

PMI Scheduling Professional (PMI-SP)® Certification

Course length: 3 days

Course Description

Course Objective: You will apply the generally recognized practices of project time management acknowledged by the Project Management Institute (PMI) to schedule projects successfully.

Target Student: 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) Certification.

Prerequisites: Familiarity with project management concepts and some working experience with project management is required. Working knowledge of office productivity tools is desirable but not essential. Experience with a specific project management software tool is not required. It is recommended that you take the following Element K course: Project Management Fundamentals (PMF) Second Edition.

Certification

The PMI Scheduling Professional (PMI-SP)® Certification course is designed to help you prepare for the PMI Scheduling Professional (PMI-SP)® Certification. Taking this course and using this student guide will help you prepare for the certification.

Course Objectives

Upon successful completion of this course, students will be able to:

- Describe project management fundamentals.
- Identify project management processes.
- Describe how projects are initiated.
- Identify the scheduling essentials.
- Define activities.
- Sequence activities.
- Estimate activity resources.
- Estimate activity duration.
- Develop a project schedule.
- Maintain and control schedules.
- Identify the basic principles of managing project risks and behavior in scheduling.

Course Content

Lesson 1: Understanding Project Management Fundamentals

Topic 1A: Identify Project Management Basics

Topic 1B: Examine Organizational Influences on Project Management

Topic 1C: Examine the Project Management Context



Lesson 2: Identifying Project Management Processes

Topic 2A: Examine the Project Life Cycle

Topic 2B: Recognize Process Groups

Lesson 3: Describing Project Initiation

Topic 3A: Describe Project Selection Methods and Processes

Topic 3B: Create a Project SOW

Topic 3C: Create a Project Charter

Topic 3D: Describe the Elements of a Project Management Plan

Topic 3E: Create a Scope Statement

Topic 3F: Identify Enterprise Environmental Factors

Lesson 4: Preparing to Build a Schedule

Topic 4A: Identify Scheduling Process Fundamentals

Topic 4B: Examine Schedule Inputs

Topic 4C: Explore WBS Creation

Topic 4D: Perform a WBS Quality Check

Lesson 5: Defining Activities

Topic 5A: Explore Activity Definition

Topic 5B: Create a Milestone List

Topic 5C: Create an Activity List

Topic 5D: Identify Activity Attributes

Lesson 6: Sequencing Activities

Topic 6A: Describe the Process of Sequencing Project Activities

Topic 6B: Determine Activity Dependencies and Relationships

Topic 6C: Apply Lag and Lead in Activity Sequence

Topic 6D: Create a Schedule Network Diagram

Lesson 7: Estimating Activity Resources

Topic 7A: Identify Activity Resources

Topic 7B: Determine Activity Resource Requirements

Topic 7C: Create a Resource Breakdown Structure

Lesson 8: Estimating Activity Duration

Topic 8A: Identify Activity Duration

Topic 8B: Determine Activity Duration

Lesson 9: Developing a Schedule

Topic 9A: Describe the Process of Developing a Project Schedule

Topic 9B: Draft a Project Schedule

Topic 9C: Identify the Critical Path

Topic 9D: Optimize the Project Schedule

Topic 9E: Establish a Schedule Baseline

Topic 9F: Create Schedule Data

Lesson 10: Monitoring and Controlling Schedules

Topic 10A: Explore the Control Schedule Process

Topic 10B: Utilize an Integrated Change Control System

Topic 10C: Communicate the Project Status

Topic 10D: Monitor the Schedule

Topic 10E: Calculate Schedule Efficiency



Lesson 11: Managing Risks and Behaviour in Scheduling

Topic 11A: Define the Concept of Risk

Topic 11B: Overcome Risks in Scheduling

Topic 11C: Describe Human Behaviour in Project Scheduling

