

2011

 PRIMA CONSULTING

*Developing Organisation Performance*

## Project Management Training Development Programme



## Develop the talents of your people

Today's project management demands new strategies and new methods for performance improvement.

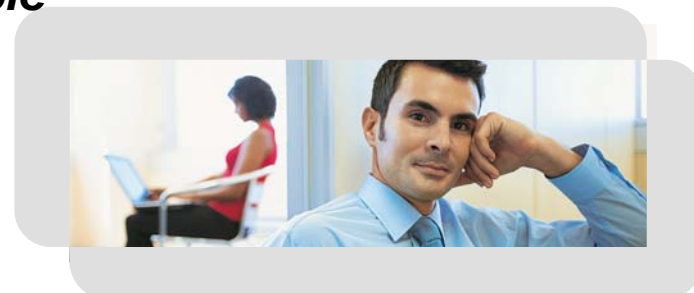
PrimaConsulting will partner with you at local and international level to achieve improvements in project management and organisational change.

PrimaConsulting has developed career and skills development paths for experienced and new project managers. We offer a variety of methods to address every business objective—from classroom training for individuals to custom-designed, organisation-wide solutions to your toughest challenges.

We work with you to develop the strategies, tools, and techniques that will make project management more focused and cost effective in your organisation.

Our solutions include carefully scoped and focused management consulting, formal project management training based on PMI® and the PMBOK® Guide, qualifications in PMP®, Prince 2™, ITIL®, Primavera®, temporary project staff and management resourcing, people management, leadership skills development, and operational process improvement.

*"PrimaConsulting help develop your people – their skills and their knowledge- to give them and you a competitive edge."*



» Build your Organisational Knowledge and motivate your project managers with support for their continuing professional development.

» PrimaConsulting can help you implement professional project management in your organisation through customised training, methodology development, and strategic consulting.



PRIMA CONSULTING is a PMI Global R.E.P. Provider #2838 (Global registered Education Provider).

As a recognised accredited training organisation, PMP® certified attendees of PrimaConsulting courses are able to obtain Professional Development Units (PDU). PMI requires that a PMP earn 60 PDUs every 3 years in order to maintain their certification.

This comprehensive course helps you to manage your projects more efficiently and effectively. This comprehensive foundation course has been specifically designed to provide a solid understanding of project management methods. You will gain knowledge, tools, techniques, and best practices to successfully manage a project from initiation to final closeout.

This course provides the appropriate basis for a better understanding of the Project Management. It also provides you practical skills, concepts and principles you can take back to the job.

You will master the fundamentals of project management: terms, common language and project management processes that you should share in any project culture.

It is also a most recommended step to any of the other courses available from PrimaConsulting in the Project Management roadmap, and it is also recommended for attendees interested in pursuing CAPM® or PMP® Certification.

### Programme Objectives

- ▶ Master fundamental project management skills, concepts, and techniques
- ▶ Develop work breakdown structures
- ▶ Identify the characteristics of a successful project
- ▶ Build a solid project plan within your unique organizational and cost constraints
- ▶ Recruit and manage a high-performance team
- ▶ Get the most from your project management team
- ▶ Use the state-of-art project management tools to complete work on time and within budget

### Course Outline

#### INITIATING THE PROJECT

##### Module 1 : Definitions and Processes

Triple Constraint  
Project Management Methodology  
Project Life Cycle - PMI® approach  
Project Management Processes

##### Module 2 : Project Environment

Organizational process assets  
Project Stakeholders  
3 major roles and Sponsor role  
Functional Manager's and Project Manager's role

##### Module 3 : Project Manager's behaviour

Areas of expertise  
Leadership skills and Management Skills  
Behave as a role model

##### Module 4 : The Project Charter

Project Business Case  
Questions to the project sponsor...  
Defining the project scope  
Key success factors  
Project milestones  
Case Study 1-1: Build the project charter

##### Module 5 : Develop Project Team

Building and Organizing the project team  
Responsibility assignment matrix  
Kick-off meeting  
Team charter  
Ground rules

#### PLANNING THE PROJECT

##### Module 6 : Define Scope

Requirements analysis  
The statement of work (requirements)  
Breakdown to plan the work  
The Work Breakdown Structure  
Case study 2-1 : Build the work breakdown structure

##### Module 7 : Risk Management

Perform qualitative and quantitative risk analysis  
Three-Point estimates  
Modeling and simulation  
Case study 2-2 (optional) : Identify Risks

##### Module 8 : Develop Schedule

From work package to activity  
Sequence activities  
The project network diagram  
Estimate activity durations

The critical path concept  
The project schedule baseline  
Case study 2-3: Build the project schedule

##### Module 9 : Determine Budget

Cost estimates and Cost budgeting  
S-curve example  
Case study 2-4: Build the cost baseline

##### Module 10 : The Project Management Plan

Quality management plan  
The communications process  
Subsidiary plans

#### PERFORMING & CLOSING THE PROJECT

##### Module 11 : Project Execution

Delegating  
Procuring project work  
Contract statement of work  
Scope verification  
Requested changes  
Project change control system

##### Module 12 : Manage Project Team

Authority and power...  
Motivation theories  
Loss of motivation of a key team member  
Good motivational practices

##### Module 13 : Communications and Report Performance

Communication model  
Communications tools  
Plan for conflicts  
Conflict resolution  
Project monitoring is mainly ...  
Case study 3-1: Formal Acceptance

##### Module 14 : Manage Stakeholders Expectations

Negotiating  
Influence or manipulation?  
Selling the project

##### Module 15 : Close Project or Phase

Please turn the light off.....  
Closing with the project team  
Causes of success and failure

##### Module 16 : Conclusion

Project management resolutions  
Six key success factors  
What have we learnt so far?

### Who should attend?

- Project Manager
- Project Leader
- Program Manager
- Newly assigned Project Manager
- Project Contributor
- Consultant
- Business planning coordinator
- Any team member or stakeholder who deal with project management processes and terms

### Prerequisite

None

### Advantages

PrimaConsulting is a PMI® Global Registered Education Provider (PMI R.E.P) under the R.E.P provider number 2838.

### An International Standard

Based on the PMBOK® Guide-4<sup>th</sup> edition of Project Management Institute (PMI®)

### Educational Method

Interactive teaching methods including Case Studies, Questionnaire, Exercises.

### Manual

You will receive a comprehensive participant manual

### Experts senior, certified PMP®

### E- Assessment

Test your knowledge before you attend class with our E-assessment.

### PMBOK® Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

### Project Management and Programme Development Path – Finding the right course to suit your needs

Profile/ Objective	Training	PMI® Certifications
<b>Profile: Basic / Foundation</b>  Experiences < 3 years	Acquire the skill, knowledge and tools in project or programme management to start running your own successful projects.  Start by taking... » <b>Managing Projects- the fundamentals</b> (3 days) Then take the following... » 2 core project management courses OR to be certified CAPM® (Certified Associate Project Manager) from PMI, >then take CAPM Exam Preparation course (4 days)	Be certified PMI® To be recognized as a Project Management Expert at international level  » <b>CAPM® Certification</b> (4 days)
<b>Profile: Intermediate Experiences</b> <5 years	Start by taking... » <b>Managing Projects- the fundamentals</b> (3 days) Then take the following... » 2 core project management courses OR to be certified PMP® (Project Management Professional) from PMI, >then take PMP Exam Preparation course (8 days)	» <b>PMP® Certification</b> (8 days)
<b>Profile: Intermediate/advanced</b>  Experiences >5 to 10 years	Start by taking... » <b>Project Control and Expert Project Planning course</b> (3 days) Then take the following... » 2 core project management courses OR to be certified PMP®, PMI-SP® ou PMI-RMP® from PMI, >then, take PMI Certification courses...	» <b>PMP® Certification</b> (8 days) » <b>PMI®-SP Certification</b> (5 days) » <b>PMI®-RMP Certification</b> (5 days)
<b>Profile: Expert</b>  Experiences >10 years	Starting by taking... » <b>Project or Programme Management course</b> Then take the following... » 2 courses for advanced attendees OR to be certified PMP®, PMI-SP® ou PMI-RMP® or PgMP® from PMI, >then, take PMI Certification courses...	» <b>PMP® Certification</b> (8 days) » <b>PMI®-SP Certification</b> (5 days) » <b>PMI®-RMP Certification</b> (5 days) » <b>PMI®-PgMP Certification</b> (4 days)

# Project Leadership, Management and Communications



# Project Time and Cost Management



## Who should attend?

- Project Manager
- Project Director or Programme Director concerning by cost containment and remaining on scheduled.
- Project Planner
- Project Cost Controller
- Newly assigned Project Manager
- Analyst Manager
- Any Project Team Member who participate in creating, implementing, and/or controlling project schedules

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## An International Standard

Based on the PMBOK® Guide-4<sup>th</sup> edition of Project Management Institute (PMI®)

## Method of delivery

Case Study, Questionnaire, Exercises...

## Manual

You will receive a comprehensive participant manual.

## Experts senior, certified PMP®

## E- Assessment

Test your knowledge before you attend class with our E-assessment.

## PMBOK® Guide- 4<sup>th</sup> edition

- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Risk Management
- Project Procurement Management

## Who should attend?

- Project Manager
- Project Leader
- Project Team Manager
- Any Manager who wants to optimize its skills as project leader
- Newly assigned Project Manager
- Any stakeholder who deal with project management
- Project Contributor
- Project Consultant

## Advantages

PrimaConsulting is a PMI® Global Registered Education Provider (PMI R.E.P) under the R.E.P provider number 2838.

## An International Standard

Based on the PMBOK® Guide-4<sup>th</sup> edition of Project Management Institute (PMI®)

## Method of delivery

Case Studies, Questionnaire, Dynamic Exercises, role-playing, Discussions...

## Manual

In addition to a comprehensive participant manual, you will receive tools

## Experts senior, certified PMP®

## E- Assessment

Test your knowledge before you attend class with our E-assessment.

## PMBOK® Guide- 4<sup>th</sup> edition

- Project Time Management
- Project Cost Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management

Project Managers often work in a high-responsibility, low-authority environment, so they must know how to get top performance from all members of the project team.

This course will help you to develop the necessary skills to get the maximum performance from every member of your team and to apply the methods of leadership that are most appropriate for achieving project success.

This course is designed to provide a solid foundation in key leadership competencies and to afford you the opportunity for a truly transformational leadership experience. You will master key team-building skills to get the best from your valuable project management resource – your people.

## Programme Objectives

- Build high-performance project teams through effective communication.
- Create a Leadership Development Plan to implement when you return to work
- Practice key problem-solving and decision-making skills and learn how to empower yourself and other team members through effective negotiation.
- Increase your communication skills
- Learn to persuade, negotiate, and compromise.

## Course Outline

### The « Project Leader »

- Role and Responsibilities
- What is a project team?
- Act as a Manager

### Leadership and Management

- Role of Leadership in today's business environment?
- Identify the different leadership styles
- Define the Situational Leadership
- Identify needs of individuals and teams
- Leader action strategies

### Develop Groups into teams

- Variations in team structures and characteristics
- Build a high-performance project teams through effective communication
- Processes of team development
- Team player roles

### Maximising Interpersonal Relationships

- Communication as a process
- Components of Communication?

- Interpersonal exchanges
- Guidelines for effective communications
- Communication during conflict and opposition

### Managing Conflicts

- Sources of conflict in project teams
- Analysis of scenario conflicts
- Select the best approaches for managing conflicts

### Negotiating Conflicts

- Sources of power and influence
- Stages of negotiation
- Negotiation as a collaborative process
- Preparing to negotiate

### Managing Agreement

- Avoid a very common trap
- Understanding the "Abilene Paradox"
- Encouraging feedback in a team setting

### Leading Change

## Course Outline

### Essential Background

- Review of the project management life-cycle
- Create the WBS (Work Breakdown Structure)
- Project Requirements – a review

### Estimating and tasks assignment

- Develop the project resource pool
- Resource planning
- Estimates for scheduling and cost control
- Estimating methodologies
- Resource-limited estimates

### Scheduling

- Network scheduling
- Validating schedule
- Project diagrams
- Critical path
- Basic scheduling and network calculations
- Gantt and milestone charts

### Baselining the Project

- The fundamentals of the baseline
- Creating and using reserves
- Resource levelling
- Review of the baseline

## Programme Objectives

- Develop effective measures for scheduling and controlling projects
- Develop a time-phase project budget
- Use the work breakdown structure to develop a network diagram
- Calculate schedules using PERT/CPM
- Identify, assign, and tabulate resource requirements
- Monitor changes and close projects on time.

Every project struggles with resource limits: time, human resources, budget, and materials. Be proactive and in control of your project by implementing cost and schedule management.

This course will teach you to develop effective measures for scheduling and controlling project.

This course will also help you to develop effective measures for scheduling and controlling projects as you put the tools of project management to work.

You will also master techniques for estimating, forecasting, budgeting, monitoring, controlling, analysing, and reporting costs and interpreting the meaning of earned-value data.

### Managing Change

- What is Project Management Change Control?
- Process of Control
- Identifying sources of change
- Change Management
- Perform Change Management

### Evaluation and Forecasting

- Causes of variances
- Project Evaluation
- Project Verification
- Earned Value

### Close out the Project

- Steps in completing the project
- Closing process
- Scope verification
- Contract close-out
- Administrative Closure

Who should attend?

- Project Manager
- Project Director or Programme Director
- New Project Manager
- Team Member involved in Quality Management
- Operational Manager
- Any Team Member who wishes to master the tools and methods to ensure quality project and business success.

**Suggested Prerequisites**  
At least basic project management knowledge, see our "Project Management Fundamentals" course

Advantages

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An International Standard

Based on the PMBOK® Guide-4th edition of Project Management Institute (PMI®)

Method of delivery

Case Study, Questionnaire, Exercises, Discussion...

Manual

In addition to a comprehensive participant manual, you will receive tools

Senior/Expert instructor, certified PMP®



E- Assessment

Test your knowledge before you attend class with our E-assessment.

PMBOK® Guide-4th edition

- Project Integration Management
- Project Quality Management
- Project Communications Management

This course helps you to understand and apply the theory and practice of quality management in your projects.

This course brings the essentials of quality management and its vital link to business success, to help you to increase customer satisfaction through improved quality. You will use proven tools and techniques for planning and implementing quality methods in a project environment.

This course shows you how to integrate quality management concepts with project management practices to create a successful customer relationship and business environment. You will understand the significance of quality management in projects and you will learn about the costs necessary to ensure the quality of your project.

Programme Objectives

- Develop a Quality Management Programme
- Implement a successful quality program in your organization
- Identify customer requirements and determine appropriate quality assurance standards
- Develop a project quality plan
- Define performance measurements and continuously improve processes, procedures and products
- Use proven quality control tools and techniques to collect and measure performance data
- Assess performance measurements and determine ways to implement process improvement

Course Outline

Quality Management Fundamentals

- Definition of Quality
- History of Quality: from Quality Control to Total Quality Management (TQM)
- Proprietary Quality Concepts
- Benefits of Quality

Planning Project Quality

- Quality Management in the PMBOK® Guide
- Project and Team charters
- Articulation of customer requirements /specifications
- The customer-supplier relationship
- Components of a quality plan

Assuring Project Quality

- Developing performance measurements
- Project evaluation
- Quality audits
- Quality improvement

Controlling Project Quality

- Collecting measurement data
- How to identify variance
- How to manage variance
- Problem solving

Continuous Process Improvement

- Analysing measurement data
- Assessment and metrics
- Determining continuous process improvement strategies
- Types of improvement teams

Course Outline

Foundations of Risk Management

- Definition of risk
- Risk Management process overview
- Characteristics of risk
- Elements and factors of risk
- Types of risk
- Classical causes of project failure

Risk Management Planning

- Risk management planning
- Project management governance
- Organization management and project risk
- Process management and project risk

Identifying Risks

- Risk identification process
- Collecting risk events
- Business vs. pure risks
- Financial, Schedule, Technical and Legal risks

Programme Objectives

- Learn how to prepare a comprehensive risk management to guide your risk approach
- Identify threats and opportunities and weigh their relative value in your project
- Control risk using proven tools and techniques
- Incorporate expected value, probability, and distribution into your risk analysis
- Lead an initiative to implement risk management best practices in your project environment
- Communicate risk effectively to all project stakeholders

This course will help you to be proactive in order to minimize threats and seize opportunities. Proactive risk management will allow you to optimize project results by implementing proven tools to plan for both threats and opportunities.

This course will teach you the specific knowledge needed to set up risk management in your projects, and implement risk management processes to achieve consistent and predictable results in organizations where a higher level of risk management is required.

You will examine Risk Management in the context of the project life cycle and identify the critical issues in assessing, limiting, and mitigating risk. You will learn qualitative and quantitative techniques for assessing the impact of risk, and you will gain experience in applying risk management strategies within a structured framework.

Performing Risk Assessment

- Determining risk tolerances
- Project management governance
- Organization management and project risk
- Accelerating risk analysis
- Expected value analysis
- Risk vs. opportunities
- Prioritizing risk

Develop Risk Responses

- Active risk response strategies
- Risk acceptance via contingency planning and reserves
- Risk avoidance

- Risk mitigation
- Ensuring an effective risk response planning process

Monitor and Control Risks

- Risk response monitoring and control for high-risk projects
- Execute risk strategies
- Documenting risk management practices
- Risk assessment
- Ensuring an effective risk monitoring and control process

Advantages

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An International Standard

Based on the PMBOK® Guide-4th edition of Project Management Institute (PMI®)

Method of delivery

Case Study, Questionnaire, Exercises...

Manual

You will receive a comprehensive participant manual.

Senior/Expert Instructor, certified PMP®



E- Assessment

Test your knowledge before you attend class with our E-assessment.

PMBOK® Guide -4th edition

- Project Time Management
- Project Cost Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

### Who should attend?

- Project Manager
- Project Director or Programme Director
- New Project Manager
- Procurement Manager
- Contract Administrator
- Any Team Member concerned by procurement

In many projects, procurement activities are critical to success. Understanding the contracting process gives you better control over achieving objectives.

Because contracts are developed in an increasingly complex and regulated environment, this course will give the necessary knowledge and skills to manage procurement activities to maximize effectiveness.

You will get an overview of all phases of contracting, from requirements development to closeout and will improve your capacity to apply the elements of procurement management by effectively managing the contracts to closeout for increased project success.

### Programme Objectives

- Prepare an effective procurement management plan to guide the team
- Apply procurement and contract management techniques to the Project Management process
- Select the right contract type for your project
- Identify strategic advantages of specific contract types
- Describe the elements of a proposal and how they assist in determining the most qualified seller
- Lead a project through contract closeout

Managing a changing project portfolio is a critical success factor for many of today's organizations. Every project manager wants to have enough resources available to complete high-quality project deliverables, on-time and within budget. And every project manager wants to work on projects that are perceived to be valuable and, therefore, enjoy plenty of support throughout the organization. Project Portfolio Management can help project managers achieve both of these visions.

This course discusses proven techniques for creating a strategy for portfolio management and driving that strategy to improving the bottom line.

This course will also define the strategy, processes, information analysis and deliverables of an effective portfolio management approach to manage your corporate portfolio in order to realize the full benefits of Portfolio Management.

### Programme Objectives

- Define strategic project management
- Identify and discuss the necessary components of a project portfolio management process
- Learn how to effectively identify, select and implement project management across the organization.
- Determine the appropriate PMO structure for your organization
- Relate the principles of enterprise-level portfolio management to business strategy and organizational performance
- Evaluate essential techniques, tools and models needed to select the right projects

### Who should attend?

- Project Manager
- Programme Manager
- Project Director or Programme Director.
- Portfolio Manager
- Business Analyst
- Project Management Office (PMO) Team members responsible for or with an interest in developing and managing their project portfolio.

**Prerequisites**  
High-level Experience in Project Management

### Advantages

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### An International Standard

Based on the PMBOK® Guide-4<sup>th</sup> edition of Project Management Institute (PMI®)

### Method of delivery

Case Study, Questionnaire, Exercises, Discussion...

### Manual

In addition to a comprehensive participant manual, you will receive tools

Experts senior, certified PMP®

### Course Outline

#### The Procurement Process

- Contract management definition
- Procurement steps and models
- Description and uses of contracts
- Buyer/seller relationships
- Procurement management plan

#### Establishing the Procurement Team

- Roles and Responsibilities
- Establishing the teamwork
- Organizational procedures and procurement

#### Global Contracting Concepts and Principles

- Definition of a contract
- Elements of a contract: offer, acceptance, competent parties, consideration, legality of purpose
- Contract law
- Term and conditions

#### Contracting Methods

- Types of contracting methods
- Purchases agreements vs. contracts
- Single-source negotiation vs. sole-source negotiation

#### Plan Contracting

- Identifying potential bidders
- Categories and types of contracts
- Contracting document options

- Contract incentives and fees
- Selecting contract types
- Special and general conditions

#### Preaward Phase

- Developing a procurement plan
- Solicitation
- Bid/no-bid decision making
- Elements of a proposal
- Buyer actions vs. seller actions

#### Award Phase

- Source selection process
- Evaluation criteria
- standard forms and conditions
- Contract negotiation strategies
- Contract award

#### Contract Administration

- Contract administration policies and responsibilities
- Dealing with noncompliance
- Tasks for buyers and sellers

#### Contract Closure

- Formal acceptance and closure
- Resolution of contract claims and disputes
- Termination
- Contract audits and lessons learned

### Course Outline

#### Project Portfolio Management Framework

- Definitions and Context
- Project Management
- Programme Management
- Importance of Portfolio Management
- Business and key factors for project success
- Benefits of implementing portfolio Management

#### From Project Management to the Project Portfolio Management

- Project Management Processes
- Baseline References
- Tools and Methods
- The Project Portfolio Management Process

#### Project Portfolio Management and Organisation

- Business Portfolio and Project Portfolios
- Organisational change
- Organisational process maturity and portfolio management
- Relationships between project portfolio and Organizations management
- Key stakeholder roles and responsibilities
- Role of the strategic enterprise project management office

#### Managing a Project Portfolio

- Establishing project manager qualifications
- Establishing project portfolio processes and procedures
- Managing multiple projects within the project portfolio management process
- Aligning process groups & tools and techniques
- Acquiring the right information
- Relationships between the basic types of portfolio data elements
- Measuring portfolio performance
- Evaluation and selection
- Analyzing, Prioritization & Portfolio Balancing
- Effective selection and use of Project Portfolio Management tools
- Strategic change

#### Project Portfolio Review & Closing

### Advantages

PrimaConsulting is a PMI® Global Registered Education Provider (PMI R.E.P) under the R.E.P provider number 2838.

### An International Standard

Based on the PMBOK® Guide-4<sup>th</sup> edition of Project Management Institute (PMI®) and aligned with PMI®'s new Portfolio Management Standard.

### Methods of delivery

Discussion, Case examples, Exercises...

### Manual

You will receive a comprehensive participant manual.

Experts senior, certified PMP®

### E- Assessment

Test your knowledge before you attend class with our E-assessment.

PMBOK® Guide- 4<sup>th</sup> edition  
Project Quality Management  
Project Risk Management  
Project Procurement Management

### PMBOK® Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Risk Management
- Project Human Resource Management
- Project Communications Management
- Project Procurement Management

## Who should attend ?

- Project Manager
- Project or Program Director
- Team-members who Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Project Contributor
- Consultant
- Any stakeholder who leads and directs cross-functional teams to deliver projects within the constraints of schedule, budget and resources

## Eligibility Requirements

**Category 1:** Baccalaureate degree (bachelor, master or doctorate degree) only required to have 4500 hours of project management experience within 36 months and within the eight-year period prior to the application.

**Category 2:** A candidate does not hold a baccalaureate but holds a high school diploma is required to have 7,500 hours of project management experience within a minimum of 60 months within the eight-year period prior to the application. 35 hours of project management training are requested by PMI.

## Les + PrimaConsulting

**PrimaConsulting** is a certification training company authorized as a Registered Education Provider of PMI under number 2838. Each

**100% PMP Exam Pass Guarantee** (in case of failure, the re-certification fees are paid by PrimaConsulting)

**Assistance/Support** for checking and validating the PMP application on-line to be eligible to take the Exam

**Our trainers are certified PMPs with 20 years of experience**

**E-Quizzing composed of 120 multiple-choice questions** to test your level of knowledge in project management before the training begins

**Web-based Assessment platform for candidates:**

- Access to self-study: nearly a thousand of exercises and practice tests on -line (Q&A) including mock exam to be familiar with the PMP Exam
- Process for applying PMP, Membership application, code of ethics, PMP template

**PMP® Package offer all inclusive:** Training fees + PMI® support + books+ PMI® fees

## PMBOK® Guide - 4<sup>th</sup> edition

Project Integration Management  
Project Scope Management  
Project Time Management  
Project Cost Management  
Project Human Resources Management  
Project Quality Management  
Project Communications Management  
Project Risk Management  
Project Procurement Management

# PMP® Certification Exam Preparation

Success of the PMP® Exam is guaranteed 100% of the first try



## Programme Objectives

- ▶ Assistance for checking and validating the PMP® application Online before the candidates submit their application.
- ▶ Master fundamentals Project Management skills, concepts and techniques
- ▶ Learn the process groups and knowledge areas of the *PMBOK® Guide* — Fourth Edition
- ▶ Validate the project management skills and competencies
- ▶ Study the 42 processes of the *PMBOK® Guide*
- ▶ Align your project management knowledge with *PMBOK® Guide* terminology and definitions
- ▶ Reduce your study time in half by focusing only on relevant exam topics
- ▶ Use test taking strategies to help answer any question correctly
- ▶ Practice on-line on nearly thousand exercises, and mock exam to become familiar with the PMP exam format and content.
- ▶ Pass the PMP® Exam.

This PrimaConsulting 11 day-PMP® Certification Preparation session consists of 3 units [Part 1-Part 2-Part 3] spread over 3 months. This way you can process the amount of material more easily and you can use you preparation time perfectly.

The first session "Managing Projects"-PMP Part 1/3 will provide you with solid understanding of project management methods. You will gain the foundation, experience, techniques and tools to manage each stage of the project life cycle. This session will give you a detailed presentation of the Project Management based on the nine *PMBOK® knowledge areas*. It is also a most recommended step to become familiar with the PMI Terminology.

It will help you improve your chances of passing the PMP® Certification exam on the first try with this well-proven and successful course. You'll find out exactly what you need to know and how to prepare yourself to successfully tackle any question on the exam. Candidates prepare for the PMP exam and earn their PMI's 35 contact hours certificate at the same time.

## Training Programme

### PMP Part 1 – 3 days – "Managing Projects"

This comprehensive course helps you to manage your projects more efficiently and effectively. This comprehensive foundation course has been specifically designed to provide a solid understanding of project management methods. You will gain knowledge, tools, techniques, and best practices to successfully manage a project from initiation to final closeout.

- ▶ Introduction to Project Management
- ▶ Project Initiation
- ▶ Project Organisation
- ▶ Project Planning
- ▶ Project Change Management
- ▶ Project Executing & Controlling
- ▶ Project Closing
- ▶ Case studies/Exercises/Test/Questions & Answers

### PMP Part 2 – 4 days

INTRODUCTION to the *PMBOK Guide-4<sup>th</sup>* edition  
About PMI® and Examination

#### PROJECT FRAMEWORK MANAGEMENT

Definitions  
Project life cycle, Project process  
Processes groups, Knowledge areas  
Project Manager Role

#### PROJECT INTEGRATION MANAGEMENT

Develop project charter  
Scope statement  
Develop project management plan  
Direct & manage project execution  
Monitor & control project work  
Integrated change control  
Questions & Practice Tests

#### PROJECT SCOPE MANAGEMENT

Scope planning, Scope definition  
Create a WBS  
Scope verification, Scope control  
Questions & Practice Test

#### PROJECT TIME MANAGEMENT

Activity definition, Activity sequencing  
Activity resource estimating  
Activity duration estimating  
Schedule development, Schedule control  
Questions & Practice Test

#### PROJECT COST MANAGEMENT

Cost estimating  
Cost budgeting  
Cost control  
Questions & Practice Test

#### PROJECT QUALITY MANAGEMENT

Quality planning  
Perform quality assurance  
Perform quality control  
Tools and techniques to study  
Questions & Practice Test

### PMP Part 3 – 4 days

#### Review of Part 1

#### PROJECT HUMAN RESOURCES MANAGEMENT

Human resource planning  
Acquire project team  
Develop project team  
Manage project team  
Questions & Practice Test

#### PROJECT COMMUNICATIONS MANAGEMENT

Communications planning  
Information distribution  
Performance reporting  
Manage stakeholders  
Questions & Practice Test

#### PROJECT RISK MANAGEMENT

Risk management planning  
Risk identification  
Qualitative risk analysis  
Quantitative risk analysis  
Risk response planning  
Risk monitoring and control  
Questions & Practice Test

#### PROJECT PROCUREMENT MANAGEMENT

Plan purchases & Acquisitions  
Plan contracting  
Request seller responses  
Select sellers  
Contract administration  
Contract closure  
Questions & Practice Test

#### PROFESSIONAL AND SOCIAL RESPONSIBILITY

Ensure individual integrity  
Contribute to project management knowledge base  
Enhance individual competence  
Interact with team and stakeholders  
Questions & Practice Test

#### EXAMINATION HITS

KNOWLEDGE AREAS REVIEW  
Review, Questions & Practice Tests

Preparing for test day  
Individual Mock Exam 200 questions (4h) in class  
Corrections of mock exam and questions/answers

# PMP® Certification Exam Preparation

Success of the PMP® Exam is guaranteed 100% of the first try



## Programme Objectives

- ▶ Assistance for checking and validating the PMP® application Online before the candidates submit their application.
- ▶ Validate the project management skills and competencies
- ▶ Learn the process groups and knowledge areas of the *PMBOK® Guide* — Fourth Edition
- ▶ Study the 42 processes of the *PMBOK® Guide*
- ▶ Align your project management knowledge with *PMBOK® Guide* terminology and definitions
- ▶ Reduce your study time in half by focusing only on relevant exam topics
- ▶ Use test taking strategies to help answer any question correctly
- ▶ Practice on-line on nearly thousand exercises, and mock exam to become familiar with the PMP exam format and content.

This 8 day-PMP® Certification Preparation session is designed to help you prepare for the PMP Exam— and gain skills and the most understanding of project management with the least amount of study. Our PMP Prep is completely PMI-aligned, so you will learn the PMI® approach and framework very well.

It consists of 2 units [Part 1-Part 2] spread over 2 months. This way you can process the amount of material more easily and you can use you preparation time perfectly.

It will help you improve your chances of passing the PMP® Certification exam on the first try with this well-proven and successful course. You'll find out exactly what you need to know and how to prepare yourself to successfully tackle any question on the exam.

Candidates prepare for the PMP exam and earn their PMI's 35 contact hours certificate at the same time.

## Training Programme

### PMP Part 1 – 4 days

INTRODUCTION to the *PMBOK Guide-4<sup>th</sup>* edition  
About PMI® and Examination

#### PROJECT FRAMEWORK MANAGEMENT

Definitions  
Project life cycle  
Project process  
Processes groups  
Knowledge areas  
Project Manager Role

#### PROJECT INTEGRATION MANAGEMENT

Develop project charter  
Scope statement  
Develop project management plan  
Direct & manage project execution  
Monitor & control project work  
Integrated change control  
Questions & Practice Tests

#### PROJECT SCOPE MANAGEMENT

Scope planning  
Scope definition  
Create a WBS  
Scope verification  
Scope control  
Questions & Practice Test

#### PROJECT TIME MANAGEMENT

Activity definition  
Activity sequencing  
Activity resource estimating  
Activity duration estimating  
Schedule development  
Schedule control  
Questions & Practice Test

#### PROJECT COST MANAGEMENT

Cost estimating  
Cost budgeting  
Cost control  
Questions & Practice Test

#### PROJECT QUALITY MANAGEMENT

Quality planning  
Perform quality assurance  
Perform quality control  
Tools and techniques to study  
Questions & Practice Test

### PMP Part 2 – 4 days

#### Review of Part 1

#### PROJECT HUMAN RESOURCES MANAGEMENT

Human resource planning  
Acquire project team  
Develop project team  
Manage project team  
Questions & Practice Test

#### PROJECT COMMUNICATIONS MANAGEMENT

Communications planning  
Information distribution  
Performance reporting  
Manage stakeholders  
Questions & Practice Test

#### PROJECT RISK MANAGEMENT

Risk management planning  
Risk identification  
Qualitative risk analysis  
Quantitative risk analysis  
Risk response planning  
Risk monitoring and control  
Questions & Practice Test

#### PROJECT PROCUREMENT MANAGEMENT

Plan purchases & Acquisitions  
Plan contracting  
Request seller responses  
Select sellers  
Contract administration  
Contract closure  
Questions & Practice Test

#### PROFESSIONAL AND SOCIAL RESPONSIBILITY

Ensure individual integrity  
Contribute to project management knowledge base  
Enhance individual competence  
Interact with team and stakeholders  
Questions & Practice Test

#### EXAMINATION HITS

KNOWLEDGE AREAS REVIEW  
Review, Questions & Practice Tests

Preparing for test day  
Individual Mock Exam 200 questions (4h) in class  
Corrections of mock exam and questions/answers

## Who should attend ?

- Experienced Project Manager
- Project or Program Director
- Team-members who Perform their duties under general supervision and are responsible for all aspects of the project for the life of the project
- Project Contributor
- Consultant
- Any stakeholder who leads and directs cross-functional teams to deliver projects within the constraints of schedule, budget and resources

## Eligibility Requirements

**Category 1:** Baccalaureate degree (bachelor, master or doctorate degree) only required to have 4500 hours of project management experience within 36 months and within the eight-year period prior to the application.

**Category 2:** A candidate does not hold a baccalaureate but holds a high school diploma is required to have 7,500 hours of project management experience within a minimum of 60 months within the eight-year period prior to the application. 35 hours of project management training are requested by PMI.

## Les + PrimaConsulting

**PrimaConsulting** is a certification training company authorized as a Registered Education Provider of PMI under number 2838. Each

**100% PMP Exam Pass Guarantee** (in case of failure, the re-certification fees are paid by PrimaConsulting)

**Assistance/Support** for checking and validating the PMP application on-line to be eligible to take the Exam

**Our trainers are certified PMPs with 20 years of experience**

**E-Quizzing composed of 120 multiple-choice questions** to test your level of knowledge in project management before the training begins

**Web-based Assessment platform for candidates:**

- Access to self-study: nearly a thousand of exercises and practice tests on -line (Q&A) including mock exam to be familiar with the PMP Exam
- Process for applying PMP, Membership application, code of ethics, PMP template

**PMP® Package offer all inclusive:** Training fees + PMI® support + books+ PMI® fees

## PMBOK® Guide 4<sup>th</sup> edition

Project Integration Management  
Project Scope Management  
Project Time Management  
Project Cost Management  
Project Human Resources Management  
Project Quality Management  
Project Communications Management  
Project Risk Management  
Project Procurement Management

# 04 days

32 PDUs (PMI)

## CAPM® Certification Exam Preparation

(Success guaranteed in 4 days - spread over 3 days + 1 day)



### Programme Objectives

- ▶ Assistance for checking and validating the CAPM® application Online before the candidates submit their application.
- ▶ To become familiar with PMI® terminology
- ▶ Learn the process groups and knowledge areas of the *PMBOK® Guide* — Fourth Edition
- ▶ Study the 42 processes of the *PMBOK® Guide*
- ▶ Reduce your study time in half by focusing only on relevant exam topics
- ▶ Practice on-line on hundred of exercises, and CAPM mock exam to become familiar with the CAPM exam format and content (150 QCM)

This course will help you improve your chances of passing the CAPM® Certification exam on the first try.

It consists of 2 units [Part 1-Part 2] spread over 2 months. This way you can process the amount of material more easily and you can use your preparation time perfectly.

The CAPM® certification is based on the *PMBOK® Guide knowledge areas* and gives the CAPM® certified to be recognized as a "Practitioner" and to share a common language in project management with the PMP certified or experienced team members.

Candidates prepare for the CAPM exam and earn their PMI's 23 contact hours certificate at the same time.

### Training Programme

#### Session 1 - CAPM® Preparation

INTRODUCTION to the *PMBOK Guide-4<sup>th</sup>* edition About PMI® and CAPM Examination

Acquire fundamentals Project Management skills, concepts and techniques:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Human Resources Management
- Project Quality Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

- Review, Questions / Exercises & Practice Tests
- > Answers analysis

#### Session 2 - CAPM® Preparation

- Review and validation of the knowledge acquired
- Preparing for test day  
Individual Mock Exam 150 questions (3h) in class  
Corrections of mock exam and questions/answers
- Web-assessment on-line: mock exam, QCM, practice tests (via a login and password).

## PMI-SP® Certification Exam Preparation

(PMI-Scheduling Professional course spread 2 sessions of 3 days+ 2 days)



### Programme Objectives

- ▶ Assistance for checking and validating the PMI-SP® application Online before the candidates submit their application.
- ▶ Master the techniques of planning and cost control
- ▶ Use test taking strategies to help answer any question correctly PMI-SP®
- ▶ Practice on-line on hundred of exercises, and mock exam to become familiar with the PMI-SP exam format and content (170 QCM).
- ▶ Pass the PMI-SP® Exam

Individuals who hold the PMI Scheduling Professional (PMI-SP) credential demonstrate their knowledge, skills and experience in the specialty area of project scheduling. A PMI-SP provides expertise in developing and maintaining the project schedule for the project.

This Course is for candidates' that—

- can create and maintain the project schedule
- are able to analyze the project schedule
- are able to report and communicate the schedule to the project team

Candidates prepare for the PMI-SP and earn their PMI's 40 contact hours certificate at the same time.

### Training Programme

#### Part 1- Project Time Management As per *PMBOK® Guide-4<sup>th</sup>* edition

- Chapter 1:** Activity Definition
- Chapter 2:** Activity Sequencing
- Chapter 3:** Activity Resource Estimating
- Chapter 4:** Activity Duration Estimating
- Chapter 5:** Schedule Development
- Chapter 6:** Schedule Control

#### Part 2- Practice Standard for Scheduling

- Introduction
- The Schedule Development Process
- Schedule Model Good Practices Overview
- Project Scheduling components

#### Part 3- Project Planning and Scheduling

- Bar Charts and Milestone Charts
- Elements of Network
- Pert Time Estimates
- Per Network Introduction & Analysis
- CPM Network Analysis
- CPM Cost Model
- Resource Allocation
- Schedule Compression Techniques

#### Part 4- Preparation to PMI-SP®

- Review and validation of knowledge
- Practice tests, Mock Exam (3h30/170 questions) & Corrections
- > answers analysis

# 5 days

40 PDUs (PMI)

### Who should attend ?

- Planning Manager
- Project Manager/Director
- Program Manager/Director
- Project Engineer
- Industrial Engineer
- Project Coordinator/Contributor
- Operational Manager
- Team leader/Members
- Any stakeholder involved directly or indirectly with Project Management.

### Eligibility Requirements

Category 1—High school diploma, Associate's degree

At least 5,000 hours spent in the specialized area of professional project scheduling within the last five years and 40 hours of formal education in Project Scheduling.

Category 2— Bachelor's degree or higher degree

At least 3,500 hours spent in the specialized area of professional project scheduling within the last five years and 30 hours of formal education in Project Scheduling.

# 4 days

32 PDUs (PMI)

### Who should attend ?

- Programme Managers/Directors
- Any stakeholder Responsible for Program Management (skills in complex activities, in finance, leadership, communication, influence, negotiation...).
- Candidates are not requested to be PMP® certified but it can be an advantage for passing the exam.

### Eligibility Requirements

Category 1—High school diploma, Associate's degree

**Project Management Experience:** minimum 4 years (6,000 hours) of unique non-overlapping professional project management experience  
**Program Management Experience:** Minimum 7 years (10,500 hours) of unique non-overlapping professional program management experience.

Category 2— Bachelor's degree or higher degree

**Project Management Experience:** minimum 4 years (6,000 hours) of unique non-overlapping professional project management experience  
**Program Management Experience:** Minimum 4 years (6,000 hours) of unique non-overlapping professional program management experience.

# 5 days

40 PDUs (PMI)

## PMI-RMP® Certification Exam Preparation

(PMI-RMP course spread 2 sessions of 3 days+ 2 days)



### Programme Objectives

- ▶ Assistance for checking and validating the PMI-RMP® application Online before the candidates submit their application.
- ▶ Master Risk Management concepts
- ▶ Use test taking strategies to help answer any question correctly PMI-RMP®
- ▶ Practice on-line on hundred of exercises, and mock exam to become familiar with the PMI-RMP exam format and content (170 QCM).
- ▶ Pass the PMI-RMP® Exam

The credential for individuals managing project risk provides assurance that they have met specific criteria designed to ensure competence in the provision of services. The credential acknowledges the individuals advanced and unique expertise on the project team, while demonstrating the recognition and value the role provides to the field of project management.

The PMI-RMP recognizes individuals who provide expertise in the specialized area of assessing and identifying project risks along with preparing plans to mitigate threats and capitalize on opportunities.

Candidates prepare for the PMI-RMP and earn their PMI's 40 contact hours certificate at the same time.

### Training Programme

- Risk Management Maturity Assessment
- Project Risk Management as per *PMBOK® Guide-4<sup>th</sup>* edition
- Introduction to Project Risk Management
- Practice standard for Project Risk Management
- Principles and Concepts
- Introduction to project risk management processes
- Plan risk management
- Identify risk
- Perform qualitative risk analysis
- Perform quantitative risk analysis

- Plan risk responses
- Monitor and Control Risks
- Review and Validation of knowledge
- Practice tests/ mock exam (3h30 / 170 questions) & Corrections
- > Answers analysis

## PgMP® Certification Exam Preparation



### Programme Objectives

- ▶ Assistance for checking and validating the PgMP® application Online
- ▶ Understand and validate the content, concepts and approach used in the PgMP examination
- ▶ Become familiar with the PgMP® exam
- ▶ Prepare candidate to the 3 evaluations: Panel Review, 170 multiple-choice questions (4h) and MRA.
- ▶ Increase your chances of passing the PgMP® exam on the first try

Programme management deals with the many complex interdependencies between component projects and helps ensure that projects align with an organisation's overall strategy. In other words, programme management is really about delivering business results and benefits.

The PgMP recognizes that a programme manager, while needing skills in project management, needs to also have strong business skills to be successful.

This course will focus your studies on the information that you will need in order to successfully prepare for and pass the PgMP® certification examination.

### Training Programme

- Foundation of Programme Management**  
Program Governance  
Introduction to Programme management processes and process groups  
Introduction to the programme management areas

- Defining the Programme**  
Define the programme stakeholders  
Principles of governance

- Initiating the Programme**  
Create the PMO core team  
Analyse the stakeholders' expectations

- Planning the Programme**  
Planning and the life-cycle phase  
Create the programme management plan

- Executing the Programme**  
Monitor and control progress  
Benefits management
- Controlling the Programme**  
Control changes within the programme  
Control resources

- Closing the Program**  
Close-out the contracts  
Lessons learned

Evaluation, Exercises, Practice tests

### Who should attend ?

- Risk Manager
- Consultant Risk Management
- Experienced project manager
- Any stakeholder who has experience in Risk Management

### Eligibility Requirements

Category 1— High school diploma, Associate's degree

Minimum 4,500 hours spent in the specialized area of professional project risk management within the last five consecutive years and 40 contact hours of formal education in risk management.

Category 2— Bachelor's degree or higher degree

Minimum of 3,000 hours spent in the specialized area of professional project risk management within the last five years and 30 contact hours of formal education in risk management.

# 3 days

21 PDU's (PMI)

## Planning and Tracking Projects with Primavera PM (P6)



### You will be able to—

- ▶ Create a Project with activities and resources
- ▶ Calculate a schedule
- ▶ Analyse resource/cost data
- ▶ Establishing the project & coding structures
- ▶ Compare current vs. target schedules
- ▶ Create the target plan
- ▶ Produce effective output

This 3 day course is aimed at all new users of Primavera Project Management (PM).

This course leads you through hands-on workshops that create and track an entire project to completion, using the three basic elements of project management: schedule, resources, and costs.

Prerequisite: Fundamental Project Management Concept.

### Training Programme

#### Bases of the Management of Projects and Primavera

- What is a project
- Project Management Process
- Introduction to Primavera Suite
- How Primavera PM manages project data
- Start Primavera PM
- Navigating in Primavera PM

#### Building Project Structures

- PM Vocabulary
- Enterprise Project Structure
- Organizational Breakdown Structure (OBS)
- Project Work Breakdown Structure
- Introduction to Project

#### Maintaining the Project Documents Library

- Work Products and Documents
- Create a Project Document
- Assign Work Products or Documents
- Lesson Review

#### Adding Activities

- What is an activity?
- Adding activities
- Define the activity type

#### Create Relationships

- The Network Logic Diagram (PERT)
- Relationship Types
- Creating relationships

#### Scheduling the network

- Forward Pass
- Backward pass
- Driving relationships
- Scheduling a Project

#### Constraints

- Constraints Samples
- Additional Constraints

#### Resource Management

- Assign resources to activities
- Types of duration of the tasks and influences
- Expenses

#### Buying Layouts and Reports

- PM layouts
- Customize a layout in the Activity Window
- Running a report

#### Create a Baseline

- Baselining a project
- Create a Baseline
- Comparative Analysis Project / Baseline

#### Updating the Project

- Tracking Progress
- Update Process
- Workshop
- Lesson Review

## Introduction to Project Risk Management with Primavera Pertmaster



### You will be able to—

- ▶ Apply a risk assessment to a project schedule, resources and costs
- ▶ Use a Risk Register
- ▶ Allocate resources
- ▶ Understand the results of a risk analysis
- ▶ Manage costs, liquidated damages, revenues and probabilistic cash flow
- ▶ Use risk management to improve your project management, set targets and contingency.

This course provides hands-on training for Primavera's Risk Management solution.

This 2 day introduction course is aimed at all new Pertmaster software user looking to evaluate and benefit from the full capabilities of Primavera Software.

Prerequisite: Fundamental Project Management Concept.

### Training Programme

#### Introductions and Overview

- Overview of Pertmaster
- CPM vs ; Schedule Risk Analysis
- An introduction to Schedule Risk Analysis
- Theory
- Better estimation for completion dates
- The parallel paths effect
- Types of schedules

#### Running a quantitative Risk Analysis

- Import the schedule
- Checking the schedule
- Using Quick Risk
- Improving estimates
- Viewing P-schedules
- Mitigating risks
- Duration sensitivity measures

#### An introduction to risk register

- Modeling a risk event
- Using the risk register to model a risk event
- Importing risk events

#### Further results

- Task sensitivity
- Criticality index
- Exporting and importing risk hypothesis

#### Templated Quick Risk

- Qualitative measure of uncertainty
- Categorising Risks
- WBS Templates

#### Correlation

- Define correlation
- Measuring correlation

#### Advanced Risk Register

- Risk Description
- Risk Estimation and Scoring
- Risk Matrix
- Impacts
- Mitigate Risks
- Comparing plans

#### Advanced Features

- Probabilistic events and branching
- Contingential Branching
- Macros PERTMASTER
- Cost Management
- Penalties
- Probabilistic Cash flow

#### Resources and cost uncertainty

- Time related and non-time related
- Cost uncertainties

# 2 days

14 PDU's (PMI)

### Who should attend ?

- Project Manager
- Program Manager
- Portfolio Manager
- Newly assigned Project Manager
- Risk Manager
- Planning Manager
- The Supervisor
- Project Engineer
- Operation Manager
- Team member

### Advantages

PrimaConsulting is a PMI® Global Registered Education Provider (PMI R.E.P) under the R.E.P provider number 2838.

### An International Standard

Based on the PMBOK® Guide-4th edition of Project Management Institute (PMI®)

### Method of delivery

Mix of Theory and Case studies, Interactive Exercises.

### Manual

You will receive a comprehensive participant manual.

### PRIMAVERA Certified Instructor/Consultant

### PMBOK® Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

### Who should attend ?

- Project Manager
- Project Control Managers
- Project Control Engineers
- Newly assigned Project Manager
- Planning and Scheduling Manager
- Supervisor
- Project Engineer
- Operation Manager
- Any team member willing to contribute to project success

### Advantages

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### An International Standard

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### Method of delivery

Mix of Theory and Case studies, Interactive Exercises.

### Manual

You will receive a comprehensive participant manual.

### PRIMAVERA Certified Instructors/Consultant

### PMBOK® Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

# 2 days

16 PDUs (PMI)

## Migrating From Primavera Project Planner (P3) to P6



## Planning and Scheduling with Primavera Project Planner (P3)



# 3 days

21 PDUs (PMI)

### Who should attend ?

- Project Manager
- Project Control Managers
- Project Control Engineers
- Newly assigned Project Manager
- Planning and Scheduling Manager
- Business Analysts
- End Users
- Project Engineer
- Functional Implementer
- Any team member willing to contribute to project success

This two-day course is specially designed for users moving from Primavera Project Planner (P3) to P6.

The course begins with navigation, menus, and terminology in Primavera 5.0/6.0, and introduces new ways to view layouts and run reports.

The course also details how basic tasks in the project management life cycle are executed in P6, including how to create activities, assign and analyze resources, and update the project plan.

Prerequisite: users of Primavera Project Planner (P3).

### You will be able to—

- Identify similarities and differences between both applications
- Identify the major hierarchical structures
- Navigate through windows
- Create a project
- Baseline Project Plan
- Run Reports

This 3 day course is aimed at all new users of Primavera Project Planner (P3).

Participants will gain a thorough background in the concepts of planning and scheduling while learning P3.

This three-day course leads you through hands-on workshops that create and track an entire project to completion, using the three basic elements of project management: schedule, resources, and costs.

Prerequisite: Fundamental Project Management Concept and knowledge of Windows™.

### You will be able to—

- Give a global view of P3
- Explain how to schedule, organize, follow and analyze a project with it.
- Create target schedule
- Develop a project network with precedence relationships
- Perform schedule calculations
- Customise the project layout

### Who should attend ?

- Project Manager
- Project Control Managers
- Project Control Engineers
- Business Analyst
- Planning and Scheduling Manager
- End users
- Project Engineer
- Functional Implementer
- Any team member willing to contribute to project success

### Advantages

PrimaConsulting is a PMI® Global Registered Education Provider (PMI R.E.P) under the R.E.P provider number 2838.

### An International Standard

Based on the PMBOK® Guide-4th edition of Project Management Institute (PMI®)

### Method of delivery

Mix of Theory and Case studies, Interactive Exercises.

### Manual

You will receive a comprehensive participant manual.

### PRIMAVERA Certified Instructors

### Training Programme

#### Introduction to Primavera

- Describe Primavera solutions
- Describe P6
- Navigating in Primavera
  - Open an existing project
  - Gantt Chart
  - PERT
  - Identify types of layout

#### Manus and Terminology

- Identify the moctaion of P3 commande in Primavera
- Identify the similarities and differences between P3 and Primavera terminology

#### Building Projects

- Create projects from PM
- Define the Work Breakdown Structure
- Navigate in the Projects window
- View and modify information in Project details

#### Define Activities

- Define and review activity information
- Describe activity types

#### Formatting Schedule Data

- Group activities according to a specific criteria
- Sort activities
- Modify bars in the Gantt Chart

#### Roles and Resources

- Describe roles
- Describe resources

#### Assigning Roles

- Assign roles to an activity
- Assign rates on role

#### Assigning Resources and Costs

- Assign resources by role
- Assign labor, nonlabor, and material resources to activities
- Adjust Budgeted Units/Time for a resources
- Assign expenses to activities

#### Duration Types

- Determine which duration Type works best in a given situation
- Assign a Duration Type to an activity

#### Baselining the Project Plan

- Create a baseline plan
- Display baseline bars on the Gantt Chart

#### Updating a Project

- Describe several methods for updating the project schedule
- Status activities
- Reschedule the project

#### Printing layouts

- Customize the appearance of headers and footers
- Reporting Performance
- Run a schedule report
- Create a report using the current layout

### Training Programme

#### Fundamentals of Project Management

- Planning Phase and control Phase
- Starting Primavera Project Planner (P3)
- Bar Chart Display
- PERT Display

#### Establishing the Project and Coding Structures

- Managing a Group of Projects
- Developing the Coding Structure

#### Defining Calendars

- Add, Modify and Delete Calendars
- Assigning Calendars to Activities

#### Adding and Organizing Activities

- The Activity Detail Form
- Organizing Activities
- Organizing by System and Phase

#### Defining Relationships

- The Activity Network
- Relationship Types
- Establishing Relationships

#### Scheduling

- Trace Logic
- Scheduling a Project
- Analyzing Schedule Dates

#### Defining Constraints

- Constraint Types
- Verifying Constraints

#### Customizing Layouts

- Editing Activity Data
- Managing Filters

#### Managing Resources and Costs

- Defining Resources and Cost Accounts
- Assigning Resources to Activities
- Organizing By Resources

#### Creating the Target Plan

- Schedule Analysis
- shortening the Schedule

#### Updating the Current Schedule

- Trace Logic
- Tracking Progress
- Analysing the Dates

#### Preparing Reports

- Communicating on relevant Data
- Summarizing Schedule

### Advantages

PrimaConsulting is a PMI® Global Registered Education Provider (PMI R.E.P) under the R.E.P provider number 2838.

### An International Standard

Based on the PMBOK® Guide-4th edition of Project Management Institute (PMI®)

### Method of delivery

Mix of Theory and Case studies, Interactive Exercises.

### Manual

You will receive a comprehensive participant manual.

### PRIMAVERA Certified Instructor/Consultant

### PMBOK® Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

### PMBOK® Guide Knowledge Areas

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resources Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

# Improving Business Performance

## Your Strategic Partner in Project Management and Organisation Development

PrimaConsulting will partner with you at local and international level to achieve improvements in project management and organisational change. We know that our clients expect considerable added value and return on investment from any external specialist services. Specifically in the project management sector, clients seek clear evidence of improvement in their ability to keep up with technological change and to manage the ongoing development of their internal operations.

We have tangible evidence from clients who believe we have enabled them to demonstrate improvements in their business performance that exceeded their expectations. We understand that the ideal solution for each client is a unique, multi-disciplinary combination of our – and our clients' – skills and knowledge.

Our solutions include carefully scoped and focused management consulting, formal project management training based on PMI® and the PMBOK®, qualifications in PMP®, Prince 2™, ITIL®, temporary project staff and management resourcing, people management, leadership skills development, and operational process improvement.

We are currently working with clients in the following sectors: Aerospace and Defense, Automotive, engineering and construction, finance, health, high technology, insurance, manufacturing, oil and gas, pharmaceuticals, telecom, transportation, utilities and public sector.

We commit to each of our clients to be a proactive and trusted partner, recommending solutions only when we are confident that they will add real value to the organisation. This means ensuring all solutions provided are simple, practical and scaled to the different environments and target groups within the organisation. In this way, ownership is easily transferred to the client.

### OUR STRATEGIC VISION

PrimaConsulting helps project managers, programme managers, line managers, divisional leaders and board members to raise their level of contribution to their organisation.

Projects result from the organisation's strategy for development. Managing those projects well is critical to the organisation. However simply managing individual projects better is no longer sufficient.

We believe our clients can achieve considerable competitive edge by creating optimum cross-functional, organisation-level project governance and project portfolio management.

Effective portfolio management enables our clients to respond quickly and flexibly to the constant changes in local and global markets, technologies and within the organisation itself.

The four main components of our service list:

- Operational and Strategic Management Consulting
- Training: including customised, on-the-job training, plus formal training and related certification in project and programme management and organisation development
- Systems and tools Integration
- Project Resourcing & Outsourcing

### WHAT MAKES US DIFFERENT

We have the range of skills and knowledge you would expect from a leading international management consultancy.

In addition, we are able to create multi-functional and multi-disciplinary solutions for our clients. It is this crossing of traditional boundaries between people, process and tools that makes us unique.

We believe that lasting organisation change is 20% process and tools and 80% people. This belief shapes all our client projects and relationships, leading to:

- Creative and innovative solutions
- High levels of trust and effective knowledge sharing
- Good understanding of your business : both your industry and the organisation dynamics
- Real world thinking and a practical approach

### INTERNATIONAL NETWORK

Our 80-strong, multi-national team is active in many countries across Europe, America and Asia. This means PrimaConsulting can respond quickly to your local requirements, or work with you on more complex international projects.

We are able to provide teams of appropriately qualified and experienced consultants and resource, for small or large scale projects involving different countries, languages and cultures.



### OUR PEOPLE

Our consultants, coaches and trainers are well qualified in their fields, including in PMP®, PMI®, Primavera®, Prince 2™, ITIL®, Organisation Development and training. They have had extensive personal experience of management and leadership in their careers, and proven success in managing a wide range of projects and organisations. They have been invited to join the PrimaConsulting network because of their exceptional skills in supporting experienced organisational leaders and new managers, taking the role of consultant, coach, and mentor or specialist project team member as needed.

They have 15 to 30 years of hands-on experience at director and board level. They have the background to be able to work closely with your senior management team.

They are English, French, American, Brazilian, Canadian, Chinese, German, Italian, Dutch, Portuguese, Russian and Spanish.

### References

Agence Iter France  
Air Liquide  
Alcatel - Lucent  
Alstef  
Alstom  
Ansaldo Transport  
Areva NP  
Bombardier Transport  
Bouygues  
CEA  
CFAO Technologies  
Colas Rail  
Converteam  
EADS-Astrium  
EDF  
Eiffage  
Endel  
ExxonMobil  
France Telecom  
IBM France  
IPSEN  
ITER International  
MBDA  
OGER International  
Orange Business Services  
OTV  
SAIPEM  
Scetauroute  
SNCF  
Siemens  
SGN  
Sogeti  
Spie Communications  
Symantec  
Systra  
Technip  
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