

# PMI SCHEDULING PROFESSIONAL (PMI-SP)<sup>®</sup> PREPARATORY COURSE



**DURATION:** 4 Days

**Technical:** 27

**Leadership:** 2

**Strategic:** 3

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**TOTAL PDU:** 32

## **COURSE OVERVIEW**

In this course, participants will apply the generally recognised practices of project time management acknowledged by the Project Management Institute (PMI)<sup>®</sup> to schedule projects successfully. It will serve as a pre-requisite to qualify for the PMI-SP<sup>®</sup> exam and certification.

## **TARGET AUDIENCE**

This course is designed for persons who have on the job experience performing project management tasks, whether or not project manager is their formal job role, who may or may not be certified project management professionals or have received formal project management training. The course is appropriate for these persons if they wish to develop professionally, increase their project management skills, apply a formalized and standards-based approach to project management, seek career advancement by moving into a formal Project Manager job role, as well as to apply for Project Management Institute, Inc. PMI Scheduling Professional (PMI-SP)<sup>®</sup> Certification. The total program will focus on the following domains:

- Schedule Strategy
- Schedule Planning and Development
- Schedule Monitoring and Control
- Schedule Close Out
- Stakeholder Communication Management

## **PRE-REQUISITE**

**Prerequisite(s) or equivalent knowledge:** Project Management Fundamentals

<b>ACADEMIC LEVEL</b>	<b>PROJECT SCHEDULING EXPERIENCE</b>	<b>PROJECT SCHEDULING TRAINING</b>
<b>Degree or Equivalent</b>	Minimum 3500 within the last 5 consecutive years	30 hours
<b>Diploma or Equivalent</b>	Minimum 5000 hours within the last 5 consecutive years	40 Hours

## **LEARNING OUTCOME**

- Understand the contents of the PMI Scheduling Practice Guide
- Know the way PMI-SP<sup>®</sup> exam questions are asked and how to answer these questions
- Understand the topics that will be asked on the PMI-SP<sup>®</sup> exam
- Know how to apply for the PMI-SP<sup>®</sup> examination

## **COURSE OUTLINE**

### ***Lesson 1: Understanding Project Management Fundamentals***

Identify Project Management Basics  
Examine Organisational Influences on Project Management  
Examine the Project Management Context

### ***Lesson 2: Identifying Project Management Processes***

Examine the Project Life Cycle  
Recognise Process Groups

### ***Lesson 3: Describing Project Initiation***

Describe Project Selection Methods and Processes  
Create a Project SOW  
Create a Project Charter  
Describe the Elements of a Project Management Plan  
Create a Scope Statement  
Identify Enterprise Environmental Factors

### ***Lesson 4: Preparing to Build a Schedule***

Identify Scheduling Process Criteria  
Examine Schedule Models  
Examine Schedule Inputs  
Explore WBS Creation  
Perform a WBS Quality Check

### ***Lesson 5: Defining Activities***

Explore Activity Definition  
Create a Milestone List  
Create an Activity List  
Identify Activity Attributes

### ***Lesson 6: Sequencing Activities***

Describe the Process of Sequencing Project Activities

Determine Activity Dependencies and Relationships

Apply Lag and Lead in Activity Sequence

Create a Schedule Network Diagram

### ***Lesson 7: Estimating Activity Resources***

Identify Activity Resources

Determine Activity Resource Requirements

Create a Resource Breakdown Structure

### ***Lesson 8: Estimating Activity Duration***

Identify Activity Duration

Determine Activity Duration

### ***Lesson 9: Developing a Schedule***

Describe the Process of Developing a Project Schedule

Draft a Project Schedule

Identify the Critical Path

Optimize the Project Schedule

Establish a Schedule Baseline

Create Schedule Data

### ***Lesson 10: Monitoring and Controlling Schedules***

Explore the Control Schedule Process

Earned Value Analysis Methodology

Utilize an Integrated Change Control System

Communicate the Project Status

Monitor the Schedule

Calculate Schedule Efficiency

***Lesson 11: Managing Risks and Behaviour in Scheduling***

Define the Concept of Risk

Overcome Risks in Scheduling

Describe Human Behavior in Project Scheduling

***Lesson 12: Exam Preparation:***

A full 170 question mock exam to be done by all participants

Explanation of the required qualifications for the PMI-SP® certification

Explanation of the application process and the necessary documents for the PMI-SP® application

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