PMP®
Exam Preparation

Discover Top Tips to Prepare Yourself to Sit for the PMP®
Exam & Earn 35 Contact Hours

On This Course, You Will:

1. Review the essential project management skills and techniques required for successful projects and discover how they relate to PMP® certification

2. Gain an in-depth understanding of each component of the PMP® certification examination and significantly improve your chances of passing the grueling PMP® exam on your first attempt

3. Develop complete familiarity with the structure of the Project Management Body of Knowledge (PMBOK® Guide), its process groups, processes and knowledge areas, and how they all interconnect, as well as what is most important so that you can plan your study time to make the most of it

7 – 11 October 2018* Sheraton Hotel, Mall of the Emirates, Dubai, UAE
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*Save up to $1000 by booking early!
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The Project Management Institute (PMI)
The Project Management Institute is more than just a volunteer professional organisation – it is an industry authority and the global leader in the field of project management. PMI was founded in 1969 in the US and there are currently more than one million members and credential holders, including over half a million certified PMPs globally. PMI professionals come from virtually every major industry including aerospace, automotive, business management, construction, engineering, financial services, information technology, pharmaceuticals, healthcare, government and telecommunications.

PMI’s Project Management Professional (PMP)® certification is the pre-eminent professional credential for individuals associated with project management.

Since 1984, PMI has been dedicated to developing and maintaining a rigorous, examination-based, professional certification programme to advance the project management profession and to recognise the achievements of individuals. In 1999, PMI became the first organisation in the world to have its certification programme attain ISO9001 recognition.

Project Management Professional (PMP)®
PMI’s Project Management Professional certification is the project management credential of choice across a vast array of industries and companies. By attaining the PMP credential, you demonstrate to the world that you have mastered essential project management skills and knowledge. Your name is also included in the largest and most prestigious group of certified professionals in the project management community internationally.

If you enjoy the prestige that comes from being the best in your field, then you’ll appreciate the professional advantages derived from attaining PMP® status. The PMP® designation following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.

PMP® Requirements
To be eligible for the PMP® certification, you must first meet specific education and experience requirements and agree to adhere to a code of professional conduct. The final step in becoming a PMP® is to pass a multiple-choice examination designed to objectively assess and measure your project management knowledge.

This computer-based examination is administered globally and measures the application of knowledge, skills, tools and techniques that are utilised in the practice of project management.

In addition, those who have been granted the PMP® credential must demonstrate an ongoing professional commitment to the field of project management by satisfying PMI’s Continuing Certification Requirements Programme.

For more information, please visit www.pmi.org

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<th>Who Should Attend</th>
<th>Would you like to run this course in-house?</th>
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<tr>
<td>Experienced project managers/project management team members who have been identified by the organisation for progression to project management positions and have the aptitude for it.</td>
<td>customised training solutions</td>
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<td>Tel: +971 4 407 2624 Email: <a href="mailto:cts@informa.com">cts@informa.com</a> <a href="http://www.informa-mea.com/cts">www.informa-mea.com/cts</a></td>
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Course Timings
Registration will be at 08:00 on Day One. Course sessions will start promptly at 08:30 and end at 16:30. There will be breaks for refreshments at approximately 10:00 and 15:00 respectively and lunch will be served at 12:30.

Meet Your Expert Course Leader

Ashraf Kodari, an independent management consultant, has a skill set that combines solid technical knowledge with its applications in business context, in addition to excellent communication and presentation skills. Ashraf gained a lot of experience through multiple positions which were in the fields of utility operations, project management, training management, facility management, and health and safety in North America and the Middle East.

During his professional career, spanning over 26 years, Ashraf has spent 15 years managing/sponsoring projects and programs in different fields, including; utilities, training, construction, organisational engineering and IT. Ashraf transfers his knowledge and experience, while enhancing his own, through developing and delivering training, and learning from audiences across the world.

Ashraf’s certificates include mechanical engineering, marine engineering, Systematic Approach to Training (SAT) instructor, course developer and training manager. He is also a certified PMP® by the Project Management Institute (PMI), and a Master of Project Management.

Course Overview
The Project Management Body of Knowledge (PMBOK)® 6th edition identifies 10 areas of knowledge in which all project managers must be competent. This course covers all 10 areas and will also act as basic preparation for the Project Management Professional (PMP)® certification exam.

Executive Summary
While many of the PMP® exam preparation courses concentrate on tips and techniques to answer exam questions, this course does not do so. The course builds a solid mental process of project management in the minds of delegates, by covering the requirements in chronological order for Scope, Time and Cost knowledge areas, then by knowledge area approach for the other seven areas. This enables delegates to become better project managers and reason out correct answers during the exam.

Pre-requisites
• Extensive project management experience (>2000 hours in project management roles)
• Previous project management training
• Fluency in business English

Benefits Of Attending
By the end of the course, delegates will have achieved expert knowledge of the PMI principles of project management, based on the Project Management Book of Knowledge (PMBOK)®. This knowledge will enable learners to attempt the PMP® certification exam and become globally certified as Project Management Professionals® by the Project Management Institute (PMI)® when successful.

This is NOT a course for beginner project managers wanting to learn project management basics

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Day One

- Project definition
- Common vocabulary
- Organisational structures with respect to project management
  - Functional
  - Matrix
  - Projectised
- Project cycle and project management cycle
- PMBOK® knowledge areas and processes for project management
  - Project selection
    - Selection methods
    - Cost-benefits analysis
      - Net present value/discounted cash flow
      - Internal rate of return
  - Project initiation
  - Project team selection and formulation
  - Project planning
    - Project integration planning
    - Scope planning
      - Requirements gathering
      - Scope definition
      - The WBS
    - Time planning
      - Duration estimation techniques and precision
        - Top down
        - Bottom up
        - Parametric
        - Vendor bids
      - Estimation enhancement techniques
        - Three point estimates
        - Pert
    - Types of time used in scheduling
    - Resource effects on time
    - Precedence relationships

Day Two

- Project initiation
- Project team selection and formulation
- Project planning
  - Project integration planning
  - Scope planning
    - Requirements gathering
    - Scope definition
    - The WBS
  - Time planning
    - Duration estimation techniques and precision
      - Top down
      - Bottom up
      - Parametric
      - Vendor bids
    - Estimation enhancement techniques
      - Three point estimates
      - Pert
    - Types of time used in scheduling
    - Resource effects on time
    - Precedence relationships

Day Three

- Project network diagrams
  - ADM
  - GERT
  - PDM

Day Four

- Critical path scheduling
- Schedule compression techniques
  - Fast tracking
  - Crashing
- Cost planning
  - Cost estimating techniques (similar to time)
  - Types of cost
- Quality planning
  - Stakeholder identification and prioritisation
  - Feature determination and prioritisation
  - Setting standards/metrics

Day Five

- Project execution
  - Quality assurance
  - Project team management
  - Information distribution and stakeholder management
  - Managing contracts
- Project monitoring and control
  - Integrated change control
  - Scope control and verification
  - Earned value management
  - Quality control
  - Risk control
- Overall integration and ethics

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PAYMENTS
A confirmation letter and invoice will be sent upon receipt of your registration. Please note that full payment must be received prior to the event. Only those delegates whose fees have been paid in full will be admitted to the event.

AVOID VISA DELAYS – BOOK NOW
Delegates requiring visas should contact the hotel they wish to stay at directly, as soon as possible. Visas for non-GCC nationals may take several weeks to process.

CANCELLATION
- If you are unable to attend, a substitute delegate will be welcome in your place
- Registrations cancelled more than 15 days before the Event are subject to a US$ 250 administration fee
- Registrations cancelled between 14 – 8 days before the Event are subject to a 25% cancellation fee
- Registrations cancelled 7 days or less before the Event must be paid in full
- All refunds will be subject to acceptance by Informa Middle East which will be confirmed to you in writing
- Due to unforeseen circumstances, Informa reserves the right to cancel the course, change the programme, alter the venue, speaker or topics
- For full details, please visit www.informa-mea.com/terms-and-conditions-for-delegates

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Pricing excludes 5% VAT, where applicable

DISCOUNTS AVAILABLE FOR 2 OR MORE PEOPLE
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E-MAIL: a.watts@informa.com

Course fees include documentation, luncheon and refreshments. Delegates who attend all sessions will receive a Certificate of Attendance.

All registrations are subject to our terms and conditions which are available at www.informa-mea.com/terms. Please read them as they include important information. By submitting your registration you agree to be bound by the terms and conditions in full.

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Course Fee Before Course Fee Before Final Fee
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PMP® Exam Preparation 7 – 11 October 2018* (BC6996) US$ 4,495 US$ 4,995 US$ 5,495

PMP® Exam Preparation 9 – 13 December 2018* (BC7287) US$ 4,495 US$ 4,995 US$ 5,495

*Not applicable in conjunction with corporate discounts.
*Payment to be settled before start of the course to avail the offer.
*The 3 for 2 offer is valid on full price final fee registration only.

*Book and pay full fee for two colleagues and the third attends for FREE.

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