

Project Management Professional (PMP)[®] Exam Preparation Course

Spring 2021 Syllabus

Course Objective

To prepare the student for the PMP[®] certification examination with a rigorous review of Project Management best practices that include guidance of those knowledge and experience areas required.

Contact Information

Instructors: The course is team taught by PMI members who have completed the PMP[®] certification and are practicing Project Managers. The course manager and lead instructor is Sarah Hanks, PMP.

Phone: Meinders School of Business
Melissa Cory at (405) 208-5540, or Sarah Hanks at (405) 973-7735

Email: Contact Sarah Hanks @ shanks@okcu.edu

Course Information

Meeting Place: PMP Exam Prep Online (D2L) - <https://ocuonline.okcu.edu/>

Class Format: The course will be entirely online but there will be a live session every week. You are not required to attend the live session. Each live session will be recorded and posted to the course Moodle site. Live sessions allow the class the discuss concepts and topics and complete application assignments more collaboratively. Time and date of live sessions will be decided from your vote (TBD).

Duration: January 25, 2021 – March 28, 2021
* A final course exam will be available at 12:00 AM on March 29, 2021. Access to final course exam will close at 11:59 pm on Sunday, April 4, 2020

Required Text

Project Management Institute, *A Guide to the Project Management Body of Knowledge (PMBOK[®] Guide)*, Sixth Edition, published by the Project Management Institute.
ISBN 978-1-62825-184-5 (paperback)

Project Management Institute, *Q & As for the PMBOK[®] Guide Sixth Edition*, published by the Project Management Institute. ISBN 978-1-62825-461-7

Course Description - The Certified Project Management Professional (PMP)[®] Examination Preparation program at Oklahoma City University is offered by an Advanced Training Partner (ATP)[®] with the Project Management Institute (PMI). Participants who complete the rigorous course of study will be prepared to sit for the PMP[®] Certification Examination. The course will cover the standards used in conjunction with the Guide to the Project Management Body of Knowledge (*PMBOK[®] Guide*), Sixth Edition – PMI's flagship

Project Management Professional (PMP)[®] Exam Preparation Course

publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market.

To achieve PMP[®] certification, each candidate must satisfy all educational and experiential requirements established by PMI and must demonstrate an acceptable and valid level of understanding and knowledge about project management that is tested by the Project Management Professional Certification Examination. In addition, those who have been granted the PMP[®] credential (certificants) must demonstrate ongoing professional commitment to the field of project management by satisfying PMI's Professional Development Program requirements.

This course will prepare the student for the PMP[®] exam by examining the special nature of projects – concepts, definitions and approaches. Critical to mastering the PMI methodology is a clear understanding of the Project Management Domains and their respective topics and processes:

1. Domain I: People (42% of the exam)
 - a. Creating High Performing Teams
 - b. Keeping the Team on Track
2. Domain II: Process (50% of the exam)
 - a. Getting Started with the Project
 - b. Doing the Work
3. Domain III: Business Environment (8% of the exam)
 - a. Keeping the Business in Mind

Contact Hours: Upon completion of this course, students will receive a letter from OCU indicating the number of contact hours completed.

Course Completion: Upon achieving a passing grade on the final exam, students will receive a certificate of completion from OCU. Students who do not take the final exam will receive an Incomplete for the class and will not be issued a certificate of completion. Students who do not pass the final exam will receive an "F" or fail for the class and will not be issued a certificate of completion. Students have up to one year to make up or retake the final exam and change the grade.

Pass/Fail: All students are graded on a Pass/Fail system with a score of 61% or greater on the final exam required to pass. Any student requesting a *letter* grade must notify the Lead Instructor on or before the first day of class.



Meinders
School of Business



OKLAHOMA CITY UNIVERSITY

ACCREDITED BY AACSB INTERNATIONAL
THE BEST BUSINESS SCHOOLS IN THE WORLD

Project Management Professional (PMP)[®]

Exam Preparation Course

Note: Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the lead instructor as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

Project Management Professional (PMP)[®]

Exam Preparation Course

Course Content & Schedule

Weeks 1 & 2 – Jan 25th – Feb 7th

Lesson 1: Creating a High-Performing Team

Topic A: Build a Team

Topic B: Define Team Ground Rules

Topic C: Negotiate Project Agreements

Topic D: Empower Team Members and Stakeholders

Topic E: Train Team Members and Stakeholders

Topic F: Engage and Support Virtual Teams

Topic G: Build Shared Understanding about a Project

Weeks 3 & 4 – Feb 8th – 21st

Lesson 2: Starting the Project

Topic A: Determine Appropriate Project Methodology/Methods and Practices

Topic B: Plan and Manage Scope

Topic C: Plan and Manage Budget and Resources

Topic D: Plan and Manage Schedule

Topic E: Plan and Manage Quality of Products and Deliverables

Topic F: Integrate Project Planning Activities

Topic G: Plan and Manage Procurement

Topic H: Establish Project Governance Structure

Topic I: Plan and Manage Project/Phase Closure

Weeks 5 & 6 – Feb 22nd - March 7th

Lesson 3: Doing the Work

Topic A: Assess and Manage Risks

Topic B: Execute Project to Deliver Business Value

Topic C: Manage Communications

Topic D: Engage Stakeholders

Topic E: Create Project Artifacts

Topic F: Manage Project Changes

Topic G: Manage Project Issues

Topic H: Ensure Knowledge Transfer for Project Continuity

Weeks 7 & 8 – March 8th- 21st

Project Management Professional (PMP)[®]

Exam Preparation Course

Lesson 4: Keeping the Team on Track

Topic A: Lead a Team

Topic B: Support Team Performance

Topic C: Address and Remove Impediments, Obstacles, and Blockers

Topic D: Manage Conflict

Topic E: Collaborate with Stakeholders

Topic F: Mentor Relevant Stakeholders

Topic G: Apply Emotional Intelligence to Promote Team Performance

Weeks 9 & 10 – March 22nd- March 28th

Lesson 5: Keeping the Business in Mind & Practice Exam

Topic A: Manage Compliance Requirements

Topic B: Evaluate and Deliver Project Benefits and Value

Topic C: Evaluate and Address Internal and External Business Environment Changes

Topic D: Support Organizational Change

Topic E: Employ Continuous Process Improvement

Practice Exam – March 29th – April 4th

Topic A: Take the Practice Exam