











Timetable for 4 days PMP® preparation course - Standard

	Day 1	Day 2	Day 3	Day 4
9.00 – 10.00	Organizational issues & basics Introduction round, agenda, knowledge areas, PMI	Recap of the first training day	Recap of the second training day	Recap of the third training day
10.00 – 12.30	Basics of project management Project life cycle, development approach, portfolio & program management, project management process vs. phase <i>Feedback round</i>	Scope Management - Part 1 Requirements and scope management plan, identification of requirements, definition of scope <i>Feedback round</i>	Cost Management Cost management plan, cost estimation, budget development and cost control  Interaction: Exercises <i>Feedback round</i>	Risk Management Risk management plan, identification & prioritization of risks & opportunities, implementation and control of measures  Interaction: Exercises <i>Feedback round</i>
Pause				
13.00 – 14.30	Project manager Talent Triangle, leadership vs. management, responsibilities  Interaction: Exercises	Scope Management – Part 2 Creation of WBS, internal and external control of deliverables and scope  Interaction: Exercises	Quality Management Quality management plan, internal quality control, audits und inspection  Interaction: Exercises	Procurement Management Planning, conduct and control of external procurement Stakeholder Engagement Management Identification of stakeholders, planning & implementation of measures to develop the desired commitment
14.30 – 18.00	Integration Management Project Charter, project management plan, plan implementation, Knowledge management, monitor & control project performance, Integrated change control, close project or phase  Interaction: Exercises <i>Feedback round</i>	Schedule Management Schedule management plan, identification of activities, sequencing of activities and estimation of duration, development of schedule and controlling of schedule  Interaction: Exercises <i>Feedback round</i>	Resource Management Resource management plan, estimation of resource requirements, acquiring & managing resources  Interaction: Exercises Communication Management Communication management plan, project communications and monitoring of communication  Interaction: Exercises <i>Feedback round</i>	 Interaction: Exercises Summary & Repetition Visualization of logical dependencies of different processes & knowledge areas Q&A Session – Registration procedure and clarification of open questions, participation certificates <i>Feedback round</i>