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**Presents the Project
Management**



**Professional (PMP) Certification
Examination Preparation Course**



**For details and
registration please
call 92-333-2486216,
92-21-38180991**

**Email questions and queries to :
pmp_course@atrc.net.pk**

Web : atrc.net.pk



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ATRC Project Management Training

Why learn project management?

The topic of project management is growing fast in importance to organizations because it deals effectively with the management of change.

Both contemporary and project-based organizations are beginning to realize that the traditional form of management cannot deal with the dynamics and resulting chaos of the modern economic, social and business environment.

Business and industry are realizing that traditional management processes cannot adequately deal with the chaos of today's working environment. There is a growing realization by managers and academics that the project management process is best suited to handle the dynamic change that we encounter daily. Project management is now seen to be the modern approach in handling change; it is believed by many that project management's time has now arrived. The very future of a nation's industries and economy could very well depend on how quickly the procedures and systems of project management are adopted. The approaches and techniques that are used in the project management process are of interest to all those who wish to be more certain about achieving predetermined targets.



There are two common certifications for project management. One is called PMP and the other is called PRINCE2.

PMPs are Leading: Project Management Professional (PMP®) Certification have been named No. 4 in CertCities.com's 10 Hottest Certifications for 2006. (Source: Certcities)

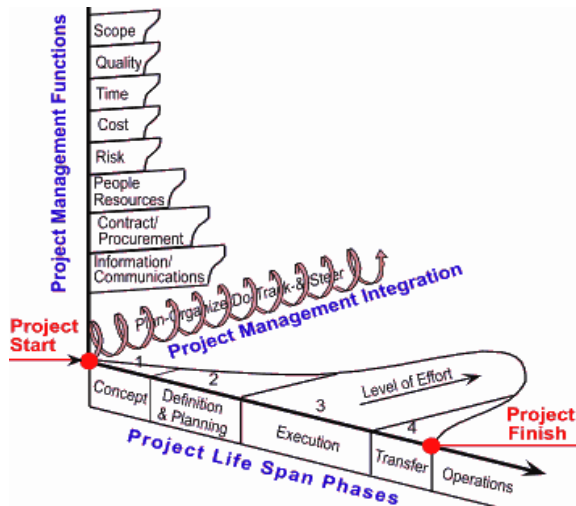
PMPs are Growing rapidly: 176,715 Project Management Professionals (PMP) as of 31 January 2006. Out of which more than 40% got certified in last one year. (Source: PMI)

PMPs are highly paid: Among a long list of available certifications, the PMP certified professionals are receiving the third highest average base salary (Source: Redmondmag).



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Why should one prepare for the PMP certification from PMI ?



Are you responsible for managing projects from inception to delivery?

Do you sometimes find doing so difficult because of the project's complexity and scope or because of limited resources, time, or money?

If so you are not alone. The majority of new projects do not meet their expectations, cost parameters or deadlines. Fortunately, strong project management skills can be learned. ATRC can train you to successfully champion a project from beginning to end, while at the

same time providing you with the PMP® training needed to become a Project Management Professional.

Project Management Professional (PMP®)

Worldwide there are over 50,000 Project Management Professionals (PMPs®) who provide project management services in 120 countries. Many corporations require that for individual advancement within the corporation or for employment, the individual have the PMP credential.

Project Management Institute (PMI)

The Project Management Institute (PMI®) is project management's leading global professional association. The PMI administers a globally accepted and recognized, rigorous, examination based, professional certification program of the highest caliber. The PMI Certification Program maintains ISO 9001 certification in Quality Management Systems as evidence of its commitment to professional excellence. Through the successful completion of the PMP training requirements, individuals prove that they have the skills necessary to execute projects on time and within budget. Given the rigorous and comprehensive PMP training requirements, the PMP certification has become the project management profession's most globally recognized and respected certification credential.



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If you enjoy the prestige that comes from being the best in your field, then you will appreciate the professional advantages derived from attaining the PMP. The PMP certification is the profession's most globally recognized and respected certification credential. The PMP designation following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.

In addition, those who have been granted the PMP credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI's Continuing Certification Requirements Program.

One of the books used as a reference in this course is the PMI's "A Guide to the Project Management Body Of Knowledge, Third Edition" (PMBOK®) For PMP exams up to June 2009. The third edition shall be used. For PMP exams after June 2009 the fourth edition shall be used.

About PMI

Project Management Institute (PMI®) was established in 1969 with six members. PMI® is the most respected, and recognized management standards institute in the world. Today PMI's membership surpasses 200,000 in over 150 countries. PMI is comprised of over 247 charter chapters and 30 Special Interest Groups (SIGs). The main goal of PMI is to provide standards to the project management world. One of their significant accomplishments has been creating and publishing the project management standard document A Guide to the Project Management Body of Knowledge (PMBOK®). PMBOK® is a globally recognized standard text for managing projects in today's world.



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PMI's Achievements

In **1984** PMI introduced the PMP Certification exam.

In **1991** the PMBOK received American National Standards Institute (ANSI) certification.

In **1999** PMI received the International Organization for Standardization (ISO) **9001** recognition for PMP certification.

PMI Fact File

Total Members **236,871**

Chapter Memberships **177,300**

SIG Membership **60,575**

Total PMPs **223,877**

PMP Training

ATRC's 60 hour training program is designed to improve your project management knowledge and foster your professional development.

The training is intended to meet the needs of those wishing to prepare and earn PMP® certification, a professional certification acknowledged throughout the world.

If you attend all of the classes then you shall receive a certificate from ATRC which can be used to fulfill the eligibility criteria of taking the 35 hours of classroom training in project management related disciplines.

Requirements for Project Management training

Before beginning the training, candidates must meet specific education and experience requirements and agree to meet PMI's strict code of professional ethics. PMP training is designed to help candidates pass a multiple-choice examination that measures project management knowledge. The examination is designed to objectively assess and measure your project management knowledge. This computer-based examination is administered globally. Those who complete PMP training, and receive PMP certification, must continue to demonstrate ongoing project management expertise by satisfying continuing PMP training requirements.

ATRC offers the training to help students prepare for the PMP exam.

This PMP training course, helps students identify their strengths and weaknesses through an understanding of the technical skills needed for successful project management.

These skills, identified by PMI and incorporated in its Project Management Body of



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Knowledge (PMBOK®), include the ability to manage project integration, scope, time, cost, quality, human resources, communications, risk and procurement. Since everything is not covered in the PMBOK for the exam, ATRC's course covers more depth than just the PMBOK by itself.

Advantages of PMP training

PMP training will not only help you achieve PMP certification, it will also give you the project management skills to excel in your company. These skills will make you a more productive and valued contributor to current and future employers.

Given all the advantages of PMP training, consider enhancing your project management skills and marketability by working toward your PMP certification today.

Gain True and Lasting Knowledge You Can Apply

This course offers a comprehensive and well-paced study strategy that enables students to fully understand the principles of Project Management. The concepts in the PMBOK require adequate time and attention and can not be mastered in cram-sessions. Our goal is to provide you with true and lasting knowledge so you can go prepare for the exam with confidence. Every project manager is acutely aware of the constraint relationship between time, quality, and cost.

The project management mandate is to do it right the first time!

The Project Management course is a focused, and intense, training course with a single goal: Equip students to pass PMI's Project Management Professional certification exam and teach some essentials of project management not included in the PMP or PMBOK.

Accomplish Something Extraordinary

The commitment is where you begin a promise to yourself that you WILL earn the certification. You will do what it takes to prepare yourself. You'll commit your time, your resources, and (most importantly) your mental and emotional energy to reaching your goal.

The Project Management course is not a class for ordinary people who are comfortable only with traditional learning methods. This is a class for people who



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think outside the box and are willing to commit themselves to accomplishing their goals for people who are willing to invest serious time from their lives to obtain significant advancement in their careers.

Project Management Professional (PMP®) (From PMI.org)

If you enjoy the prestige that comes from being the best in your field, then you'll appreciate the professional advantages derived from attaining the PMP, the profession's most globally recognized and respected credential. The PMP designation following your name tells current and potential employers that you have demonstrated a solid foundation of knowledge from which you can competently practice project management.

To be eligible for a PMP Credential, you must first meet specific educational and project management experience requirements and agree to adhere to a code of professional conduct. The final step to becoming a PMP is passing a rigorous multiple-choice examination designed to objectively assess and measure your ability to apply project management knowledge in the following six domains: initiating the project, planning the project, executing the project, monitoring and controlling the project, closing the project, and professional and social responsibility. This computer-based examination is administered globally with translation aids in 10 languages.



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Eligibility Criteria

Educational Background

High school
diploma
or equivalent*

Project Management Experience

7,500 hours in a position of
responsibility leading and directing
specific tasks** and 60 months of project
management experience

Project Management Education

35 hours

What is PMBOK

Project Management Body of Knowledge (PMBOK®), is perhaps the most important and significant contribution of PMI® to the Project Management profession. PMBOK® is a globally recognized standards framework for managing and executing projects. PMI® continues to enhance and update the PMBOK® to ensure maintaining the most up-to date standards for managing projects in the global arena. The PMP® exam is based on the information contained in this book.



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Course Outline and Topics

- **What is Project Management**
 1. About Project Management Institute (PMI)
 2. About PMP and other certifications in Project Management
 3. Definitions and Concepts
- **Project Management Context**
- **Organization Structures and impact on Project**
- **Project Life Cycles**
- **Project Stakeholders**
- **Project Initiation Process Group**
- **Project Selection, Approval, and Preliminary Scope Statement**
- **Structure of the Project Management Body of Knowledge (PMBOK)**
- **What is the Project Management Institute (PMI)**
- **Project Management Professional Certification (PMP)**
- **Project Planning**
- **Integration Management.** The processes required to ensure that the various elements of the project are properly coordinated. It consists of project plan development, project plan execution, and overall change control.
 1. Develop Project Charter
 2. Develop Preliminary Project Scope Statement
 3. Develop Project Management Plan
 4. Direct and Manage Project Execution
 5. Monitor and Control Project Work
 6. Integrated Change Control
 7. Contractual and administrative closure
- **Project Selection, Approval, and Preliminary Scope Statement**



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- **Scope Management.** The processes required to ensure that the project includes all the work required, and only the work required to complete the project successfully. The function of controlling a project in terms of its aims, goals and objectives through the process of initiation, scope planning, conceptual development, full scope definition or statement, scope verification, scope change control, scope reporting and control, and project close out.
 1. Scope Planning
 2. Scope Definition
 3. Create WBS
 4. Scope Verification
 5. Scope Control
- **Work Break Down Structure**
- **Work Performance Information**
- **Deliverable Management**
- **Time Management** is the function of maintaining appropriate allocation of time to every element in the overall conduct of the project through the successive stages of its natural life-cycle. The processes required to ensure timely completion of the project. It consists of activity definition, activity sequencing, activity duration estimating, schedule development, and schedule control.
 1. Activity Definition
 2. Activity Sequencing
 3. Activity Resource Estimating
 4. Activity Duration Estimating
 5. Schedule Development
 6. Schedule Control
 7. SDM & PDM
 8. CPM & PERT
- **Cost Management** is the function of maintaining effective financial control of the project. The processes required to ensure that the project is completed within the approved budget. It consists of resource planning, cost estimating, cost budgeting, and cost control.
 1. Cost Estimating
 2. Cost Budgeting
 3. Cost Control
 4. Cost Benefit Analysis
 5. Earned Value Technique
- **Earned Value Management, Risk Monitoring and Forecasting**



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- **Quality Management** is the composite of material attributes (including performance features and characteristics) of the product or service which are required to satisfy the needs for which the project is being undertaken. The processes required to ensure that the project will satisfy the needs for which it was undertaken. It consists of quality planning, quality assurance, and quality control.
 1. Quality Planning
 2. Perform Quality Assurance
 3. Perform Quality Control
 4. Seven Tools for Quality Control
- **Project Execution**
- **Human Resource Management** is the function of directing and coordinating human resources throughout the life of the project. It involves the application of the principles of behavioral science and administrative knowledge to achieve the predetermined project objectives of scope, time, cost, quality and participant satisfaction. The processes required to make the most effective use of the people involved with the project. It consists of organizational planning, staff acquisition, and team development.
 1. Human Resource Planning
 2. Acquire Project Team
 3. Develop Project Team
 4. Management Project Team
- **Project Team Management**
- **Project Time, Cost & Human Resource Scheduling**
- **Communications Management** includes the processes required to ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information. It consists of communications planning, information distribution, performance reporting, and administrative closure.
 1. Communication Planning
 2. Information Distribution
 3. Performance Reporting
 4. Managing Stakeholders
- **Information Distribution**



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- **Risk Management** includes the processes concerned with identifying, analyzing and responding to project risk. It includes maximizing the results of positive events and minimizing the consequences of adverse events, risk identification, risk quantification, risk response development, and risk response control.
 1. Risk Management Planning
 2. Risk Identification
 3. Qualitative Risk Analysis
 4. Quantitative Risk Analysis
 5. Risk Response Planning
 6. Risk Monitoring and Control
- **Scope Verification**
- **Project Monitoring & Controlling**
 1. **Plan Purchases and Acquisitions**
 2. Plan Contracting
 3. Request Seller Responses
 4. Select Sellers
 5. Contract Administration
 6. Contract Closure
- **Procurement Management** is the function of acquiring resources, goods and services from outside the performing organization for the project in order to produce the end product. It consists of procurement planning, solicitation planning, solicitation, source selection, contract administration, and contract close-out.
- **Project Contract Closing and Project Closing with Lesson Learned**
- **Professional Responsibility.** The tasks, knowledge, and skills required to ensure integrity, contribute to knowledge base, apply professional knowledge, balance stakeholder interest, and respect differences.
 1. Professional Responsibility Tips
 2. PMP Code of Professional Conduct



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PMP® Certification

PMI's PMP® Certification exam is the world's most recognized professional credential for individuals working in the field of project management. PMP® certification serves in all industries.

Why a Project Management Certification?

Organization Point of View

According to the Standish Group, only 29% of all projects are successful in terms of achieving cost, schedule and quality objectives. However, a success rate of 75% is achieved by employing modern project management standards, tools and techniques. The PMBOK® provides these standards, tools and techniques. The PMP® certification is based on PMBOK®. Hiring PMP certified project managers provide organizations with significantly greater success on their projects.

Individual Project Manager's Point of View

Many organizations are recognizing the value of PMP® certification and are requiring their project managers to be PMP® certified. According to PMI's annual salary survey, PMP® certified project managers receive higher salary than non-PMP certified project managers. In another survey conducted by Foote Partners* on behalf of PMI®, their results further supported the fact that PMP® certified project managers were getting paid more money than non-PMPs.

About PMI Memberships

There are some decisions to be taken regarding the membership of PMI. We recommend you take the PMI membership before the exam because it shall help you to get some of the material you need for the exam. Also, much of the cost comes back to you on the discount for the cost of the exam itself. Should I join the Karachi chapter of the PMI? Yes. They have a meeting every month and it is useful for networking. When should I take the exam? It's up to you. But if you want to take it after June 2009 you shall also need to go through the 4th edition of the PMBOK. There is not too much of a difference between the concepts. Should I join other special interest groups (SIG) when I join PMI? That's up to you. SIGs are valuable. And yet you may find that you have plenty of information to get started until you pass your exam, and you can join SIGs later whenever you want.



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Professional Development Unit (PDU) Qualifying Activities (From PMI.org)

PDUs are required for maintaining the PMP certification. PDUs earned before certification do not count. For details please see the PMI.org website.

Category 1: Formal Academic Education

PDUs may be earned by completing an academic course after earning a PMI credential. Courses must be offered for degree credit and be related to project and/or program management. One (1) hour of degree credit in a typical 15-week semester earns 15 PDUs. One (1) quarter semester hour (10 weeks) earns 10 PDUs. When only a portion of a course relates to project management, PDUs are calculated on a percentage of the overall curriculum focused on project and/or program management. Each course must be submitted on a separate CCR Activity Reporting Form. PMI does not recognize entire degree programs for PDU credits, only individual courses.

Documentation Required upon PMI audit/request: transcript or grade report indicating a passing mark.

Category 2: Professional Activities and Self-Directed Learning

A predetermined number of PDUs may be earned by participating in specified professional activities. Use the Guide to Category 2 Activities below to determine PDUs in this category.

Documentation Required upon PMI audit/request: copies of publications, sample educational materials or program agendas.

Professional Activities - Be sure to use the letter code when claiming credits for professional and self-directed learning activities.



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GUIDE TO CATEGORY 2 ACTIVITIES

PDU^s for Professional Activities

Letter Code	Description	Number of PDU ^s Earned
2A	Author or co-author of an article pertaining to project and/or program management published in a refereed journal (e.g. <i>Project Management Journal</i> [®]).	30 PDU ^s per article (author) 20 PDU ^s per article (co-author)
2B	Author or co-author of an article pertaining to project and/or program management published in a non-refereed journal (<i>PM Network</i> [®]).	15 PDU ^s per article (author) 10 PDU ^s per article (co-author)
2C	Speaker/Teacher on project and/or program management topic at a conference, symposium, workshop or formal course.	10 PDU ^s per activity
2D	Speaker on a project and/or program management topic at PMI Component meeting (e.g. Chapter meeting).	5 PDU ^s per activity
2E	Member or moderator of a project and/or program management panel discussion at a conference, symposium, workshop or formal course	5 PDU ^s per activity
2F	Author or co-author of textbook that pertains to project and/or program management.	40 PDU ^s (author) 20 PDU ^s (co-author)
2G	Developer of content for a structured project and/or program management learning program.	10 PDU ^s per new program
2H	Practitioner of project and/or program management services for more than 1,500 project work experience hours per calendar year.	5 PDU ^s per calendar (i.e. Jan-Dec) year

Maximum 15 Category 2H PDU^s may be earned per CCR cycle.



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PDUS for Self-Directed Learning Activities

2-SDL Self-directed learning activities are individualized learning projects involving personally conducted research or study. Self-Directed Learning may include informal activities such as discussions or coaching sessions with colleagues, co-workers, clients or consultants. It may include articles, books, instructional manuals, videos, CD-ROMs, or other material resources.*

Maximum 15 Self-Directed Learning PDUs may be earned per CCR cycle.

Category 3: PMI Registered Education Providers (R.E.P.s)

PDUs may be earned by attending educational programs offered by organizations registered with PMI and designated as PMI Registered Education Providers (R.E.P.s) or PMI Components. These providers adhere to quality criteria established by PMI and are solely authorized to issue PDU certificates to attendees. R.E.P.s can be identified by their logo:

Examples include schools, consultants, corporate training departments, professional associations, government agencies and PMI Chapters and Specific Interest Groups (SIGs).

Documentation Required upon PMI audit/request: registration form, certificate or letter of attendance.

Category 4: Other Providers (ATRC comes in this description)

Contact hours of project and/or program management education may be earned by attending relevant educational programs offered by organizations not registered with PMI. To calculate the number of PDUs earned, use the following formula: one (1) contact hour of learning relevant to project and/or program management within a structured activity or course equals one (1) PDU.

Documentation Required upon PMI audit/request: registration form, certificate or letter of attendance, and a brochure or course materials outlining the subject matter covered and the qualifications of the instructor/lecturer.



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Category 5: Volunteer Service to Professional or Community Organizations

A maximum of 20 PDUs may be earned per cycle through professional service to a project management organization or by providing non compensated project/program management services to non employer or non client customer groups. The volunteer services must meet the definition of a project as outlined in the *PMBOK Guide*® - Third Edition: A temporary endeavor undertaken to create a unique project, product, or service. Temporary means that every project has a definite beginning and a definite end. Examples of qualifying activities and their associated PDU values include the following:

- Serve as an elected officer for a project management organization. - Minimum three months of participation: 2 PDUs per calendar year. (No PDUs are awarded for service less than three months)
 - Minimum six months of participation: 5 PDUs per calendar year.
 - Twelve months of participation: 10 PDUs per calendar year.
- Serve as a volunteer/appointed committee member for a project management organization. - Minimum three months of participation: 1 PDU per calendar year. (No PDUs are awarded for service less than three months)
 - Minimum six months of participation: 3 PDUs per calendar year.
 - Twelve months of participation: 5 PDUs per calendar year.
- Provide project management related services to a community or charitable group: 5 PDUs per calendar year. - The organization sponsoring the project must be a legally recognized not-for-profit organization.

Documentation Required upon PMI audit/request: letter or certificate from the organization served acknowledging the certificant for leading project tasks or participating as part of a project team.



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**Venue : Applied Technology Research Center
C-55 Block A KDA Officers,
Near National Stadium,
Karachi 75260 Pakistan**

PMI Membership Fee (Pay to pmi.org)	\$ 129
PMP Exam Fee (Pay to pmi.org)	\$ 405

ATRC thanks you taking the time out to consider all the information contained in our brochure.

We hope that when you choose to get training in project management, you shall consider ATRC's services. In case you do not choose our services, we would be grateful if you could inform us so we can improve our services to meet the changing demands of our potential and existing customers.

Feel free to contact us at anytime via email or call to get any clarifications about our products and offerings.



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Trainer profile : Khawar Nehal

- 4 years of Project Management Training experience.
- Certified in Project Management, Computer security, Linux, Unix, and Cisco.
- 24 years of Information Technology and Communications experience.
- 15 years of experience as a consultant for the development and enhancement of IT, Ecommerce and Education related organizations.
- 12 years as a trainer for ICT related subjects which assisted in the development of simplifying techniques and easy to understand training techniques for technical subjects.
- 2 Years of consulting experience in UAE.
- Bachelors and Masters in Computer Science from Karachi University, BCCI-FAST-ICS, nu.edu.pk.
- Mr. Khawar's vast experience in Business, Technology and Training facilitates you to easily comprehend the concepts or Project Management in record time.
- Understanding the core concepts is essential to passing the PMP exam.
- Experience in training thousands of students and executives in Universities and Organizations in Pakistan.
- Some of the organizations where Mr. Khawar has trained can be found on the website http://atrc.net.pk/about/atrc_clients.html