€TRAINING

PMI Accredited Online Program

27 - 31 January 2025
Barcelona (Spain)

PMI Accredited Online Program

Introduction:

This program is designed to prepare participants for the certification exam only.

This program offers a comprehensive online learning experience designed to prepare you for PMI certifications, equipping you with the knowledge and skills required to excel in project management. The program leverages PMI's expertise and industry best practices, allowing you to study at your own pace and convenience.

Program Objectives:

At the end of this program, participants will be able to:

- Gain a thorough understanding of the Project Management Institute's PMI Project Management Body of Knowledge PMBOK® Guide.

- Apply PMI's proven methodologies and frameworks to manage projects effectively across various industries.

- Develop essential project management skills in areas like project initiation, planning, execution, monitoring and control, and closure.

- Prepare for the PMI certification exams, such as the Certified Associate in Project Management CAPM® or Project Management Professional PMP®.

Targeted Audience:

- Aspiring project managers seeking career advancement.

- Experienced project managers looking to enhance their skillset and knowledge.

- Individuals seeking PMI certification CAPM® or PMP® to validate their project management expertise.

- Professionals transitioning into project management roles.

Program Outline:

Unit 1:

Project Management Fundamentals:

- Explore core concepts of project management: Define project management, its importance, and the role of a project manager.

- Understand PMI terminology: Master key terms and concepts used in the PMBOK® Guide and project management profession.

- Navigate the project life cycle phases: Identify the five project life cycle phases Initiation, Planning, Execution, Monitoring & Control, Closure and their critical activities.

- Recognize the benefits of effective project management: Explore how proper project management contributes to project success and organizational goals.

- Analyze the impact of the project environment: Discuss external and internal factors influencing project execution and the importance of adapting your approach.

Unit 2:

Project Planning & Initiation:

- Master the project initiation process: Define the purpose, objectives, and feasibility of a project before committing resources.

- Develop a comprehensive project scope statement: Clearly define the project's deliverables, boundaries, and exclusions to ensure alignment with stakeholders' needs.

- Create a workable project management plan: Outline the project approach, schedule, budget, resources, communication plan, risk management strategy, and quality control procedures.

- Identify project stakeholders and their roles: Engage stakeholders effectively throughout the project life cycle, managing expectations and communication.

- Secure project approval and resources: Obtain necessary approvals, funding, and resources to initiate the project successfully.

Unit 3:

Project Execution & Monitoring:

- Lead and manage project teams: Develop strong team dynamics, delegate tasks effectively, and foster a collaborative work environment.

- Manage project execution effectively: Implement the project plan, monitor progress, and address any deviations or challenges proactively.

- Utilize effective project communication strategies: Communicate clearly and consistently with stakeholders, keeping everyone informed of project progress and potential issues.

- Implement risk management strategies: Identify potential risks, assess their impact, and develop mitigation plans to minimize negative consequences.

- Ensure project quality through control processes: Define quality standards, monitor project deliverables for compliance, and implement corrective actions as necessary.

Unit 4:

Project Monitoring & Control:

- Track project progress and performance: Monitor project activities against the baseline plan, identify variances, and analyze their root causes.

- Perform performance measurement and reporting: Utilize key performance indicators KPIs to track progress, identify trends, and report project status to stakeholders.

- Manage project changes effectively: Evaluate the impact of changes on scope, schedule, budget, and risk, ensuring proper approvals and communication.

- Implement corrective actions and schedule adjustments: Develop and implement corrective actions to address deviations from the plan and adjust the schedule as needed.

- Control project costs and budget: Monitor project expenses, identify cost overruns, and implement cost-saving measures when necessary.

Unit 5:

Project Closure:

- Finalize project deliverables and ensure acceptance: Complete all project activities, deliver final products or services, and obtain stakeholder sign-off.

- Conduct a comprehensive lessons learned review: Identify project successes and failures, capture valuable insights, and document lessons learned for future projects.

- Close out project contracts and finalize documentation: Finalize administrative tasks, close contracts, and archive project documentation for future reference.

- Evaluate project performance: Assess project success against objectives, identify areas for improvement, and document key learnings and Celebrate project success and recognize team contributions.

- Prepare for the certification exam.

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