

Boston APICS

Project Management Training



Project Management Workshop & PMP ® Certification Training

A Unique Training Program in Project Management

- ❖ Are you looking for a well structured project management training program that prepares you for the PMI certification exams, PMP® or CAPM ® and educates you in project management best practice, tools & techniques?
- ❖ Are you seeking a training program that provides a practical approach to solving your project related issues and execute your project on time, within budget and scope?

This workshop not only prepares you for PMP certification test, but also helps to improve your skills as project manager.

Who Should Attend?

- **Project/Program Managers**
- **Project Co-coordinators**
- **Project Team Leaders/Members**
- **Functional Managers**

How Will You Benefit From this Workshop?

1. Building Project Management Skills :

To improve your project management skills the training provides you with:

- Solid understanding of Project Management Life Cycle.
- Tools & Techniques needed to manage your projects efficiently.
- Templates used during project initiation, kick-off, planning, execution & close.
- Case Studies & Real life Scenarios to understand the concepts and apply them in an active project.
- Clear understanding of the Project Management Body of Knowledge from PMI.
- Opportunity for group discussion with other participants to share and learn from each others experience.



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2. Project Management Institute Certification Exam Preparation:

- Completing this training will qualify you for the 35 contact hours that are required by PMI before taking the PMP exam
- Gain valuable tips and study methods which will help you to prepare and pass the exam on the very first attempt.
- Review PMP exam questions with the study group and get tips to prepare yourself to answer the 200 questions within the specified time of 4 Hours to pass the PMP certification test
- Get assistance in creating a personalized plan for self study, leading to the test
- A very successful and effective program since 2006 which has helped a number of project managers to become PMP certified and to sharpen their day to day project management skills

Project Management Training: Mentor

Neeraj is a highly experienced Sr. Project/Program Manager with more than 15 years of experience in project management, training and mentoring. He has trained well over a hundred project managers in basic and advanced project management, belonging to medium to large organizations in multiple industry verticals.

In 2008, Neeraj has trained more than 30 senior project managers from **NSTAR**, a well known utility company in Greater Boston.

Neeraj obtained his PMP & SAPM (**Stanford Advanced Project Management**) certifications from **PMI and Stanford University** respectively and has successfully executed IT and manufacturing projects worth several millions of dollars.

His rich experience and extensive knowledge of business processes in IT, Supply Chain and Manufacturing in various business verticals, like Automobile, High Tech, CPG (Consumer Packaged Goods) & Biotech, form the basis of his project management training sessions.

Neeraj is also a regular speaker on project management topics at various APICS chapters in New England area and Project Management Committee of Mass Bio Council.

This project management training program developed and delivered by Neeraj consists of several real life scenarios and case studies.

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Your Training Agenda:

Sessions	Agenda	Topics for Discussion
Session1	Overview of <ul style="list-style-type: none">• PMP & CAPM Exam• PMI's Project Management Body of Knowledge	<ul style="list-style-type: none">• Road map to PMP Certification• Step by Step Study Plan• Eligibility requirements for PMP & CAPM• Exam format• The Application Process• PMBOK sections• Project Management Processes• Project Management Knowledge Areas
Session2	<ul style="list-style-type: none">• Project Management Framework	<ul style="list-style-type: none">• Difference between Project & Operations• Managing Project Stakeholders• Project Triple Constraints• Project Environment• Organization influences• Programs and Portfolios & PMO• Project Lifecycle and Organization• Organization Structures
Session3	<ul style="list-style-type: none">• Project Management Processes	<ul style="list-style-type: none">• Define Process and Project Management Process group• Initiating Process Group• Planning Process Group• Executing Process Group• Monitoring and Controlling Process group• Closing Process Group• Process Interaction and Mapping
Session4	<ul style="list-style-type: none">• Project Integration Management	<ul style="list-style-type: none">• Project Charter• Project Scope Statement• Project Management Plan• Tools for Project Execution within Schedule, Budget & Cost• Project Monitoring and Control, Integrated Change Control• Integrated Change Control• Configuration Management System

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Session	Agenda	Topics for Discussion
Session 5	<ul style="list-style-type: none">• Project Scope Management	<ul style="list-style-type: none">• Scope Management• Project Scope Planning• Create WBS (Work Breakdown Structure)• Scope Verification• Scope Control
Session 6	<ul style="list-style-type: none">• Project Time Management	<ul style="list-style-type: none">• Activity Definition• Activity Sequencing• Activity Resource Estimating• Activity Duration Estimating• Schedule Development & Control
Session 7	<ul style="list-style-type: none">• Project Cost Management	<ul style="list-style-type: none">• Cost Estimation• Cost Budgeting• Cost Control
Session 8	<ul style="list-style-type: none">• Project Quality Management	<ul style="list-style-type: none">• Quality Planning• Quality Planning• Quality Assurance
Session 9	<ul style="list-style-type: none">• Project HR Management	<ul style="list-style-type: none">• HR Planning• Stakeholder Roles & Responsibilities• Project Organization Charts• Powers & Leadership styles of Project Manager
Session 10	<ul style="list-style-type: none">• Project Communication Management	<ul style="list-style-type: none">• Communication Planning• Information Distribution• Performance Reporting• Manage Stakeholders
Session 11	<ul style="list-style-type: none">• Project Risk Management	<ul style="list-style-type: none">• Risk Management Planning• Risk Identification• Qualitative Risk Analysis• Quantitative Risk Analysis• Risk Response Planning• Risk Monitoring and Control
Session 12	<ul style="list-style-type: none">• Project Procurement Management	<ul style="list-style-type: none">• Plan Purchases and Acquisitions• Plan Contracting• Request Seller Responses• Select Sellers• Contract Administration & Closure

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Course Material & Recommended Books:

- **Student Manual:** A student manual consisting of power point slides that will be presented during the workshop will be provided at no extra cost.
- **PMBOK from PMI:** Project Management Body of Knowledge by PMI- 4th Edition Students are advised to buy this book either from www.PMI.org or www.amazon.com

Workshop Schedule, Fees, Location & Registration:

Total Duration: - 33- Contact Hours

Workshop is held every Thursday for 11 weeks

Fees structure: Non-Boston APICS Members: \$1249.

Boston APICS members: \$1099

Location: 1050, Winter Street, Suite1000, Regus Business Center, Waltham.

Certificate of Completion:

Upon successful completion of the Project Management workshop, Boston APICS will award you a certificate of completion. This certificate will verify the 35 contact hours of project management training required to fulfill PMI's education eligibility requirements for taking the PMP examination.

Testimonials:

This training workshop has been running successfully since fall of 2006 and trained more than 100 senior project managers from several organizations in the Boston area.

Participant	Organization	Feedback
Overall 30+ Sr. Project Managers	NSTAR	Over 95 % of the participants provided very positive feedback & referred the program to their peers and subordinates and superiors.
Suhas Kasar	Melra Tech Corp	Course was very useful and cost effective!!
Steven Clark	Raytheon	The course was excellent! I was able to apply what I learned immediately at work. There was good interaction between participants.
Eileen Grant	Bio-Rad Laboratories	Instructor was clear, concise & professional. Information was presented in a interesting format and exhibited applicable scenarios.
Chip Dever	US Military.	I would absolutely recommend the workshop as it was recommended to me.

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