

Duration: 42 hours + 5 hours of virtual training

Course designed for:

- Anyone employed in public or private organizations, who wishes to complete their preparation on Project Management knowledge with the in-depth study of processes and practices according to the guidelines provided by the PMI (Project Management Institute).
- Project managers, team leaders, Project Leaders, Product Managers, consultants and others involved in project management activities
- RUP (Sole Project Manager, formerly of proceedings) of public works
- Managers of works management or execution of public contracts.

Titoli rilasciati :

- Certificate of attendance of the course

Teaching materials:

- Slides (presentation and teaching) in pdf format
- Video lessons from certified senior PM teachers
- +100 Multiple choice questions to verify learning
- + 300 Multiple choice questions PMP<sup>®</sup> exam simulation
- 5 hours online meetings with the teacher to verify learning and correct understanding of the key topics, be questioned and discuss with project management professionals

Teaching methods:

- Synchronous/asynchronous lessons: blended e-learning by A4PM<sup>®</sup>
- Tutorials

Teachers:

- The teachers of the A4PM<sup>®</sup> courses are accredited PMP<sup>®</sup> professionals with a long experience, consolidated both in the project management activity and in training.

Regulatory references:

- The Project Management Institute (PMI – [www.pmi.org](http://www.pmi.org)) is recognized internationally as the most authoritative body in the field of project management;
- The PMP<sup>®</sup> certification is the most sought-after and recognized international project management certification. Recognized and requested by organizations around the world, PMP<sup>®</sup> certification validates the experience and competence of the certified professional to perform the role of project manager, leading and directing projects and teams.

Characteristics and Purpose:

- The "Blended e-learning course to prepare for the PMI-PMP<sup>®</sup> certification exam" was designed by A4PM<sup>®</sup> by defining the elements of knowledge considered necessary to consolidate a professional path as a Project Manager and for those who operate in various title in a project context, aligning with the only international standard that defines project management guidelines, such as ISO 21502:2021 and also to the PMI International Standard of Project Management.
- The course meets the PMI requirement of participation in a course of at least 35 hours. The course is completely in Italian and all English terms commonly used in the project management discipline have been translated.
- The qualification of the knowledge/skills of project managers and other project team members represents an important lever for organizations to support the realization of innovations (which necessarily require the implementation of projects) and to spread the culture internally of project management, thus strengthening its image and visibility towards the outside and towards its customers.
- The presence of qualified personnel in project management is increasingly requested by suppliers and considered by clients as an indispensable requirement for participation in tenders relating to important projects.

Contents :

**1. Introduction to Project Management**

- 1.1. Project Management
  - 1.1.1. Importance of Project Management
  - 1.1.2. Foundmental elements
- 1.2 Project
  - 1.2.1 Projects drive change
  - 1.2.2 Projectsenable business value creation
  - 1.2.3 Context for Project Initiation
- 1.3 Programs and Program Management
- 1.4 Portfolios and Portfolio Management
- 1.5 Relationship among Portfolios,c Programs and Projects
- 1.6 Organizational Project Management (OPM)
- 1.7 Project Components and considerations
  - 1.7.1 Project and Development life cycle
  - 1.7.2 Project Phase
  - 1.7.3 Phase gate
  - 1.7.4 Project Management Processes
  - 1.7.5 Project Management Process Groups
- 1.8 Project Management Data ande information
- 1.9 Tailoring
- 1.10 Benefits management and Business Documents

**2. L'ambiente Del Progetto**

- 2.1 Enterprise Environmental Factors (EEF)
  - 2.1.1 EEFs internal to the Organization
  - 2.1.2 EEFs external to the Organization
- 2.2 Organizational Process Assets
  - 2.2.1 Plans, Processes and Documents
  - 2.2.2 Organizational Knowledge Repositories
- 2.3 Governance
  - 2.3.1 Organizational Governance
  - 2.3.2 Project Governance
- 2.4 Management Elements
- 2.5 Organizational Structures
  - 2.5.1 Organizational Structure Types
  - 2.5.2 Factors in Organizational Structure Selection
- 2.6 Project Management Office



**Contents :**

**3. Role of The Project Manager**

- 3.1 The Project Manager's Sphere of Influence
  - 3.1.1 The Project
  - 3.1.2 The Organization
  - 3.1.3 The Industry
  - 3.1.4 Project Stakeholder
- 3.2 Project Manager Skills
  - 3.2.1 Way of working
  - 3.2.2 Business Acumen
  - 3.2.3 Power Skills
- 3.3 Quality and Skills of a leader
  - 3.3.1 Leadership Styles
  - 3.3.2 Leadership compared to management
  - 3.3.3 Politics, Power, and Getting Things Done
- 3.4 Performing Integration
  - 3.4.1 Performing Integration at the Process Level
  - 3.4.2 Integration at the Cognitive Level
  - 3.4.3 Integration at the Context Level
  - 3.4.4 Integration and Complexity

**4. Initiating Process Group**

- 4.1 Develop Project Charter
- 4.2 Identify stakeholder

**5. Planning Process Group**

- 5.1 Develop Project Management Plan
- 5.2 Plan Scope Management
- 5.3 Collect Requirements
- 5.4 Define Scope
- 5.5 Create WBS
- 5.6 Plan Schedule Management
- 5.7 Define Activities
- 5.8 Sequence Activities
- 5.9 Estimate Activities Durations
- 5.10 Develop Schedule
- 5.11 Plan Cost Management
- 5.12 Estimate Costs
- 5.13 Determine Budget
- 5.14 Plan Quality Management
- 5.15 Plan Resource Management
- 5.16 Estimate Activities Resources
- 5.17 Plan Communication Management
- 5.18 Plan Risk Management
- 5.19 Identify Risks
- 5.20 Perform Qualitative Risk Management
- 5.21 Perform Quantitative Risk Management
- 5.22 Plan Risk Responses
- 5.23 Plan Procurement Management
- 5.24 Plan stakeholder Engagement

**6. Executing Process Group**

- 6.1 Direct and Manage project work
- 6.2 Manage Project Knowledge
- 6.3 Manage Quality
- 6.4 Acquire Resources
- 6.5 Develop Team
- 6.6 Manage Team
- 6.7 Manage Communications
- 6.8 Implement Risk Responses
- 6.9 Conduct Procurements
- 6.10 Manage stakeholder Engagement

**7. Monitoring and Controlling Process Group**

- 7.1 Monitoring and Controlling Project Work
- 7.2 Perform Integrated Change Control
- 7.3 Validate Scope
- 7.4 Control Scope
- 7.5 Control Schedule
- 7.6 Control Costs
- 7.7 Control Quality
- 7.8 Control Resources
- 7.9 Monitor Communications
- 7.10 Monitor Risks
- 7.11 Control Procurements
- 7.12 Monitor stakeholder Engagement

**8. Closing Process Group**

- 8.1 Close Project or Phase

**9. Introduction and Foundment concepts of Agile Project Management**

- a) MINDSET AGILE: values and principles
- b) Comparison between Waterfall and Agile
- c) Agile Frameworks: SCRUM
- d) SCRUM events and artifacts
- e) Agile methodologies: LEAN
- f) Agile methodologies: Kanban e Kanban vs SCRUM
- g) Servant Leadership
- h) Leadership agile
- i) Leadership Tasks

**10. Projects and creation of value**

- a) Value-Driven delivery
- b) Minimum Viable Product
- c) Delivery Incrementally
- d) Priority Definition
- e) Agile Contracting
- f) Adaptive Planning

**11. Taking care of stakeholder**

- a) Stakeholder's Involvement
- b) Gulf of Evaluation
- c) Agile Project charter
- d) Definition of Done
- e) Communicate with stakeholder
- f) Work Collaboratively
- g) Collaborative decision-making ability

**12. People or processes?**

- a) Building Agile Teams
- b) Situational Leadership
- c) Team Motivation
- d) Training, Coaching and Mentoring
- e) Co-Located Team
- f) Track Team Performance

**Requirements and main information to take the PMI-PMP® exam:**

It is suggested to download the PMP Certification Handbook, and also the PMP Exam Content Outline from the PMI web site: [www.pmi.org](http://www.pmi.org).

**PMP Eligibility Requirements**

To be eligible for the PMP certification, you must meet certain educational and professional experience requirements. All project management experience must have been accrued within the last eight consecutive years prior to your application submission.

Educational Background	Project Management Experience
Secondary degree (high school diploma, associate's degree or global equivalent)	Minimum five years/60 months unique non-overlapping professional project management experience
<b>OR</b>	
Four-year degree (bachelor's degree or global equivalent)	Minimum three years/36 months unique non-overlapping professional project management experience
<b>OR</b>	
Bachelor's or post-graduate degree from a GAC accredited program * (bachelor's degree or master's or global equivalent)	Minimum two years/24 months unique non-overlapping professional project management experience

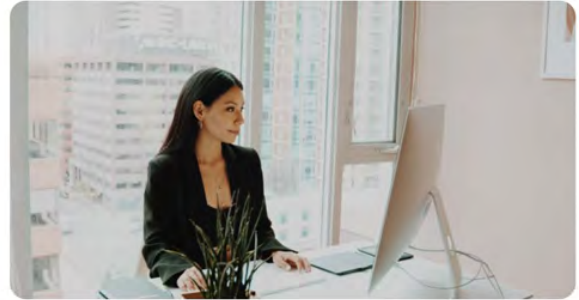
Experience must include leading and directing projects. A project is a temporary endeavor undertaken to create a unique product, service or result (as defined by the *PMBOK® Guide*).

In addition to the above project management experience, applications must also have at least 35 contact hours of formal project management education unless they are an active CAPM holder. If you are an active CAPM certification holder, you do NOT need to document the 35 contact hours. Your project management education requirement is waived.

## Course design

Since the discipline of project management is certainly aimed at a specific type of student, the adult worker, the limited and fragmented availability of time that this category of students has must be taken into account. So, **after of a research study carried out in recent years**, evaluating how distance learning is carried out for adults, both in Italy and abroad (**Cambridge University**), we have investigated all the issues of the case and we worked to structure the solution suitable for the category of this type of student.

A4PM<sup>®</sup> has activated a **modern blended e-learning platform** in which it is possible to take advantage of various courses in Project Management, each of which is conceived almost completely in asynchronous (**to be able to study at any time that is convenient for the working student in self-learning mode**) and in the remainder in synchrony, i.e. **with the integration of scheduled appointments with the teacher to verify his understanding of the topics** and guide the student to the correct completion of the course.



## Duration and access to Courses:



Each student has access to the e-learning platform for an extended period compared to the duration of the course, in fact the PMP<sup>®</sup> course has a duration of 42 hours → **the student has access for six (6) months from the date of their enrolment**. In this way the student can dedicate an average minimum a couple of hours a week to be able to complete the course. But if they had more time to spare, they would get an even better training experience than face-to-face lessons, as it will be possible to review as many times as you want the videos of the teacher's lessons. Everything available to the student, lessons easily accessible from PC, from smartphone or tablet at any time.

If necessary, it will be possible to obtain an extension of access to the platform upon specific request, for 1-2 months free of charge if 50% of the course has been completed, otherwise for a fee for another six months or more.

## Course content and structure:

The course is divided into five (5) sections, each of which is divided into modules and each module is made up as follows:

- **VIDEO OF THE TEACHER'S LESSONS:**
  - each video has a duration between 5 and 10 minutes, so that it can be enjoyed at any time within the span of the day.
  - The teacher illustrates all the most important topics of the lessons, over 125 videos developed with the collaboration of the founder of A4PM<sup>®</sup>, senior teacher, with over twenty years of experience and in possession of the coveted international certifications PMP<sup>®</sup>, PMI-ACP<sup>®</sup>, Prince2<sup>®</sup>, UNI 11648, ISIPM-Base and ISIPM-Av, ASSOPM A-CP and C-PM.
- **COURSE SLIDES:**
  - The "Blended e-learning preparation course for the Project Manager certification exam", **includes over 700 pages of original slides**, which can be downloaded in pdf format from the A4PM<sup>®</sup> e-learning platform  
Furthermore, numerous in-depth studies and detailed focuses are present on the platform, **as well as project management templates (in Excel, Word or Power Point format) owned by A4PM<sup>®</sup> that can be downloaded from the platform.**
- **LEARNING TESTS & EXAM SIMULATIONS PMP<sup>®</sup>:**
  - Each module includes exercises to challenge learning, with multiple choice questions, and also more than 200 multiple choice questions simulation exam PMP<sup>®</sup>, in english and in italian language.
- **MEETINGS WITH THE TEACHER TO VERIFY LEARNING:**
  - The entire training course is divided into five (5) parts to meet the teacher remotely, to ask him clarification questions and be questioned.
- **FORUM**
  - Interaction with the community takes place through the forum in which the learner can ask for clarifications and participate in discussions initiated by the teacher, also interacting with the dozens of students who are registered on the platform.
- **CERTIFICATE OF ATTENDANCE**
  - At the end of the course, the student who has concluded all the lessons and successfully completed all the verification tests, will automatically receive the certificate of participation in the course useful for the certification exam PMP<sup>®</sup> to apply on the PMI web site.

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**Cost of the course:**

**Registration for the "Blended e-learning preparation course for the  
PMI-PMP<sup>®</sup> certification exam" costs:**

**€799.00 + VAT 22% (per participant)**



**How to enrol in the course:**

To enroll for the "Blended e-learning preparation course for the PMI-PMP<sup>®</sup> certification exam", just put the product in the cart, directly from the website [www.a4pm.eu](http://www.a4pm.eu), purchasing conveniently by credit card or by bank transfer, filling out the order form on the website.

In case of purchase with credit card, in a few seconds you will receive the order confirmation email with the access credentials to the platform to be able to start studying immediately.

Otherwise, within 5 days, upon receipt of the bank transfer, the access credentials to the platform will be sent via the email provided by the student.

It will also be possible to purchase an additional six (6) months of access to the platform with all the contents (educational materials and exam simulation questions):

- o at a cost of €200.00 + VAT without further meetings with the teacher to evaluate learning.
- o at a cost of €300.00 + VAT with 2 further meetings with the teacher to evaluate learning.
- o at a cost of €500.00 + VAT with another 4 meetings with the teacher to evaluate learning.



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