



PMP® Certification Program

4 Days | Classroom Training



Content

PMP® CERTIFICATION PROGRAM

Introduction

Who are we

Our Clients

Course Overview

Certification Process

Career Path

Course Content

Course Assessment

Faculty Profile

Contact Information

Introduction

No matter where you work, which domain you are involved in and what language you speak, with the global Project Management Professional (PMP)[®] certification, you can meet the ever-evolving project management requirements of your business.

PMP[®] is an internationally recognized, professional designation offered by the Project Management Institute (PMI)[®] for project managers around the world. Since over **three decades**, it is considered to be the gold standard by most clients & businesses as it helps them evaluate the right talent to lead their critical projects.

Our PMI[®] accredited PMP[®] certification program covers practical knowledge and concepts directly in line with A Guide to the Project Management Body of Knowledge (PMBOK[®] Guide) - Fifth Edition. Developed by evangelists for practitioners, this program is designed to ensure that you **pass the PMP[®] exam in your first attempt** and help your organizations achieve strategic initiatives.

Throughout the program, we will guide you to initiate, plan, execute, monitor, control and close complex projects effectively and efficiently. It's our mission to make you job ready and deliver outstanding results for your clients and businesses.



We are APEX Global.

APEX Global is the learning solutions arm of ECCI—the leading process improvement solutions provider in Southeast Asia.

Our sole aim is to promote performance excellence among professionals. We give our customers the advantage to achieve greater success through effective, experiential and results-oriented training delivery.

We have the experience of training over 300,000 professionals in the last decade, a strong pool of expert trainers and facilitators with expertise in a niche array of domains and a strong regional presence. We provide an extensive portfolio of high-quality, industry-specific and functional programs coupled with high quality comprehensive training materials to deliver our ultimate “promise”—the R.E.A.L learning experience



Founded in 1969, PMI delivers value for more than 2.9 million professionals working in nearly every country in the world through global advocacy, collaboration, education and research.

PMI works to advance careers, improve organizational success and further mature the profession of project management through globally recognized standards, certifications, resources, tools, academic research, publications, professional development courses and networking opportunities.

Who is behind PMI®?

Two groups work together to form PMI's global leadership team. The Board of Directors and Executive Management Group.

The former is a distinguished group of volunteers from around the globe who bring experience, diversity and passion in business and project management. The members elect the Board to provide strategic direction for the Institute. Board members also serve as the Institute's spokespersons and ambassadors.

The latter oversees the implementation of the Board's vision. They lead and manage a staff across PMI regional offices to execute the activities outlined in our program plan and budget. PMI staff serve and collaborate with a global network of chapters and volunteers who dedicate their time and talents to advance the project management profession.

**APEX Global is one the few
Global Registered Education Providers
(#4536) of PMI® in the Philippines.**

Our clients continue to grow

In today's competitive global economy with significant hiring challenges and ever-evolving project management standards and practices, this training enables all our entrusted clients to be ahead of competitors. We help clients create an in-house pool of project management talent with skills and designations that are recognized globally.

The logo for aboitiz, featuring the word "aboitiz" in a bold, lowercase, red sans-serif font.The logo for accenture, featuring the word "accenture" in a lowercase, black sans-serif font with a red chevron above the 'e', and the tagline "High performance. Delivered." in a smaller font below.The logo for AEGIS, featuring the word "AEGIS" in a bold, uppercase, black sans-serif font with a red starburst graphic to the right.The logo for Ayala, featuring a stylized blue and orange graphic followed by the word "Ayala" in a bold, lowercase, sans-serif font.The logo for BPI, featuring a gold crown icon above the letters "BPI" in a white, bold, sans-serif font, all set against a dark red rectangular background.The logo for eastwest, featuring a purple diamond icon followed by the word "eastwest" in a lowercase, purple, sans-serif font.The logo for FUJITSU, featuring the word "FUJITSU" in a bold, uppercase, red sans-serif font with a red graphic element above the 'i'.The logo for GE, featuring the letters "GE" in a white, stylized font inside a blue circular emblem.The logo for GENTING, featuring a red circular icon with a white pattern followed by the word "GENTING" in a bold, uppercase, red sans-serif font and the tagline "City of Entertainment" in a smaller font below.The logo for Globe, featuring a blue globe icon with white patterns followed by the word "Globe" in a bold, lowercase, blue sans-serif font.The logo for HeiTech, featuring a stylized graphic of vertical bars in blue and orange followed by the word "HeiTech" in a bold, lowercase, sans-serif font.The logo for hp, featuring the lowercase letters "hp" in a white, italicized font inside a blue rounded square.The logo for Indra, featuring a colorful circular graphic followed by the word "Indra" in a bold, lowercase, blue sans-serif font.The logo for citi, featuring the word "citi" in a bold, lowercase, blue sans-serif font with a red arc above the 'i'.The logo for Nanox, featuring the word "Nanox" in a stylized, italicized, blue script font.The logo for Nestlé, featuring a white bird's nest icon with three birds above the word "Nestlé" in a bold, lowercase, blue sans-serif font.The logo for NorthgateArinso, featuring a blue arc above the word "NorthgateArinso" in a lowercase, blue sans-serif font.The logo for PLDT, featuring a red and white graphic element followed by the letters "PLDT" in a bold, uppercase, red sans-serif font.The logo for P&G, featuring the letters "P&G" in a bold, blue, italicized sans-serif font.The logo for Smart, featuring a green and blue graphic element followed by the word "Smart" in a bold, lowercase, green sans-serif font.The logo for TOSHIBA, featuring the word "TOSHIBA" in a bold, uppercase, red sans-serif font with the tagline "Leading Innovation" and three arrows below.

Course Overview

Who is this course for?

Our PMP® training is ideal for working professionals who are seeking expertise in leading projects. It is highly recommended for the following professionals but not limited to:

- **Project Managers**
- **Associate or Assistant Project Managers**
- **Team Leads or Team Managers**
- **Project Executives or Project Engineers**
- **Software Developers**
- **Anyone who has interest in Project Management**

What can you expect?

Our program will offer you all the necessary resources you need to apply for and successfully pass the PMP® certification exam. In addition to providing mandatory and pre-approved 35 contact hours of project management education, our program will provide an in-depth knowledge of all 5 process groups, 10 knowledge areas and 47 processes as defined in the *PMBOK® Guide—Fifth Edition*.

You will also get to practice using case study based mock exams that will help you measure the training effectiveness and gear up for the final exam.

What will you learn?

Upon completion of this program, you will be able to demonstrate professional level competencies in the following key areas of project management:

- **Manage the selection and initiation of projects in the enterprise.**
- **Conduct project planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, and risk and change management.**
- **Demonstrate effective project execution and control techniques that result in successful projects.**
- **Conduct project closure activities and obtain formal project acceptance.**
- **Demonstrate a strong working knowledge of ethics and professional responsibility.**
- **Demonstrate effective organizational leadership and change skills for managing projects, project teams, and stakeholders.**

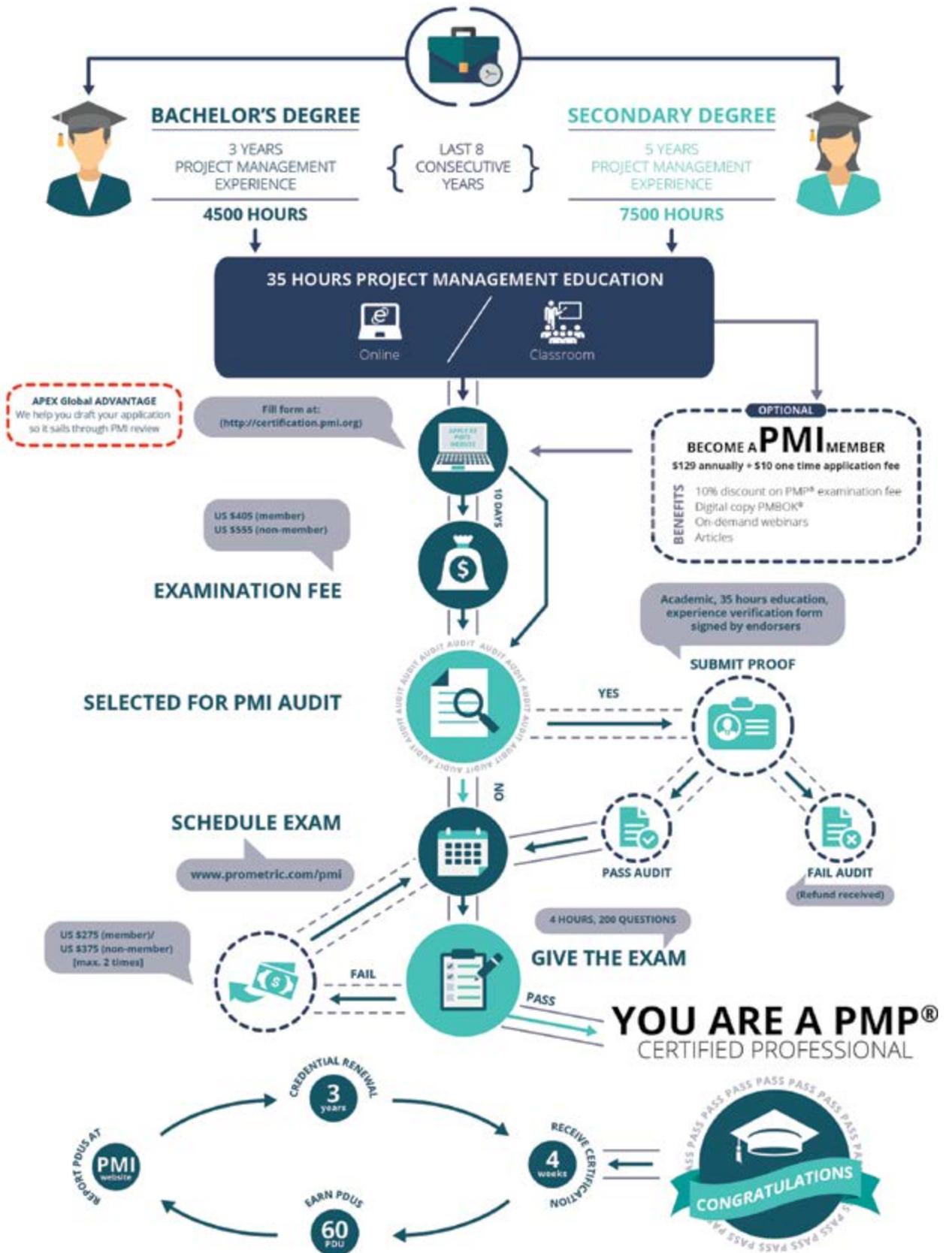


Organizations that invest in proven project management practices waste 28 times less money because more of their strategic initiatives are completed successfully.



Mark A. Langley,
PMI President and CEO

Certification Process



Career Path

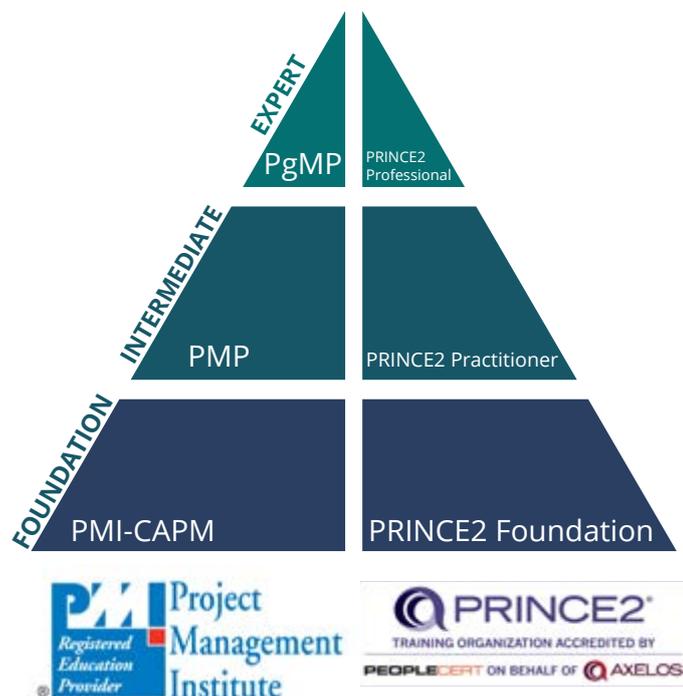
At APEX Global, we have crafted a globally-recognized career path for the unique learning needs of Project Managers in the Philippines and ASEAN region.

Foundation

At the first level, you can opt to go for either PMI-CAPM or PRINCE2® Foundation certification.

PMI-CAPM or Certified Associate in Project Management is a three-day program offered **in partnership with PMI**. It is designed to make you familiar with the basics of project management and acquaint you with the fundamental knowledge of project management and its processes, as defined by the PMBOK® Guide—Fifth Edition.

PRINCE2® or Projects IN Controlled Environments Foundation is a two-day program offered **in partnership with AXELOS**. It is designed to explain the framework, which includes 7 principles, 7 themes and 7 processes as per the PRINCE2® methodology.



APEX Global's Project Management Career Path

Intermediate

PMI-PMP® is a four-day program that you can choose to opt for **without** the prior need to be certified either in CAPM or PRINCE2 Foundation.

PRINCE2® Practitioner is a two-day program aimed at those who are already using PRINCE2® in managing projects. PRINCE2® Foundation or PMP is the prerequisite for this program but participants has an option to pursue PRINCE2 Foundation and Practitioner together in a combined 3 day program.

Expert

PMI-PgMP® is a four-day program designed to explain concepts like program management performance domains, program strategy alignment, program benefits management, program stakeholder management and much more. PMP is the prerequisite to this program.

PRINCE2® Professional is a three-day program designed to test your ability to manage extremely complex PRINCE2® programs across all aspects of the service or product lifecycle.



“

Project Managers are the most creative professionals in the world. We have to figure out everything that could go wrong before it does.

”

Fredrik Haren,
Author of *The Idea Book*, an Amazon bestseller since 2006

Course Content

This training program includes 15 modules followed by a mock exam that allow us to set the tone for your final PMP® sprint:

1. Introduction to Project Management and the Project Management Body of Knowledge
 2. Project Lifecycle and Organization
 3. Project Management Processes for a Project
 4. Project Integration Management
 5. Project Scope Management
 6. Project Time Management
 7. Project Cost Management
 8. Project Quality Management
 9. Project Human Resource Management
 10. Project Communications Management
 11. Project Risk Management
 12. Project Procurement Management
 13. Project Stakeholder Management
 14. Professional and Social Responsibility
 15. PMP® Exam Tips
- PMP® Mock Exam

MODULE 1

Introduction to Project Management and the Project Management Body of Knowledge

Project management is the application of knowledge, skills and tools and techniques applied to project activities to meet the project requirements. This module will introduce you to the world of project management. It will also introduce you to the following 5 process groups, as defined by the PMBOK® Guide:

- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group

Further, it will explain the difference between program management, portfolio management and project management. Though quite not evident, but the roles of a Project Management Officer (PMO) and project manager are quite different. This module will help you understand the difference between these roles. Finally, it will explain the features of the Project Management Body of Knowledge (PMBOK® Guide).

MODULE 2

Project Lifecycle and Organization

Project lifecycle spans from the project initiation till its closure. This module will provide you an in-depth knowledge of the project lifecycle, along with its characteristics and relationship with product lifecycle. In this comprehensive module, you will also learn about the various phases of a project in detail.

As you go through the module, you will gain an understanding of the difference between projects and operational work, the influence of the organization on project management and projects and the various types of organization structures. At the end, you will become familiar with different organizational process assets and project aspects as well.

MODULE 3

Project Management Processes for a Project

In project management, there are 47 processes that are grouped under 10 knowledge areas and mapped to 5 process groups. With the help of this module, you will be able to explain how these processes and knowledge areas work and are structured. The 10 knowledge areas are:

1. Project Integration Management
2. Project Scope Management
3. Project Time Management
4. Project Cost Management
5. Project Quality Management
6. Project Human Resource Management
7. Project Communications Management
8. Project Risk Management
9. Project Procurement Management
10. Project Stakeholder Management

MODULE 4

Project Integration Management

Project Integration Management includes the processes and activities needed to identify, define, combine, unify and coordinate the various processes and project management activities within the project management process groups.

There are 6 project management processes in the Project Integration Management knowledge area, which are mapped to the 5 process groups:

1. Develop Project Charter
2. Develop Project Management Plan
3. Direct and Manage Project Work
4. Monitor and Control Project Work
5. Perform Integrated Change Control
6. Close Project or Phase

This module will provide a detailed explanation of these project management processes, while discussing their inputs, outputs and tools and techniques.

MODULE 5

Project Scope Management

Project Scope Management includes the processes required to ensure that the project includes all the work needed to complete the project successfully.

The Project Scope Management knowledge area includes 6 project management processes which are mapped to the 5 process groups:

- | | |
|--------------------------|------------------|
| 1. Plan Scope Management | 4. Create WBS |
| 2. Collect Requirements | 5. Verify Scope |
| 3. Define Scope | 6. Control Scope |

This module will explain each of these project management processes, along with their inputs, outputs and tools and techniques.

MODULE 6

Project Time Management

Project Time Management includes the processes required to manage the timely completion of the project.

This knowledge area covers 7 project management processes, each of which is aligned with the 5 process groups:

- | | |
|--------------------------------|--------------------------------|
| 1. Plan Schedule Management | 5. Estimate Activity Durations |
| 2. Define Activities | 6. Develop Schedule |
| 3. Sequence Activities | 7. Control Schedule |
| 4. Estimate Activity Resources | |

With this module, you will understand each of these project management processes, along with their inputs, outputs and tools and techniques.

MODULE 7

Project Cost Management

Project Cost Management includes the processes involved in estimating, budgeting and controlling costs so that the project can be completed within the approved budget.

The Project Cost Management knowledge area includes 4 project management processes:

1. Plan Cost Management
2. Estimate Costs
3. Determine Budget
4. Control Costs

You can gain a thorough understanding of all these processes with the aid of this module. The module will also discuss the inputs, outputs and tools and techniques required for each process.

MODULE 8

Project Quality Management

Project Quality Management includes the processes and activities of the performing organization that determine quality policies, objectives and responsibilities so that the project will satisfy the needs for which it was undertaken.

There are 3 processes in the Project Quality Management knowledge area:

1. Plan Quality Management
2. Perform Quality Assurance
3. Control Quality

While discussing the practical aspects of these processes, this module will provide a detailed understanding of the required inputs, outputs, tools and techniques you need in this knowledge area.

MODULE 9

Project Human Resource Management

Project Human Resource Management includes the processes that organize and manage the project team.

The Project Human Resource Management knowledge area has 4 processes, each of which has specific inputs, outputs and tools and techniques:

1. Plan Human Resource Management
2. Acquire Project Team
3. Develop Project Team
4. Manage Project Team

This module is designed to make you a master of all these processes.

MODULE 10

Project Communications Management

Project Communications Management includes the processes to ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information.

This module will discuss the 3 processes included in the Project Communications Management knowledge area:

1. Plan Communications Management
2. Manage Communication
3. Control Communication

Along with their inputs, outputs, tools and techniques, this module will focus on how to execute these processes.

MODULE 11

Project Risk Management

Project Risk Management includes the processes concerned with conducting risk management planning, identification, analysis, responses and monitoring and control on a project.

This knowledge area has 6 processes and the module will explain them all in detail:

1. Plan Risk Management
2. Identify Risks
3. Perform Qualitative Risk Analysis
4. Perform Quantitative Risk Analysis
5. Plan Risk responses
6. Control Risks

The inputs, outputs and tools and techniques of the processes will also be discussed.

MODULE 12

Project Procurement Management

Project Procurement Management includes the processes to purchase or acquire the products, services, or results needed from outside the project team to perform the work.

While covering the 4 processes of the Project Procurement Management knowledge area, this module has been built to make you learn the real-life implementation of the knowledge area. These processes are:

1. Plan Procurement Management
2. Conduct Procurements
3. Control Procurements
4. Close Procurements

Each process has been detailed out with an explanation of required inputs, outputs and tools and techniques.

MODULE 13

Project Stakeholder Management

A stakeholder is a person or organization that is actively involved in the project, or whose interests may be positively or negatively impacted by the execution or completion of the project. Project Stakeholder Management includes the processes to manage these stakeholder.

This knowledge management area includes four processes and this module covers these processes in a comprehensive manner:

1. Identify Stakeholders
2. Plan Stakeholder Management
3. Mange Stakeholder Engagements
4. Control Stakeholder Engagement

With the real-world knowledge of stakeholder management, the module goes into detail to discuss the inputs, outputs and tools and techniques you would need to manage your stakeholders.

MODULE 14

Project Time Management

The PMI®'s Code of Ethics and Professional Conduct need to be followed by project managers during a project.

In this module, you will learn what is expected from a project manager and other practitioners of project management. Additionally, you will learn about the following values of the global project management community:

- Responsibility
 - Respect
 - Fairness
 - Honesty
-

MODULE 15

PMP® Exam Tips

After the entire knowledge download of all project management processes and knowledge areas, you would be ready to take the PMP® certification. To prepare for the exam, this module will provide you some important tips that would help you in the long run. The module will also explain the characteristics and components of questions that you will attempt in the PMI® exam.



Course Assessment

Here are some quick facts about the exam:



The PMP® Certification exam can be taken **ONLY** after the completion of the training program.



The exam is in the Computer-based testing (CBT) format, administered by Prometric testing centers. Paper-based testing (PBT) is also available under limited circumstances like for locations with no nearby Prometric testing centers.



The exam is comprised of 200 multiple choice questions that should be answered within 4 hours. These include 175 scored questions and 25 unscored or pre-test questions.



Each multiple-choice item has one correct answer and three incorrect answers.



Candidates who take the CBT get their results immediately upon completion and the ones who opted for PT get their results typically within 4 weeks.



PMI® evaluates proficiency levels within each project management process group at three levels: Proficient, Moderately proficient and Below Proficient.

A professional setting with two men at a conference table. The man in the foreground is smiling and looking towards the right. The man in the background is also smiling and looking towards the camera. They are both wearing business attire. The table has papers and a laptop on it.

Faculty Profile

Delivered by our established in-house experts, global network of trainers, speakers and facilitators through established processes, this certification course will introduce you to the most relevant and practical aspects of project management.

APEX Global Expert Council (AGEC) works closely with leading industry experts to consistently create, review and update

the certification learning objectives. This ensures that what our clients learn is instantly applicable to any role and aligned to the needs of respective industries.

We collaborate with reputable partners on the design and development of course materials, so your learning is shaped by practical experience, expert insights and valuable case studies.



For more information

Philippines

T: (+632) 403 8668
F: (+632) 403 8358

Malaysia

T: (+603) 2788 4921

Vietnam

T: (+848) 3948 3142 to 43
F: (+848) 3811 4701

Singapore

T: (+865) 3158 6052

India

T: (+91) 44 4554 8438
F: (+91) 44 4207 2357

 / apex-global  / APEXGlobalLearning  / company/apex-global-learning

For inquiries, email us at training@apexgloballearning.com

Disclaimer:
The trademarks/logos used in this document are owned by the respective brands.