

## PMP® Academy

### Description

### Main goals program:

- **development of competences** participants in effective project management,
- **increasing efficiency** in project implementation,
- **preparation** participants to apply the acquired knowledge in **independently** ongoing projects,
- **perfecting the skills** by **exercises** as part of case studies of a selected project,
- construction **foundation of competence** for a coherent, mature project management culture,
- preparing participants for **passing the exam** and **obtaining certification** Project Management Professional (**PMP®**) and Certified Associate in Project Management (**CAPM®**).

### To whom do we recommend the training PMP® Academy?

- project managers who want to systematize knowledge and acquire practical tools for work,
- beginner project managers who want to gain knowledge and develop the necessary skills,
- project team members who want to increase their competences,
- senior and lower management staff,
- candidates to obtain PMP® and CAPM® certificates.

### More about PMP® Academy

– The Academy consists of five modules. Module I-IV **guide you from A to Z through the project management process**. Module V is optional and focuses on preparation for **passing the PMP® exam**.

– Academy **prepares you to obtain the PMP® and CAPM® certificate**, but certification is not everything.

**We focus on providing practical knowledge and tools**, which participants can immediately implement into their own projects.

- Training takes place in small groups allowing for... **carrying out exercises**. Thanks to this, participants can immediately **use the acquired knowledge and discuss the results** with the host. It is also an opportunity to meet new people and exchange experiences on project management in various industries.

- The trainer for project managers is: **practitioners with many years of experience**, who apart from theory **they also share examples and experiences from ongoing projects**. Thanks to this, participants will learn **real difficulties** emerging in the project manager's work and methods of dealing with them.

- The educational cycle (V modules) is **99 hours** meetings focused on education, improving competences, polishing skills and exchanging experiences. **In total it lasts from 3 to 4 months**, and during the break between modules, participants have the opportunity to apply the learned practices in their projects at **mentoring support from the lead trainer**.

- Academy training takes place **in Polish and English, online (live)** and stationary in **Warsaw, Gdańsk, Poznań, Wrocław, Kraków**. It is possible to organize closed project management training for companies in other cities.

## **PMP® Academy program**

### **Module I - Managing Projects in Organizations**

- key roles and responsibilities in the project management structure,
- best practices used in project management,
- model project life cycle and its critical elements from the point of view of project success,
- planning and simulation of the implementation of sample projects,
- preparation for the implementation of acquired competences in the organizational environment.

### **Module II - Scope, Schedule and Cost Management**

- accurate scope definition and management of the project,

- advanced ways of creating and analyzing a work breakdown structure (WBS),
- schedule planning techniques,
- techniques for efficient cost estimation and project budgeting,
- tools for measuring project status,
- project change management,
- detailed planning of selected projects.

### **Module III - Risk, Quality and Procurement Management**

- identification and analysis of project risks,
- preparing the organization to create a repository of project risks,
- solutions and tools used to ensure and control product quality and project management quality,
- internal project order management,
- application of learned techniques and tools in sample projects.

### **Module IV - Managed Resources, Communication and Stakeholders**

- good practices related to cooperation in a project team,
- good practices in building motivation and enforcing timely completion of tasks from project team members,
- communication styles and tools supporting its effectiveness,
- soft skills in the daily work of a project manager,
- techniques for identifying and influencing stakeholders influencing the achievement of project goals.

### **Module V - Preparation for the PMP® Exam**

- comprehensive preparation for the PMP® and CAPM® exam,
- presenting the structure of questions and rules regarding PMI® certification,
- discussion of the project manager's code of ethics,
- consolidating and expanding knowledge in the field of project management, introducing English-language terminology and acronyms used in the exam content,
- taking you through testing questions illustrating exam questions.

## **Benefits of participating in training for project managers**

- Understanding the full project management process - in theory and on examples from real projects.
- Learning practical tools and techniques used at every stage of project management.
- Understanding the processes and dependencies affecting the course of the project, developing the ability to plan, delegate tasks and supervise progress.
- Learning and selecting operating methods to suit the specificity of the industry and a specific project, using the classic, agile and hybrid approach.
- Exercises in groups enabling the use of learned methods in practice and discussion of the results with the instructor.
- Improving soft skills necessary to shape positive relationships with the project team and stakeholders.
- Preparation for certification, ability to solve tasks on the PMP® exam, in order to obtain the PMP® certificate.
- Possibility to consult with a trainer on introducing new skills into activities in your own project.