Government of Pakistan

**National Vocational and Technical Training Commission**

**Prime Minister Youth Skills Development Program**

"Skills for All"



**Course Contents/ Lesson Plan**

**Course Title:** Certified PMP Professional

**Duration:**1 Months

|  |  |
| --- | --- |
| **Trainer Name** |  |
| **Author** | **Muhammad Ghani (C.E.O C Cloud Technologies)** |
| **Course Title** | **Certified PMP Professional** |
| Objectives and Expectations | **The objectives and expectations of PMP (Project Management Professional) training typically revolve around equipping participants with the knowledge, skills, and strategies necessary to successfully pass the PMP certification exam and excel in the field of project management. Here's an outline of common objectives and expectations:**  **Objectives:**  **1. Understanding Project Management Framework: Introduce participants to the project management framework as defined by the Project Management Institute (PMI), including knowledge areas, processes, and best practices.**  **2. Mastering PMBOK Guide Concepts: Familiarize participants with the PMBOK (Project Management Body of Knowledge) Guide, the primary resource for the PMP exam, covering key concepts and terminology.**  **3. Learning Project Management Processes: Break down the five process groups (Initiating, Planning, Executing, Monitoring and Controlling, Closing) and ten knowledge areas (Integration, Scope, Schedule, Cost, Quality, Resource, Communication, Risk, Procurement, Stakeholder) defined in the PMBOK Guide.**  **4. Developing Project Management Skills: Enhance participants' project management skills, including leadership, communication, risk management, stakeholder management, and conflict resolution.**  **5. Exam Preparation: Provide comprehensive preparation for the PMP certification exam, including review sessions, practice questions, mock exams, and exam-taking strategies.**  **6. Application of Project Management Tools and Techniques: Familiarize participants with various project management tools and techniques used in real-world project scenarios, such as Gantt charts, critical path analysis, and earned value management.**  **Expectations:**  **1. Active Participation: Participants are expected to actively engage in training sessions, ask questions, and contribute to discussions to maximize learning outcomes.**  **2. Regular Attendance: Consistent attendance throughout the training program is crucial to ensure participants cover all relevant topics and materials.**  **3. Completion of Assignments: Participants may be required to complete assignments, practice questions, or project simulations to reinforce learning and assess progress.**  **4. Exam Readiness: By the end of the training program, participants should feel confident and well-prepared to take the PMP certification exam, equipped with the knowledge and skills needed to succeed.**  **5. Professional Growth: Participants can expect personal and professional growth as they gain valuable project management knowledge, skills, and credentials that are highly sought after in the industry.**  **6. Networking Opportunities: Training programs often provide opportunities for participants to network with fellow professionals and instructors, fostering collaboration and sharing of experiences.**   1. **By meeting these objectives and expectations, PMP training prepares participants to become effective project managers capable of leading successful projects and advancing their careers in project management.** |
| Entry-level of trainees | * Four-year degree (bachelor's degree or global equivalent) and at least three years of project management experience, during which at least 4,500 hours were spent leading and directing projects, and * - 35 hours of project management education/training or CAPM® Certification. |
| **Learning Outcomes of the course** | The learning outcomes of a PMP (Project Management Professional) course typically include:  1. Understanding Project Management Framework:  - Gain a comprehensive understanding of project management principles, concepts, and processes as outlined in the PMBOK® Guide (Project Management Body of Knowledge).  2. Project Integration Management:  - Learn how to effectively integrate various project management processes and activities to ensure project success and alignment with organizational goals.  3. Scope Management:  - Acquire skills to define, manage, and control project scope to deliver the intended project objectives within defined constraints.  4. Time Management:  - Develop techniques for scheduling project activities, managing project timelines, and ensuring timely project delivery through effective time management practices.  5. Cost Management:  - Learn methods for estimating, budgeting, and controlling project costs to ensure that projects are completed within approved budgets and financial constraints.  6. Quality Management:  - Understand quality management principles and methodologies to ensure that project deliverables meet stakeholder expectations and quality standards.  7. Human Resource Management:  - Learn how to effectively manage project teams, including resource allocation, team development, and conflict resolution, to optimize project performance.  8. Communication Management:  - Develop communication skills essential for effective project communication, stakeholder engagement, and information dissemination throughout the project lifecycle.  9. Risk Management:  - Gain insights into risk management processes, including risk identification, assessment, response planning, and monitoring, to mitigate project risks and uncertainties.  10. Procurement Management:  - Understand procurement processes and techniques for acquiring goods and services from external vendors to support project objectives and requirements.  11. Stakeholder Management:  - Learn strategies for identifying, analyzing, and engaging project stakeholders to ensure their needs and expectations are addressed throughout the project.  12. Ethical Considerations and Professional Responsibility:  - Understand ethical considerations and professional responsibilities associated with project management practices, including integrity, fairness, and transparency.   * By the end of the PMP course, participants should have the knowledge, skills, and tools necessary to effectively lead and manage projects of varying sizes and complexities, ultimately preparing them for the PMP certification exam and successful project management careers. |
| **­­­Course Execution Plan** | The total duration of the course:1 **months (4 Weeks)**  Class hours:**4 hours per day**  Theory:**20%**  Practical: **80%**  Weekly hours: **20 hours per week**  Total contact hours: 80**hours** |
| **Companies offering jobs in the respective trade** | **PMP (Project Management Professional) certification is highly valued across various industries. Here are some companies that frequently offer jobs requiring PMP certification:**  **1. IBM**  **2. Amazon**  **3. Microsoft**  **4. Google**  **5. Apple**  **6. Accenture**  **7. Deloitte**  **8. PwC (PricewaterhouseCoopers)**  **9. KPMG**  **10. Booz Allen Hamilton**  **11. Ernst & Young (EY)**  **12. Capgemini**  **13. Cognizant**  **14. Infosys**  **15. Wipro**  **16. Tata Consultancy Services (TCS)**  **17. HP (Hewlett-Packard)**  **18. Oracle**  **19. Cisco**  **20. General Electric (GE)**  **21. Corvit Networks**   * **These are just a few examples, and there are many more companies globally that value PMP certification and offer jobs in project management roles. It's also worth noting that job availability may vary based on location and industry demand.** |
| **Job Opportunities** | * Information Technology * Construction * Healthcare * Finance and Banking * Engineering * Manufacturing * Consulting * Telecommunications * Energy and Utilities: |
| **No of Students** | 25 |
| **Learning Place** | Classroom / Lab |
| **Instructional Resources** | 1. PMPTutorials : 2. https://www.youtube.com/watch?v=vzqDTSZOTic   **Online Course Website**   |  |  | | --- | --- | | PMI | [PMI.org](https://www.pmi.org/) | | Udemy | [Udemy.com](https://www.udemy.com/) | | Linkdein | LinkedIn Learning | | Coursera | [Coursera.org](https://www.coursera.org/) | | edX | [edX.org](https://www.edx.org/) | | Simplilearn | [Simplilearn.com](https://www.simplilearn.com/) | | **PM PrepCast** | [PM PrepCast](https://www.project-management-prepcast.com/) | | **Whizlabs:** | [Whizlabs.com](https://www.whizlabs.com/) | |  |  | |

**MODULES**

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| --- | --- | --- | --- | --- | --- |
| **Scheduled Weeks** | **Module Title** | **Days** | **Hours** | **Learning Units** | **Home Assignment** |
| **Week 1** | **Introduction to Project Management**  **Project Management Framework**  **Project Integration Management**  **Project Scope Management**  **Project Schedule Management** | Day1 | Hour 1 | Definition and Importance of Project Management | * **Task 1**   *Details may be seen at Annexure-I* |
| Hour 2 | Project Life Cycle Overview |
| Hour 3 | Project Management Processes |
| Hour 4 | Project Manager Roles and Responsibilities |
| Day 2 | Hour 1 | Project Governance and Organizational Structure |
| Hour 2 | Project Management Office (PMO) |
| Hour 3 | Project Constraints: Scope, Schedule, Cost |
| Hour 4 | Project Success Criteria |
| Day 3 | Hour 1 | Project Charter Development |
| Hour 2 | Project Management Plan Development |
| Hour 3 | Project Execution and Integrated Change Control |
| Hour 4 | Project Closeout Processes |
| Day 4 | Hour 1 | - Project Scope Planning |
| Hour 2 | Scope Definition and Work Breakdown Structure (WBS) |
| Hour 3 | Scope Verification |
| Hour 4 | Scope Control and Change Management |
| Day 5 | Hour 1 | Activity Definition and Sequencing |
| Hour 2 | Resource Estimation and Duration Estimation |
| Hour 3 | Schedule Development and Network Diagrams |
| Hour 4 | Schedule Control and Performance Measurement |
| **Week 2** | **Project Cost Management**  **Project Quality Management**  **Project Resource Management**  **Project Communications Management**  **Project Risk Management** | Day1 | Hour 1 | Cost Estimation Techniques | * **Task 2**   *Details may be seen at Annexure-I* |
| Hour 2 | Cost Budgeting and Resource Planning |
| Hour 3 | Cost Control and Earned Value Management (EVM) |
| Hour 4 | Variance Analysis and Forecasting |
| Day 2 | Hour 1 | Quality Planning and Quality Metrics |
| Hour 2 | Quality Assurance vs. Quality Control |
| Hour 3 | Quality Management Tools and Techniques |
| Hour 4 | Continuous Improvement and Six Sigma |
| Day 3 | Hour 1 | Resource Planning and Acquisition |
| Hour 2 | Resource Development and Team Building |
| Hour 3 | Team Management and Conflict Resolution |
| Hour 4 | Resource Optimization and Performance Appraisal |
| Day 4 | Hour 1 | Communications Planning |
| Hour 2 | Information Distribution and Reporting |
| Hour 3 | Stakeholder Engagement |
| Hour 4 | Communication Technology and Tools |
| Day 5 | Hour 1 | Risk Management Planning |
| Hour 2 | Risk Identification and Qualitative Risk Analysis |
| Hour 3 | Quantitative Risk Analysis and Risk Response Planning |
| Hour 4 | Risk Monitoring and Control |
| **Week 3** | **Project Procurement Management**  **Project Stakeholder Management**  **Project Leadership and Team Management**  **Project Scope Planning Techniques**  **Project Time Management Techniques** | Day1 | Hour 1 | Procurement Planning | * **Task 3**   *Details may be seen at Annexure-I* |
| Hour 2 | Procurement Documents and Solicitation |
| Hour 3 | Vendor Selection and Contract Negotiation |
| Hour 4 | Contract Administration and Closure |
| Day 2 | Hour 1 | Stakeholder Identification and Analysis |
| Hour 2 | Stakeholder Engagement Planning |
| Hour 3 | Stakeholder Communication and Expectation Management |
| Hour 4 | Stakeholder Relationship Building and Conflict Resolution |
| Day 3 | Hour 1 | Leadership Styles and Theories |
| Hour 2 | Team Development Stages and Dynamics |
| Hour 3 | Motivation and Empowerment |
| Hour 4 | Emotional Intelligence and Conflict Management |
| Day 4 | Hour 1 | Requirements Gathering and Analysis |
| Hour 2 | Scope Definition Techniques (e.g., Product Analysis, Alternatives Identification) |
| Hour 3 | Scope Decomposition and WBS Creation |
| Hour 4 | Scope Baseline Development |
| Day 5 | Hour 1 | Activity Definition and Sequencing Methods |
| Hour 2 | Estimation Techniques (e.g., Expert Judgment, Analogous Estimating) |
| Hour 3 | Schedule Development Methods (e.g., Critical Path Method, Critical Chain Method) |
| Hour 4 | Schedule Compression and Optimization Techniques |
| **Week 4** | **Project Cost Estimation Methods**  **Project Quality Planning and Assurance**  **Project Human Resource Management Strategies**  **Project Communication Strategies and Tools**  **Project Risk Identification and Response Planning** | Day1 | Hour 1 | Analogous Estimating | * **Task 4**   *Details may be seen at Annexure-I* |
| Hour 2 | Parametric Estimating |
| Hour 3 | Bottom-Up Estimating |
| Hour 4 | Three-Point Estimating (PERT) |
| Day 2 | Hour 1 | Quality Management Planning Tools (e.g., Quality Management Plan, Process Improvement Plan) |
| Hour 2 | Quality Assurance vs. Quality Control Techniques |
| Hour 3 | Statistical Quality Control Tools (e.g., Control Charts, Pareto Charts) |
| Hour 4 | Continuous Improvement Techniques (e.g., Kaizen, Lean Six Sigma) |
| Day 3 | Hour 1 | Human Resource Planning Techniques |
| Hour 2 | Resource Acquisition Methods |
| Hour 3 | Team Development Strategies |
| Hour 4 | Conflict Management Approaches |
| Day 4 | Hour 1 | Communication Planning Tools (e.g., Communication Matrix, Communication Models) |
| Hour 2 | Information Distribution Methods |
| Hour 3 | Performance Reporting Techniques |
|  | Communication Technology Platforms |
|  | Hour 4 | Risk Identification Techniques (e.g., Brainstorming, SWOT Analysis)  Qualitative Risk Analysis Tools (e.g., Risk Probability and Impact Matrix, Risk Register)  Quantitative Risk Analysis Methods (e.g., Monte Carlo Simulation, Decision Trees)  Risk Response Planning Strategies (e.g., Avoidance, Mitigation, Acceptance, Transfer) |

**Tasks forPMP**

| **Task No.** | **Task** | **Description** | **Week** |
| --- | --- | --- | --- |
|  | Project Management Framework | **Develop Project Governance Structure** | **Week 1** |
|  | Project Quality Management | **Conduct a Quality Audit** | **Week 2** |
|  | Project Procurement Management | **Conduct Vendor Evaluation and Selection** | **Week 3** |
|  | Project Quality Planning and Assurance | **Develop a Quality Checklist** | **Week 4** |
|  | **Final Project** | Combining all the topics covered in the course to build a complete PMP Solution | **Week 4** |
|  | **Topic: Construction Project Management** | **Plan and execute the construction of a residential building within budget and timeline constraints.** |  |
|  | **Topic: Event Planning** | **Organize and manage a corporate conference, ensuring seamless coordination of logistics and successful delivery of the event.** |  |
|  | **Topic: Product Launch** | **Coordinate the launch of a new product, from market research and product development to marketing strategy implementation and customer engagement.** |  |
|  | **Topic: Software Development Project** | **Lead the development of a new software application, ensuring adherence to project requirements and delivery within the specified timeline.** |  |
|  | **Topic: Marketing Campaign Management** | **Plan and execute a digital marketing campaign to increase brand awareness and drive customer engagement across multiple channels.** |  |

# *Annexure-II:*

**1. The Rise of PMP Certification:**

**- Description: This video discusses the growing importance and impact of PMP certification in the project management industry, highlighting career opportunities and professional development benefits.**

**- Link: [The Rise of PMP Certification](video\_link)**

**2. Journey to PMP Success:**

**- Description: Hear from individuals who have successfully obtained their PMP certification, sharing their personal journeys, challenges faced, and strategies for exam preparation.**

**- Link: [Journey to PMP Success](video\_link)**

**3. Unlocking Your Potential with PMP:**

**- Description: Explore how earning a PMP certification can unlock new career opportunities, enhance project management skills, and boost confidence in leading complex projects.**

**- Link: [Unlocking Your Potential with PMP](video\_link)**

**4. PMP Exam Tips and Strategies:**

**- Description: Receive valuable tips and strategies for passing the PMP exam, including study techniques, time management advice, and insights into exam structure and question types.**

**- Link: [PMP Exam Tips and Strategies](video\_link)**

**5. PMP Success Stories:**

**- Description: Listen to inspiring success stories from PMP-certified professionals who have achieved career advancement, salary increases, and recognition in their organizations.**

**- Link: [PMP Success Stories](video\_link)**

**These motivational lectures can provide encouragement and insights for individuals pursuing PMP certification, helping them stay motivated throughout their exam preparation journey.**

**Annexure-IV:**

**Workplace/Institute Ethics Guide**

Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies.  Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

1. **Attendance:**Be at work every day possible, plan your absences don’t abuse leave time. Be punctual every day.
2. **Character:**Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.
3. **Team Work:**

The ability to get along with others including those you don’t necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

1. **Appearance:**Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime
2. **Attitude:**Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.
3. **Productivity:**Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.
4. **Organizational Skills:**

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

1. **Communication:**Written communication, being able to correctly write reports and memos.  
   Verbal communications,being able to communicate one on one or to a group.
2. **Cooperation:**Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.
3. **Respect:**Work hard, work to the best of your ability. Carry out orders, do what’s asked the first time. Show respect, accept, and acknowledge an individual’s talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.