

# Project Management Certification Preparation: PMP & CAPM

## PROJECT MANAGEMENT CERTIFICATION PREPARATION FOR PMP AND CAPM

SPONSORED BY PRISM MEDIA & TRAINING

PROFESSOR: DR. BILL WARNER, PMP, CQM/OE

**STARTING MAY 4, 2010 FOR TEN (10) TUESDAYS FROM 5:30 TO 8:30 P.M.**

**CH2M HILL OFFICES**

**1313 BAY STREET IN DOWNTOWN BELLINGHAM**

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**PROJECT MANAGEMENT TRAINING**  
**CERTIFICATION PREPARATION FOR PMP AND CAPM EXAMINATIONS**  
**SPONSORED BY PRISM MEDIA AGENCY**  
**SERVING NORTHWEST WASHINGTON**  
**SPRING QUARTER 2010 AT 1313 BAY STREET IN DOWNTOWN BELLINGHAM**

## INSTRUCTOR

Bill Warner, Ph.D., PMP, CQM/OE  
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Cell Phone Number: (360) 510-3826  
Home Phone Number: (360) 354-6988

Address: 108 Fairside Drive, Suite C, Lynden, WA 98264-1700

## COURSE SCHEDULE FOR NORTHWEST WASHINGTON IN BELLINGHAM

10 Tuesdays beginning May 4, 2010  
5:30 p.m. to 8:30 p.m.

### REQUIRED TEXTBOOK

*A Guide To The Project Management Body Of Knowledge (PMBOK ®),*  
4th Edition, PMI © 2008. ISBN 978-1-933890-51-7

### RECOMMENDED TEXTBOOKS (any one of the following three books)

***PMP Exam Prep 6<sup>th</sup> Edition* by Rita Mulcahy; Publisher: RMC Publications © 2009**

*Project Management Professional Exam Study Guide 5<sup>th</sup> Edition* by Kim Heldman. Publisher:  
Sybex and Wiley, © 2009.

*All-in-One CAPM/PMP Project Management Certification Exam Guide*: "Comprehensive book used  
for Passing the CAPM and the PMP Exam" (hardcopy) by Joseph Phillips; Publisher:  
McGraw Hill/Osborne © 2009. (Soon to be released; orders being taken)

## COURSE FEE DUE ON OR BEFORE FIRST CLASS ON May 4, 2010

\$595 course fee

\$495 discounted fee for the 10-week course for CH2M Hill employees

Please pay course fee by cash, check, or money order--made out to "**PRISM Media Agency**"  
108 Fairside Drive, Suite C, Lynden, WA 98264-1700  
For additional information, please contact Bill Warner by phone, email, or snail mail  
Phone: 360.354.6988 or 360.510.3826; [bill@prism-media.com](mailto:bill@prism-media.com)

### *SESSION TOPICS BASED ON THE PMBOK, © 2008*

1. PMP and CAPM Qualifications and PMI Application Process
2. Project Management Framework, Models, Methodologies...
3. Project Management Context, Life Cycle, Framework, Processes, and
4. Professional and Social Responsibility, Ethics, Code of Conduct
5. Project Integration Management
6. Scope Management
7. Time Management
8. Cost Management
9. Quality Management
10. Human Resource Management
11. Risk Management
12. Communications Management
13. Procurement Management
14. PMP Examination tips, tricks, and successful test taking strategy

### *METHODS OF INSTRUCTION*

1. Interactive lectures with class discussion
2. Instructor-led comprehensive slide presentations
3. Informative project management handouts
4. Review of PMP test-taking examination practice
5. Practical, hands-on exercises and activities to expand your knowledge of project management and to prepare you for the PMP or the CAPM examination
6. Guidance in completing the PMP or the CAPM application process
7. Formation of PMP certification study groups to follow-up class instruction

### CORE CONCEPTS

1. Basic project framework (organization, structure, life cycle, etc.)
2. Best practices in project management methodologies
3. Characteristics of the successful project manager
4. Professional responsibility and ethical behavior
5. Fundamentals of project selection and initiation
6. Planning processes, methodologies and techniques
7. Project cost estimating and cost budgeting
8. Project scheduling fundamentals and diagramming
9. Earned value project management
10. Best practices in business and project communications
11. Effective conflict resolution
12. Best practices in negotiation techniques
13. Project monitoring and controlling
14. Business and project risk management fundamentals
15. Project auditing
16. Project termination methods
17. International and multi-national projects
18. Cultural differences overview
19. Modern developments and future trends in project management
20. PMP/CAPM examination strategy and successful test-taking skills

## **PMP PREP COURSE LEARNER OUTCOMES**

### Examples of Learner Outcomes, Part 1

#### **Project Management Framework, Life Cycle, and Processes**

By the end of the first two sessions (**May 11**), you will understand:

- Knowledge areas and constraints
- “Project” and “Project Management” (by definition)
- Stakeholders and success
- The Project Life Cycle (PLA)
- Project management processes for a project
- Management process, tools and techniques
- Control Process and integrated change control
- Organizational context and structures (Functional, Matrix, Projectized)
- Standards and best practices of project management

#### **Professional and Social Responsibility**

By the end of the first two sessions (**May 11**), you will understand:

- Describe to your classmates the contents of the PMI Code of Professional Conduct
- Describe how to promote constructive interaction among stakeholders
- Describe how to interact with team members, and other stakeholders, in an ethical, professional, and cooperative manner
- Identify potential conflicts of interest and other possible ethical violations
- Identify the PMI procedural steps for reporting violations of the PMI Code of Professional Conduct
- Identify ways of ensuring individual integrity (respecting copyright laws; being truthful in your communications; not giving or taking inappropriate gifts; following the right process)
- Describe ways a project manager can develop personal and professional competence
- Describe ways a project manager can contribute to the project management knowledge base
- 

#### **Project Integration Management**

By the end of the third session (**May 18**), you will understand:

- The development and contents of the Project Charter
- The development and contents of the Preliminary Scope Statement
- The development and contents of the Project Management Plan
- The process of directing and managing Project Execution
- The process of monitoring and controlling project work
- The processes and methodologies of Integration Change Control
- How to close a project (according to PMI's 4<sup>th</sup> edition PMBOK © 2008)

## **PMP PREP COURSE LEARNER OUTCOMES**

### Examples of Learner Outcomes, Part 2

#### **Project Scope Management**

By the end of this 4<sup>th</sup> session on **May 25**, you will be familiar with:

- Definitions of Scope Terms
- Project/Scope Initiation
- Collect Requirements
- Define Scope
- Create Work Breakdown Structure (WBS)
- Verify Scope
- Control Scope

#### **Project Time Management**

By the end of this 5<sup>th</sup> session on **June 1**, you will understand:

- Define Activities
- Sequence Activities
- Estimate Activity Resources
- Estimate Activity Durations
- Develop Schedule
- Control Schedule (Critical Path, Leveling)
- Network Diagrams, Gantt Charts, PERT, 3-Point Estimates, and Other Diagramming
- Earned Value Measurement

#### **Project Cost/Finance Management**

By the end of this 6<sup>th</sup> session on **June 8**, you will understand:

- Estimate Costs
- Determine Budget
- Control Costs
- Earned Value

#### **Project Quality Management**

By the end of this 7<sup>th</sup> session on **June 15**, you will understand:

- Quality Management Philosophy, Concepts, and Leaders
- Plan Quality
- Perform Quality Assurance
- Perform Quality Control
- Statistical Quality Control
- Total Quality Management (TQM) concepts
- Six Sigma processes and methodologies
- Quality issues and practices in your projects

## **PMP PREP COURSE LEARNER OUTCOMES**

### Examples of Learner Outcomes, Part 3

#### **Human Resource Management**

By the end of this 8<sup>th</sup> session on **June 22**, you will understand:

- HR responsibilities for the project manager
- Develop Human Resource Plan
- Acquire Project Team
- Develop Project Team
- Manage Project Team
- Leadership development
- Conflict resolution
- Negotiating

#### **Project Communication Management**

By the end of this 8<sup>th</sup> session on **June 22**, you will understand:

- Communications planning
- Identify Stakeholders
- Plan Communications
- Distribute Information
- Communication Methods and Channels
- Manage Stakeholder Expectations
- Communication Styles, Facilitators, and Blockers
- Report Performance
  - ❖ Project records
  - ❖ Project reports
  - ❖ Project presentations
  - ❖ Performance reporting (and Change Requests)
  - ❖ Lessons learned
  - ❖ Project archives

## **PMP PREP COURSE LEARNER OUTCOMES**

Examples of Learner Outcomes, Part 4

### **Project Risk Management**

By the end of this 9<sup>th</sup> session on **June 29**, you will understand:

- Key terms in project risk management
- Plan Risk Management
- Identify Risks (“positive” and “negative”)
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses and Strategies
- Monitor and Control Risks
- Identification of risks in your own projects

### **Project Contract/Procurement Management**

By the end of this 10<sup>th</sup> session on **July 6**, you will:

- Define key terms and see “The Big Picture”
  - Recognize the need for procurement and understand procurement planning
  - Plan Procurements
  - Contract Type Selection and Associated Risks
  - Conduct Procurements
  - Administer Procurements
  - Close Procurements
  - Understand “Just-In-Time” (JIT)
  - Understand supply chain management
-

## Project Management Certification Preparation: PMP & CAPM

### Certification Class Schedule

Class	Reading Assignment	Discussion Topics/Objectives
<b>Week 1</b> <b>May 4</b>	PMBOK Chapter 1 <i>PMP Exam Prep*</i> , Chapters 1 and 2 PM Certification, Chapter 13	1. Project Management Overview 2. Project Management Framework 3. Preparing for the Cert. Exams #1 4. Professional and Social Responsibility (Code of Conduct)
<b>Week 2</b> <b>May 11</b>	PMBOK Chapters 2 and 3 <i>PMP Exam Prep*</i> , Chapter 3 PMI Code of Conduct	5. Project Life Cycle and Organization 6. Project Processes 7. Project Integration, Part 1
<b>Week 3</b> <b>May 18</b>	PMBOK Chapter 4 <i>PMP Exam Prep*</i> , Chapter 4	8. Project Integration, Part 2 9. PMP and CAPM Qualifications application procedures
<b>Week 4</b> <b>May 25</b>	PMBOK Chapter 5 <i>PMP Exam Prep*</i> , Chapter 5	10. Scope Management 11. Practice Exam Questions
<b>Week 5</b> <b>June 1</b>	PMBOK Chapter 6 <i>PMP Exam Prep*</i> , Chapter 6	12. Time Management 13. PMP and CAPM preparation #3
<b>Week 6</b> <b>June 8</b>	PMBOK Chapter 7 <i>PMP Exam Prep*</i> , Chapter 7	14. Cost/Finance Management Earned Value Management
<b>Week 7</b> <b>June 15</b>	PMBOK Chapter 8 <i>PMP Exam Prep*</i> , Chapter 8	15. Quality Management 16. PMP and CAPM preparation #4
<b>Week 8</b> <b>June 22</b>	PMBOK Chapters 9 and 10 <i>PMP Exam Prep*</i> , Chapters 9-10	17. Human Resource Management 18. Communications Management
<b>Week 9</b> <b>June 29</b>	PMBOK Chapter 11 <i>PMP Exam Prep*</i> , Chapter 11	19. Risk Management 20. PMP and CAPM preparation #5
<b>Week 10</b> <b>July 6</b>	PMBOK Chapter 12 <i>PMP Exam Prep*</i> , Chapter 12 Review; Practice Examinations	21. Procurement Management 22. PMP® Examination tips, tricks, and test taking strategy

*\*PMP Exam Prep refers to the exact same chapters in Rita Mulcahy's book and in both Phillips books. You will note that the PMBOK chapter numbering is almost the same as both texts.*

# Project Management Certification Preparation: PMP & CAPM

## **INSTRUCTOR ABBREVIATED BIO: DR. BILL WARNER, PMP**

### PROJECT MANAGEMENT UNIVERSITY TEACHING EXPERIENCE

1. Currently, full-time in information technology for Western Washington University.  
Part-time WWU College of Business and Economics MBA Adjunct Faculty (Decision Sciences Seminar)
2. Specializes in teaching project management certification courses; MBA business courses and seminars.
3. Teaches masters degree project management courses for Embry-Riddle Aeronautical University.
4. Taught most of the Masters' degree project management courses for City University during the past five years. Teaches between one to three master degree courses for City University each quarter.
  - ❖ Fall Quarter 2008 taught City University Risk Management and Decisions for Boeing cohorts and Risk Management and Decisions for MBA students in Beijing, China.
  - ❖ Winter Quarter 2009 taught master degree course on Leadership Principles.
  - ❖ Spring Quarter 2009 taught Risk Management and Decisions for MBA students
  - ❖ Summer Quarter 2009 taught two project management MSPM courses and one IT graduate course.
  - ❖ Fall Quarter 2009 taught two sections of Managing Risk: Business and Project for MBA students
  - ❖ Winter Quarter 2010 teaches four MSPM or MBA courses
5. Teaches Leadership courses and Project Management courses for Trinity Western University - Bellingham
6. Taught graduate level project management and business courses for colleges/universities in the United States, Canada, Europe, and China. Continues to teach MBA courses in China (annually; most recently during November 2009) and Athens, Greece, two MSPM courses in January-February 2010.
7. Teaches project management seminars/workshops at conferences and institutes.
8. Previously taught project management and PMP certification courses part-time at Capilano College and the McRae International Management Institute in North Vancouver, British Columbia
9. Previously developed and taught project management courses, MS Project courses, and technology courses at Bellingham Technical College and at Skagit Valley Community College.

### INDUSTRY EXPERIENCE

During the 1990's through 2002, Bill served as the Executive Director of "PRISM Media Agency" [501 (c) 3] and President of "Kaleidoscope Video, Training, and Technology."

- At PRISM Media Agency, Bill managed the design and development of corporate and non-profit web sites. He served as the project manager for the production of hundreds of professional videos and television programs.
- At Kaleidoscope, Bill managed the production of professional videos and television programs.
- Bill is a highly experienced project manager, with project experience primarily in these sectors:

➤ e-business/e-commerce	➤ financial institutions	➤ health care industry
➤ higher education	➤ information technology	➤ retail businesses

### PMI LEADERSHIP EXPERIENCE

Bill has served the Project Management Institute in various leadership roles, such as:

1. Charter member of the Mt. Baker PMI Chapter of Whatcom and Skagit counties; VP Programs for 2008 and 2009. PMP Instructor for chapter PMP certification courses
2. Region 1 Mentor for two provinces and five states during 2004-2005
3. President, Vice-President, and a Director of the Canadian West Coast PMI Chapter
4. Vice-President and Director of the Minnesota PMI Chapter
5. Facilitator of the Information Technology Special Interest Group (SIG) and Facilitator of the E-business/E-commerce SIG for the Minnesota PMI Chapter.

### UNIVERSITY EDUCATION

1. Earned B.S. from the University of Minnesota (Minneapolis)
2. Earned M.A. from the University of Minnesota (Minneapolis)
3. Specialist Program in Educational Administration from Minnesota State University, Mankato
4. Earned a Mini-Masters Degree in Software Design and Development (St. Thomas University)
5. Earned Master of Divinity from United Theological Seminary (St. Paul)
6. Earned Ph.D. in Professional Studies (Administration) from the Iowa State University (Ames)

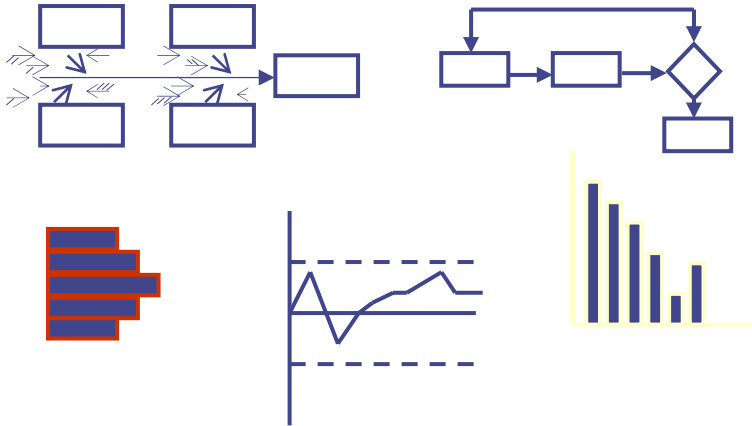
# Project Management Certification Preparation: PMP & CAPM

SPONSORED BY PMI MT. BAKER CHAPTER

<http://www.mountbaker-pmi.org/>

DR. BILL WARNER, PMP

email: [bill@prism-media.com](mailto:bill@prism-media.com)



**TEN (10) TUESDAYS STARTING MAY 4, 2010  
FROM 5:30 TO 8:30 P.M.  
AT 1313 BAY STREET IN DOWNTOWN BELLINGHAM**

## Why should you take your PMP/CAPM Preparation Course from Bill Warner, PMP, Ph.D.?

1. Dr. Warner designed and developed the project management certification courses at Western Washington University, Bellingham Technical College, Skagit Valley College, and Capilano College. Dr. Warner taught the project management courses for WWU during 2006-2007 and he teaches a spring quarter course in project management in the WWU MBA program.
  2. Bill has successfully taught MBA and MSPM courses at many universities around the world. This includes universities in the United States, Canada, Europe, and in major cities in China.
  3. He is well known as the best project management instructor in Northwest Washington.
  4. For many years, Bill has been a PMI leader/officer in North America and individual chapters.
  5. Bill has conducted many PM seminars and business workshops in North America and China.
  6. On request, Bill will provide each of his PM students with 1:1 mentoring/coaching during & after the course. Each student will receive outstanding PMP/CAPM preparation materials, such as a variety of handouts, preparation forms and templates, and slide presentations.
  7. Over many years of teaching PMP certification preparation courses, over 90% of his PMP students pass the PMP examination on their first try.
  8. Save money on the very high fees of other PMP courses (charging thousands of dollars).
    - The cost of Dr. Warner's course is \$595 for 30 hours of his expert PMP/CAPM instruction. (The cost for Mt. Baker PMI Members and for CH2M Hill employees is \$495 per participant)
    - Compare to the high costs of other PMP certification preparation courses.
  9. Earning PMI certification will improve your career opportunities and advance in your career.
- For more information, please contact Bill Warner: By telephone or email:  
Cell Phone: (360) 510-3826; Home Phone: (360) 354-6988; email: [bill@prism-media.com](mailto:bill@prism-media.com)
  - If you have any questions, please contact Ed West, VP of Professional Development, [ewest007@gmail.com](mailto:ewest007@gmail.com)
  - Send your course registration to PRISM Media and Training, 108 Fairside Drive, Suite C, Lynden, WA 98264-1700. Make your check out to "PRISM Media."

## Project Management Certification Preparation: PMP & CAPM

### PROJECT MANAGEMENT CERTIFICATION PREP FOR PMP AND CAPM DR. BILL WARNER, PMP, PROFESSOR

<b>TEN (10) TUESDAY EVENINGS STARTING MAY 4, 2010 AT 1313 BAY STREET IN DOWNTOWN BELLINGHAM</b>	
<b>NAME * (REQUIRED)</b>	
<b>EMAIL ADDRESS #1</b> <b>EMAIL ADDRESS #2</b>	
<b>PREFERRED PHONE NUMBER(S) *</b>	
<b>POSITION TITLE</b>	
<b>BUSINESS ADDRESS</b>	
<b>HOW DID YOU HEAR ABOUT THIS COURSE?</b>	
<b>COURSE EXPECTATIONS &amp; PREFERENCES? (OVER)</b>	
<b>WHAT DO YOU WANT TO ACCOMPLISH FROM THIS COURSE?</b>	
<b>CAREER GOALS? (OVER)</b>	
<b>REGISTRATION FEE PAYABLE TO:</b> <b><u>PRISM MEDIA &amp; TRAINING</u></b>	<b>\$595 COURSE FEE FOR THE PUBLIC</b> <b>\$495 COURSE FEE FOR PMI MT. BAKER CHAPTER MEMBERS AND</b> <b>FOR CH2M HILL EMPLOYEES</b>

1. Please pay the standard registration fee of \$595 (or \$495 for CH2M Hill Employees) by check made out to "PRISM Media & Training"
2. Send your course registration and payment to PRISM Media & Training at 108 Fairside Drive, Suite C, Lynden, WA 98264-1700.
  - Alternatively, you may email this email registration form as a image file or an Acrobat Reader file to [bill@prism-media.com](mailto:bill@prism-media.com) or [bill.warner@comcast.net](mailto:bill.warner@comcast.net)
  - If you have any questions, please contact Dr. Bill Warner, PMP, CQM/OE at 354-6988 or [bill@prism-media.com](mailto:bill@prism-media.com)