

# Boston APICS Project Management Workshop

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?
- ❖ Are you looking for a project management training program to educate the entire project team in solid proven project management principles?
- ❖ Are you seeking a training program that provides practical coaching advice for your current projects?
- ❖ Are you seeking help navigating through today's real challenges of delivering your specific project on time, within budget?
- ❖ Have you been waiting to get the coveted PMP/CAPM certification?

This workshop will help you determine where you should start your journey, and then guide you through the entire process of building your skills to meet your needs. This workshop is appropriate for project management education in either the PMI certification preparation process or for general project management education.

## This workshop is intended for:

- **Project team members**  
Complete review of the formal project management processes
- **New Project Managers**  
Enhance your career with CAPM/PMP credentials
- **Experienced Project Managers**  
Validate your experience with the prestigious PMP certification

## How will this workshop benefit you?

### 1. General Project Management skills building:

☞ Practical examples and case studies discussed during the workshop will help you to understand formal Project Management concepts and best practices

☞ Learn essential Project Management body of knowledge (PMBOK) Terminology, Tools & Techniques.

☞ Align your experience and practical knowledge of Project Management with PMI's Project Management Framework

☞ An opportunity to see Real Life Project Management Tools and Templates used to manage projects efficiently

☞ Opportunity for group discussion and share real life Project Management scenarios and situations with your instructor who has years of industry experience and peers within your group

☞ Gain a solid understanding of the Project Management Process groups and Knowledge Areas based on PM body of knowledge from PMI

## 2. Project Management Institute (PMI) Certification Exam preparation:

- ☞ Completing this class 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

### Workshop Leader:

This training is brought to you by APICS Boston, a premier institution in the field of operations & supply chain management.

Your instructor for this workshop will be Mr. Neeraj Shah, PMP.

Neeraj is a PMP certified, senior project manager in the biotech industry where he is responsible for managing global supply chain projects, Vice President of Education at Boston APICS and advisor of project and business process management training at Simplify Projects Inc.

He is a seasoned project manager who has managed several medium to large IT and manufacturing oriented projects in multiple industries such as:

- ☞ Biotech
- ☞ Consumer Packaged Goods
- ☞ Consumer Durables
- ☞ Automotive

Prior to his role as a senior project manager in the Biotech industry, Neeraj was a consulting project manager for ERP implementations at a large consulting organization specializing in large IT projects addressing a diverse group of companies such as:

- ☞ General Electric
- ☞ Applied Materials
- ☞ General Motors
- ☞ Welch's

Neeraj is an experienced instructor and mentor who has successfully trained more than 100 project executives and managers for PMP certification and general project management principles. His extensive experience and knowledge of business processes are used while discussing and analyzing case studies, and student-supplied scenarios as a means to provide insight and advice to students.

Neeraj obtained his BS in Industrial Engineering & PGD in Materials Management from the Indian Institute of Materials Management. He is currently pursuing Advanced Project Management certification from Stanford University.

## Workshop Content:

Sessions	Project Management Knowledge Area	Detail Topics for Discussion
<b>Session1</b>	<b>Overview of</b> <ul style="list-style-type: none"> <li>• <b>PMP &amp; CAPM Exam</b></li> <li>• <b>PMI's Project Management Body of Knowledge</b></li> </ul>	<ul style="list-style-type: none"> <li>• Define Project, Operations</li> <li>• Road map to PMP Certification</li> <li>• Step by Step Study Plan</li> <li>• Eligibility requirements for PMP and CAPM</li> <li>• PMP &amp; CAPM Exam format</li> <li>• The Application Process</li> <li>• PMBOK sections</li> <li>• Project Management Processes</li> <li>• Project Management Knowledge areas</li> </ul>
<b>Session2</b>	<ul style="list-style-type: none"> <li>• <b>Project Management Framework</b></li> </ul>	<ul style="list-style-type: none"> <li>• Define Project &amp; Project Management</li> <li>• Difference between Project &amp; Operations</li> <li>• Managing Project stakeholders</li> <li>• Project Triple Constraints</li> <li>• Understanding Project Environment &amp; Organization influences</li> <li>• Programs and Portfolios</li> <li>• Project/ Program Management Office</li> <li>• Project Lifecycle and Organization</li> <li>• Organization structures-(Matrix, Project and Functional)</li> </ul>
<b>Session3</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 Process Group</li> <li>• Planning Process Group</li> <li>• Executing Process Group</li> <li>• Monitoring and Controlling Process group</li> <li>• Closing Process Group</li> <li>• Process Interaction and Mapping</li> </ul>
<b>Session4</b>	<ul style="list-style-type: none"> <li>• <b>Project Integration Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Define Project Integration Management</li> <li>• Develop Project Charter</li> <li>• Develop Project Scope Statement</li> <li>• Create Project Management Plan</li> <li>• Tools for Project Execution within Schedule, Budget &amp; Cost</li> <li>• Tools &amp; Techniques for Project Monitoring and Control</li> <li>• Tools &amp; Techniques for Integrated Change Control</li> <li>• Configuration Management system</li> <li>• Tools &amp; Techniques for Project Closure</li> </ul>

Session	Project Management Knowledge Area	Detail Topics for Discussion
<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>• Define Scope Management</li> <li>• Project Scope Planning</li> <li>• Scope Definition</li> <li>• Create WBS (Work Breakdown Structure)</li> <li>• Scope Verification</li> <li>• Scope 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>• Define Project Time Management</li> <li>• Activity Definition</li> <li>• Activity Sequencing</li> <li>• Activity Resource Estimating</li> <li>• Activity Duration Estimating</li> <li>• Schedule Development</li> <li>• Schedule 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>• Define Cost Management definition and Processes</li> <li>• Cost Estimation</li> <li>• Cost Budgeting</li> <li>• Cost 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</li> <li>• Quality Assurance</li> <li>• Quality 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>• HR Planning</li> <li>• Roles &amp; Responsibilities of stake holders</li> <li>• Develop Project Organization Charts</li> <li>• Acquire Project Team</li> <li>• Develop Project Team</li> <li>• Powers &amp; Leadership styles of Project Manager</li> </ul>
<b>Session 10</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>• Information Distribution</li> <li>• Performance Reporting</li> <li>• Manage Stakeholders</li> </ul>

Session	Project Management Knowledge Area	Detail Topics for Discussion
<b>Session 11</b>	<ul style="list-style-type: none"> <li>• <b>Project Risk Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Risk Management Planning</li> <li>• Risk Identification</li> <li>• Qualitative Risk Analysis</li> <li>• Quantitative Risk Analysis</li> <li>• Risk Response Planning</li> <li>• Risk Monitoring and Control</li> </ul>
<b>Session 12</b>	<ul style="list-style-type: none"> <li>• <b>Project Procurement Management</b></li> </ul>	<ul style="list-style-type: none"> <li>• Plan Purchases and Acquisitions</li> <li>• Plan Contracting</li> <li>• Request Seller Responses</li> <li>• Select Sellers</li> <li>• Contract Administration</li> <li>• Contract Closure</li> </ul>
<p>During one of the above sessions, there will be some time allocated to discuss about professional responsibility of the project management professional and tips and tricks for taking the PMP test.</p>		

### Course Material:

- PMBOK: Project Management Body of Knowledge by PMI to be purchased by the students.
- Workshop Binder: A Binder consisting of power point slides that will be used during the workshop **will be provided at no extra charge**. This binder covers the all areas of PMBOK and can be used as a ready reference by the students / participants during the workshop and during test preparation.

## Workshop Schedule, Fees, Location & Registration:

**Next Workshop begins on:** Please call to confirm.

**Total Duration:** - 36 Hours

Workshop is held every Wednesday for 12 weeks

**Fees structure: Non-Boston APICS Members:** \$1250.

**Boston APICS members get a \$150 discount**

**Location:**

**Work Registration deadline:** Please call to confirm.

## 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 undertaken by you 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 over 30 senior project managers from several organizations in the New England area.

Participant	Organization	Feedback
Linda Mellor	DePuy Mitek- A J & J Co	Overall Course & Instructor was very good.
Suhas Kasar	Melra Tech Corp	Course was very useful and cost effective!!
Sudhakar Guralla	Ipertex Technologies	Instructor was very practical and experienced. Real world examples were of great help
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 Govt.	I would absolutely recommend the workshop as it was recommended to me.

## Questions?

**Please call: 617 821 1261 or**

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