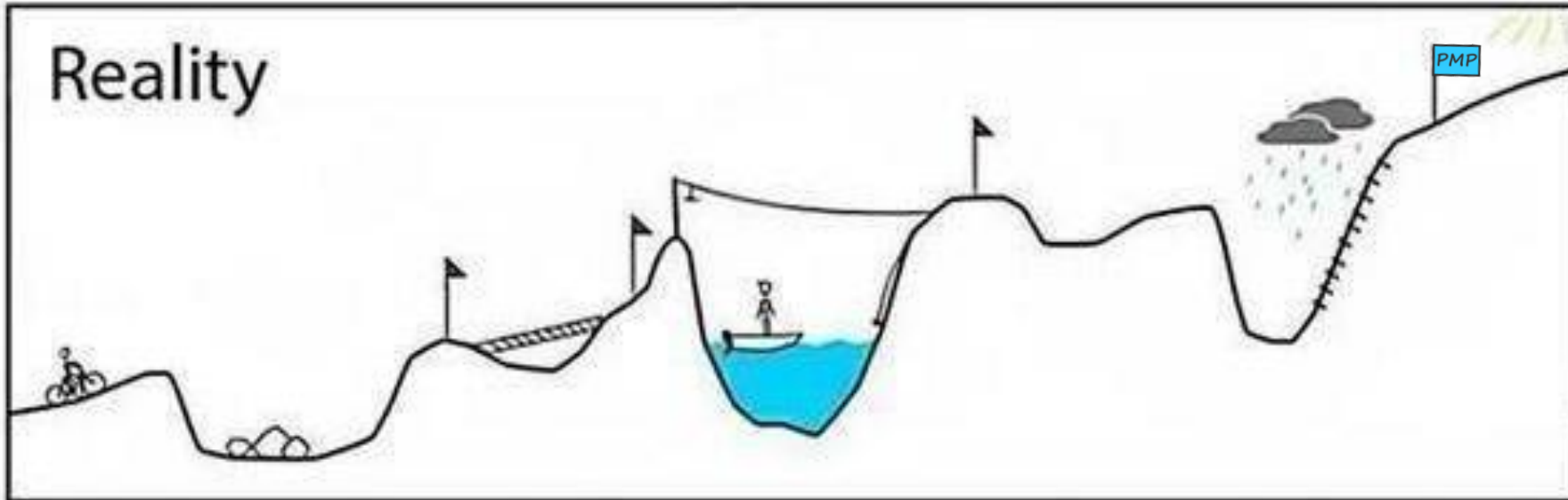D. The activities that represent the optimal path through the network.

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FALL 2024

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