

# PMP®

## EXAM PREPARATION

# PROJECT MANAGEMENT PROFESSIONAL

FOUR DAYS TRAINING



23-26 October 2023



09:00 am - 04:00 pm (GST)

## KEY FEATURES



### Certification Journey Support

- 4 Days PMI ATP Course
- One Hour online **refresher session** 1 month after the training
- PMI Exam Portal with question bank and Simulator
- PMP Application submission guideline for all participants
- 300 Case study Base Questions with explanation/reasons (**Udemy Video of our trainer**)
- 180 final Exam Simulator



### Exam Application Framework Assistance

Get expert assistance with PMI® registration, PMI® membership and review of PMI® application. From enrolling for exams to solving your doubts post-workshop, we've got your back. Learn from expert practitioners and pass the exam in your first attempt.



### Your PMP Partner- PMI ATP Certified

Our goal is to have you pass the exam the first time. You will be given PMI Actual portal and question bank with Mock. You have our commitment and guidance all along the way.

## What is PMP?



**Project Management Professional (PMP)** certification is an industry recognized credential for project managers. PMP demonstrates the experience, education, skill and competency required to lead and direct projects. PMP is the most sought-after certification administered by the Project Management Institute (PMI), USA.

Project Management Professionals are imperative in every industry. The demand is in terms of the skill requirements which vary between different industries and geographies. As per recent survey report by PMI, there will be huge opportunities for practitioners of Project Management

## About SIMFOTIX



SIMFOTIX is a trusted name in the executive education industry that offers cutting-edge corporate training programs. SIMFOTIX focuses on creating value for both learners and businesses through its varied program offerings. We, at Simfotix, hold unique expertise in developing our programs based on the design-learning concept that focuses on the key challenges of a learner and organization. Engagement, relevance, and effectiveness are the hallmarks of our learning solutions. So far, SIMFOTIX training programs are attended by over **5000 participants** from over **1000 organizations** operating **MENAT region**. Our clients regard their training experience with us inspiring and transformative.

On the e-learning front as well, SIMFOTIX offers courses that result in serious learning but in fun way, we adopt efficient gamification approach that is aligned with clear learning goals that L&D teams want to see as the achieved objectives. We also understand the ever-shifting corporate world challenges and even in online programs, we carry our legacy of quality, relevance, and impact that's why our programs are conducted by learned faculty comprised of global thought-leaders and top industry practitioners.

We also provide bespoke training solutions that are tailored and delivered in a way that it surpasses your expectations.

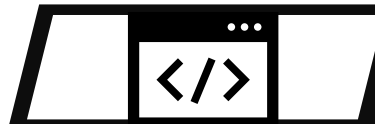
## Our Core Expertise



**SOFT SKILLS**



**INFORMATION  
TECHNOLOGY**



**BANKING &  
FINANCE**



**GAMIFICATION**



## Client Testimonials



It was more interactive , more concentrating on the practical side rather than theory. Good Trainer | Professional and having good communications. Trainer's attention to details is great | Well Managed the Training Session | Was very resourceful | Very Good, Clear and Direct instruction and focus | New knowledge . The content was extremely informative and useful. | Interactive and informative. Smart, Collaborator and can deliver the information clearly the presenter is very well educated easy to explain the subject. **Emirates Post Group Participants**

Excellent trainer from SIMFOTIX. | I learned a lot spend very good and it helped me. | Really professional trainer and her sessions was clear and easy and fun. | She explained everything in a easy and beautiful way. | She have good ways to conveying the information to us and we don't feeling bored . **Mubadala Group , MDC BMS**

Simfotix Trainer bear a Persuasive approach in training and the company is professional in the arrangement of training till end to make it a memorable experience. The In-house session and the follow-up session is excellent approach. **The Executive Council of Dubai**

Informative, engaging | New tools to be used for the growth for our organization | brainstorming and Good knowledge of the subject. **Sharjah Airport Authority**

The detailed Explanation & Excellent trainer by SIMFOTIX. Powerful clear course & excellent instructor. Provided the necessary information perfectly. Overall, best training & course. **Etihad Water & Electricity**

Targeted learning should be at the top of your L&D agenda. Thank you Simfotix for being an agile partner in our learning Journey. **Roche Middle East.**

Excellent courses delivered by SIMFOTIX to our team. Easy to understand trainer and well managed. I liked its interactive nature, and Mr Ahmed's examples of common phrases. **DEWA**

My team was positive and happy with the deliverables of MS Excel Training, and they think this session increased their knowledge and efficiency. **“Ministry of Human resources & Emiratization”**

Simfotix In-House training on MS Excel is well organized and our team learned lot of new things. We consider this as a value addition and meeting our objectives. **Road & Transport Authority Dubai RTA.**

A combination of learning and sharing through activities and self presentations. Learning Art of Public Speaking with Simfotix Training is truly a good experience. **Abu Dhabi Terminals**

## Client Testimonials



InHouse session was best from SIMFOTIX. The trainer is excellent, and has a good knowledge on his craft. **DP World**

Excellent Training conducted by Simfotix Professional Development. The whole day was full of fun and learning. **Department of Economic Development, Dubai**

Since last two years My Company is working with Simfotix, and every time it is great learning experience. MS Excel is one of the most recommended Program with distinctive methodology and valuable deliverables. **ADNEC “Abu Dhabi National Exhibition Centre”**

The in-house training met the desired objectives for improvement in the Finance function. Group work throughout the two days and team presentation on various analytics put thing in the focus learning direction. Good output Simfotix. **Team Imdad Group.**

Easy way of transferring knowledge makes the learning more digestible. Great work Simfotix for the in-house session. **Emirates NBD Bank**

Simulation Board Game training is one of the great training course and materials. Super helpful for connectivity and engagement among our departments to upscale productivity. Thank you! **Ghobash Group**

Our team attended MS Excel Training with Simfotix and it was never so much learning before in this course. All skill levels on the course fully catered for with a very patient approach, it's worth attending. **DU Telecomm**

Inhouse Training with Simfotix Training for Credit Transformation Program goes with a Wonderful learning experience of our Credit Risk Team. Looking forward to engage them in other upcoming training. **Finance House Abu Dhabi**

Thank you Simfotix for a comprehensive and value training to our Saudi Arabia Finance Team. Case Study and exercises were the key element of this workshop. As Learning & Development we are satisfied to work with them in future. GM Learning & Development , **MAF Carrefour International.**

The Power Bi session was engaging and informative. Overall program outcome is what we agreed and delivered to our functional departments. We would like to do more programs with Simfotix.

**Mashreq Bank**

Reference to the specific people in respective companies can be furnished on request.

Some of our Value Clients

		
 MUBADALA	 King Abdullah University of Science and Technology	
 هيئة كهرباء ومياه دبي Dubai Electricity & Water Authority	 مرافئ أبوظبي ABU DHABI TERMINALS	 F   A   M   A HOLDINGS مجموعة فاما القابضة
 MAERSK	 كارفور Carrefour	
 مصرف الشارقة الإسلامية Sharjah Islamic Bank		 ADNEC مركز أبوظبي الوطني للمعارض Abu Dhabi National Exhibition Centre
 المشرق mashreq		 دائرة الثقافة والسياحة DEPARTMENT OF CULTURE AND TOURISM
 اقتصاد دبي DUBAI ECONOMY	 دار الرياض DAR AL RIYADH	 موانئ أبوظبي ABU DHABI PORTS

Some of our Value Clients



## What is PMP?

**Project Management Professional (PMP)** certification is an industry recognized credential for project managers. PMP demonstrates the experience, education, skill and competency required to lead and direct projects. PMP is the most sought after certification administered by the Project Management Institute (PMI), USA.

Project Management Professionals are imperative in every industry. The demand is in terms of the skill requirements which vary between different industries and geographies. As per recent survey report by PMI, there will be huge opportunities for **practitioners of Project Management**. As companies recruit people from various cultural backgrounds, the need for project managers with a standardized set of skills increases. These project managers would be expected to undertake projects on system reorganizations, turn strategic vision into tangible goals, and ensure effective and agreed outcomes, while balancing various project constraints.

## Top 10 Benefits

1. **Differentiate** project, operations and program concepts.
2. **Align** Project and strategic objective.
3. **Understand** project manager roles and responsibilities in project organization.
4. **Practice** Requirement Gathering and Scope Finalization Techniques utilizing design thinking.
5. **Link** product, project and project management deliverables in MS Project.
6. **Define** and **Sequence** Activities, and their resources for Projects in MS Project.
7. **Finalize** the project baselines (i.e. Scope, Schedule, and Cost) using MS Project.
8. **Learn** Art, Science and Psychology of Executing the Projects with proactive approach.
9. **Forecast** Project Status by Utilizing Monitoring & Controlling Techniques using MS Project.
10. **Document** Lesson Learned, and Discuss Closing Strategies.

## About PMI®

Project Management Institute (PMI®) was established in 1969 with six members. PMI® is the most respected and recognized management standards institute in the world.

Today PMI's membership surpasses 600,000 in over 180 countries.

PMI is comprised of over 250+ regional charter chapters and 30+ Community of Practices (CoP).

The main goal of PMI is to provide standards to the project management world.

One of their significant accomplishments has been creating and publishing the project management standard document, globally recognized as PMBOK®.

## Course Outline (As per PMI guideline)

### DAY ONE

## Lesson One : Creating a High-performing Team

### Build a Team

- Deliverables & Tools
- Project Team Member Requirements
- Empower Team Members and Stakeholders
- Stakeholder Identification - Tools & Techniques
- Practical Work: Stakeholder Register & RACI Chart
- Diversity, Equity and Inclusion for Project
- Resource Management Plan
- Working in Virtual Teams – Challenges & Planning

- Service Level Agreement & Performance report
- Resource Calendars and Lessons Learned Register
- Go-Live Blackouts

### Empower Team Members and Stakeholders

- Team Decision making tools
- Estimates for the Project
- Team task accountability
- Determine and Bestow Levels of Decision-Making Authority

### Define Team Ground Rules

- Team Norms & Team Charter &
- PMI Code of Ethics and Professional Conduct
- Conflict Management & Negotiation in Teams
- Internal and External Team Member Communication
- Manage and Rectify Ground Rule Violations

### Train Team Members and Stakeholders

- Training and coaching plan
- Required competencies & Training cost estimates
- Training gap analysis
- Training calendar , cost & scheduling
- Baseline and Post-Training Assessments

### Negotiate Project Agreements

- Setting Project Agreement Objectives
- Negotiation Strategy :Agile or Traditional

### Engage and Support Virtual Teams

- Collaboration technology
- Engagement assessments
- Project or Resource Calendar
- Communication plan
- Variance analysis



## Course Outline (As per PMI guideline)

### DAY TWO

## Lesson Two : Starting the Project

### Appropriate Project Methodology/Methods and Practices

- Surveys & Project business case/needs document
- Project Overview Statement & Implementation Plan
- Agile practice guidelines & Life Cycles
- Meetings | Focus groups | Workshops
- SMART objectives
- Knowledge of classic PM and agile practice
- Project Integration

### Plan and Manage Scope

- Requirements Documentation
- Work performance reports
- Requirements Traceability Matrix
- Agile estimating & Change requests
- Scope management plan and
- Requirements management plan

### Plan and Manage Schedule Stakeholders

- Activity cost & duration estimates
- Task estimates | Story estimates | Feature estimates
- Updated documents Backlog

- Velocity data | Project schedule
- Product Roadmaps & Earned Value
- Updated schedule release plan
- Updated product backlog
- Network diagram | Planning meetings

### Plan and Manage Budget And Resources

- Product Roadmaps & Earned Value
- Estimating techniques: Three Point, Analogous, Parametric, T-Shirt sizing, Planning poker
- Project governance and compliance
- Understand change control
- Use velocity data and analysis
- Throughput analysis
- Cost Variance, EVM, EAC
- Funding limit reconciliation
- Features accepted vs feature remaining

### Plan and Manage Quality of Products and Deliverables

- Quality Management Plan
- Quality Metrics | Quality Assurance |Quality Control
- Cost benefits analysis
- Cost of Quality & Benchmarking
- Quality audit
- Process analysis
- Quality measurement tools

## Course Outline (As per PMI guideline)

### DAY TWO

## Lesson Two : Starting the Project (Continued)

### Integrate Project Planning Activities

- Integration Management
- Project Integration Management Processes
- Managing Change
- Factoring in Dynamic Change

### Plan and Manage Procurement

- Statement of Work
- Procurement Management Plan
- Source selection criteria
- Selected sellers
- Change Control Log
- Market research & Make or Buy Analysis
- Proposal Evaluation Techniques
- Negotiations
- Bidder Conferences
- Change Control Process

### Establish Project Governance Structure

- Stakeholder Artifacts
- Apply Governance to the Project Life Cycle
- Leverage Organizational Process Assets
- PMIS
- Update documents

### Plan and Manage Project/Phase Closure

- Close Project or Phase
- Close Procurements
- Acceptance of Project Deliverables
- Payments
- Use the Lessons-Learned Register

## Course Outline (As per PMI guideline)

### DAY THREE

## Lesson Three: Doing the work

### Assess and Manage Risks

- Risk Management Plan
- Organizational Process Assets
- Risk analysis techniques
- Update Risk Register
- Risk Identification Techniques
- Risk probability and impact assessment
- Risk Classification Approaches
- Monitor and manage risks

### Execute Project to Deliver Business Value

- Lead on Value Delivery
- Create a Culture of Urgency for Value Delivery
- Examine Business Value
- Product Roadmap
- Incremental Delivery
- Minimum Viable Product (MVP)
- Minimum Business Increment (MBI)

### Manage Communications

- Communications Management Plan
- Project Communications
- Stakeholder Register & Analysis
- Work performance and change updates
- Create and update project communications plan
- Update documents
- Understand and practice

### Engage Stakeholders

- Stakeholder Register & Engagement Plan
- Work performance information assessment
- Organizational Process Assets
- Power or Influence vs. Impact Grid
- Interpersonal & Management skills

### Create Project Artifacts

- Artifacts vs. Deliverables  
Project Documents
- Configuration Management System

### Manage Project Changes

- Issues Log & Risk Register
- Stakeholders Register
- Updated Issues Log
- Manage and update Issues Log
- Communicate with stakeholders
- Negotiate with stakeholders

### Manage Project Issues

- Risk and issues
- Resolving Issues

### Ensure Knowledge Transfer to Project Continuity

- Knowledge Types
- Lessons Learned
- Project Responsibilities Within the Team
- Working Environment Expectations

## Course Outline (As per PMI guideline)

### DAY FOUR

## Lesson Four : Keeping the Team on Track

### Lead a Team

- Vision / Mission document
- Reward and Recognition Plan
- Diversity awareness
- Leadership styles | Influence matrix
- Salience model | Power grids
- Remove impediments
- Communicate vision

### Support Team Performance

- Management by Objectives
- Benchmarking & Performance reports
- Performance tracking tools
- Burnup charts & Earned Value
- Throughput metrics
- Cycle time & Value stream map

### Address and Remove Impediments, Obstacles, and Blockers

- Backlog (reprioritized)
- Updated risk register
- Updated impediment task board
- Daily standup | Sprint reviews
- Risk reviews | Backlog assessment

### Manage Conflict

- Team charter or Ground Rules
- Updated RACI matrix

- Conflict management & Change management
- Conflict resolution strategies

### Collaborate with Stakeholders

- Stakeholder Register
- Stakeholder Engagement Plan
- Collaboration Activities
- Stakeholder Management Plan
- Mentor Relevant Stakeholders

### Apply Emotional Intelligence to Promote Team Performance

- Personality Profile Assessments
- Motivation Triggers | Performance Reports
- Transparency & Problem solving
- Communications plan | Motivational models
- Interpersonal and Team Skills
- Empathy – Looking Outward

## Course Outline (As per PMI guideline)

### DAY FOUR

## Lesson Five : Keeping the business in mind

### Manage Compliance Requirements

- Configuration Management System
- Execution Reports
- Nonfunctional Requirements
- Quality Management
- Risk Response Plan & Variance Analysis
- Tolerance & Escalation Procedures
- Audits & Sampling

- Governance Steering Committee
- Change Control Boards
- Governance Steering Committee
- Release Planning & Governance

### Support Organizational Change

- Organizational Cultures and Styles
- Project Management Office (PMO)
- Roll Out Plan
- Training Plan & Artifacts
- Project Management Plan updates
- EEFs | OPAs | Demos
- PM / PMO org structures

### Evaluate and Deliver Project Benefits and Value

- Benefits Management Plan
- Disciplined Agile
- Value Analysis & Cost Analysis
- EVM, ETC analysis
- ROI, NPV, IRR
- Decision Trees, EMV
- Monte Carlo & Net Promoter Score
- A/B Testing

### Employ Continuous Process Improvement

- Continuous Improvement Approaches
- Processes and standards
- Quality Theory methods
- Update to Process and Standards
- CI approaches & Lessons learned
- Retrospectives & Experiments

### Evaluate and Address Internal and External Business Environment Changes

- Internal Business Environment
- Backlog Reprioritization
- (Updated) Roadmaps

## Exam Process & Fee

### Enrollment Procedure

#### Exam Enrolment

Not included in the program fee.

- Membership Fee: \$150
- Exam Fee: \$405
- **Total Expense for Exam fee: \$555**

Subject to change if PMI changes.

#### Our Price Include

1. PMP Application submission guideline for all participants
2. Online LMS : PMI's Official Portal PMP Exam Preparation Student Digital Course Assets with an access of 1 year. (Including PMI's Online Student Manual, Post Class Survey, Project Manager Checklist, Spotlight Videos, Course Files, Self-Knowledge Check
3. 35 contact hours (Professional Development Unit) Course Completion **Certificate**.

#### Not Include

Exam and Membership Fee is not included , which is to be paid by the participant directly to pmi.org

## COURSE FEE

Regular Fee: **AED 3,600** Per Participant (Plus VAT)

**Fee does not include the Exam Charges**