

**Boston APICS**

**Project Management Training**



## **Project Management Workshop & PMP ® Certification Training**

*A Unique Training Program in Project Management*

- ✓ A project management training that not only prepares you for PMI's PMP certification test but will also train you on PM tools & techniques, standards & best practices used in applied project management.
- ✓ Attending this workshop will provide you the Road map to PMI's PMP® Certification process.

### **Who Should Attend?**

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

### **8 Reasons why should attend this PM Workshop:**

1. You will learn the Project Management Fundamentals, Standards and Best Practices. Learn about Tools & Templates that should be used during various phases of the project to manage your projects efficiently.
2. Case Studies & Real life Scenarios are used to explain PM concepts.
3. Participate in group discussion and break-out sessions with other participants to share and learn from each other's experience.
4. Completing this training will qualify you for the 35 contact hours that are required by PMI before taking the PMP exam
5. Gain valuable tips and study methods which will help you to prepare and pass the exam on the very first attempt.
6. 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.
7. Get assistance in creating a personalized plan for self study, leading to the test.
8. At \$1250 for the entire course, this workshop provides best value for your money.

### **What will you learn?**

1. Gain knowledge of Project Management Life Cycle & Key Processes
2. Learn to Define Business Case, Project Scope & Create Project Charter
3. Budget Estimation Techniques

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4. Gather Requirements, Create Work Breakdown Structure, Identify project activities, Build Project Schedule & Create Project Management Plan.
5. Stakeholder Management & Conflict Management Techniques
6. Design & Deploy Effective Communication Plan.
7. How to deliver your project on time, within budget and scope.
8. Project Risk Management

### Project Management Training: Mentor

Neeraj is a highly experienced Sr. Project/Program Manager with over 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 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 PM Committee of Mass Bio Council.

### Training Agenda:

Sessions	Agenda	Topics for Discussion
Session1	<b>Overview of</b> <ul style="list-style-type: none"><li>• <b>PMP &amp; CAPM Exam</b></li><li>• <b>Project Management Body of Knowledge</b></li></ul>	<ul style="list-style-type: none"><li>• Road map to PMP Certification</li><li>• Step by Step Study Plan</li><li>• Eligibility requirements for PMP &amp; CAPM</li><li>• Exam format &amp; Application Process</li></ul>
Session2	<ul style="list-style-type: none"><li>• <b>Project Management Framework</b></li></ul>	<ul style="list-style-type: none"><li>• Differentiate Project &amp; Operations</li><li>• Project Environment</li><li>• Programs and Portfolios &amp; PMO</li><li>• Project Lifecycle and Organization</li><li>• Organization Structures</li></ul>

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<b>Session 3</b>	<ul style="list-style-type: none"> <li>• <b>Project Management Processes</b></li> </ul>	<ul style="list-style-type: none"> <li>• Define Process and Project Management Process group</li> <li>• Initiating, Planning, Executing, Monitoring and Controlling &amp; Closing Processes</li> </ul>
<b>Session 4</b>	<ul style="list-style-type: none"> <li>• <b>Project Integration Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Project Charter</li> <li>• Project Scope Statement</li> <li>• Project Management Plan</li> <li>• Project Monitoring and Control</li> </ul>
<b>Session 5</b>	<ul style="list-style-type: none"> <li>• <b>Project Scope Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Project Scope Planning</li> <li>• Create WBS (Work Breakdown Structure)</li> <li>• Scope Verification &amp; Control</li> </ul>
<b>Session 6</b>	<ul style="list-style-type: none"> <li>• <b>Project Time Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Activity Definition &amp; Sequencing</li> <li>• Activity Resource &amp; Duration Estimating</li> <li>• Schedule Development &amp; Control</li> </ul>
<b>Session 7</b>	<ul style="list-style-type: none"> <li>• <b>Project Cost Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Cost Estimation, Budgeting &amp; Control</li> </ul>
<b>Session 8</b>	<ul style="list-style-type: none"> <li>• <b>Project Quality Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Quality Planning, Assurance &amp; Control</li> </ul>
<b>Session 9</b>	<ul style="list-style-type: none"> <li>• <b>Project HR Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder Roles &amp; Responsibilities</li> <li>• Project Organization Charts</li> <li>• Powers &amp; Leadership styles of Project Manager</li> </ul>
<b>Session 9</b>	<ul style="list-style-type: none"> <li>• <b>Project Communication Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Communication Planning</li> <li>• Performance Reporting</li> <li>• Manage Stakeholders</li> </ul>
<b>Session 10</b>	<ul style="list-style-type: none"> <li>• <b>Project Risk Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Risk Identification</li> <li>• Qualitative &amp; Quantitative Risk Analysis</li> <li>• Risk Response Planning</li> <li>• Risk Monitoring and Control</li> </ul>
<b>Session 11</b>	<ul style="list-style-type: none"> <li>• <b>Project Procurement Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Plan Purchases &amp; Acquisitions</li> <li>• Plan Contracting, Request Seller Responses, Select Sellers</li> <li>• Contract Administration &amp; Closure</li> </ul>

### 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 4<sup>th</sup> Edition by PMI:** Project Management Body of Knowledge by PMI- 4<sup>th</sup> Edition.

## Boston APICS

### Project Management Training



**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 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.

**For questions: Please email:**

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