



To learn Project Management best practices as defined in *the PMBOK® Guide – 5<sup>th</sup> Edition*



## Course description



## Objectives

The purpose of this training course is to teach the participant the best practices for Project Management included in *The Project Management Institute's (PMI)® A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) 5<sup>th</sup> Edition, Project Management Institute, Inc., 2013.*

It introduces the ten Knowledge Areas and the five Project Management Process Groups, and explains the objective and key benefit of each of the Project Management Processes that fall in each of these groups.

It is suitable for the participant to develop his/her work abilities and skills in the Project Management area.

Upon successful completion of this training course, the participant will understand the knowledge areas mentioned in the *PMBOK® Guide – 5<sup>th</sup> Edition* and its processes, together with the objective and key benefit of each process, as well as the relevant inputs, outputs, tools and techniques.



## Audience

This course is aimed to:

- People who are interested in learning the foundations of Project Management.
- People who want to learn the characteristics of a project and the responsibilities of a project manager.
- People who want to get familiar with the structure of the *PMBOK® Guide – 5<sup>th</sup> Edition*, its knowledge areas and its processes.
- People who are interested in eventually obtaining their PMP® credential with the PMI®.



## Prerequisites

There are no mandatory prerequisites; however, it is recommended that the participant has at least one year experience working with projects.



### Course characteristics

#### The course has the following characteristics:

- It is structured in thematic units.
- Includes a knowledge exam at the end of the course.
- A certificate of course completion is delivered.
- The length is 3 days.
- Has a minimum requirement of 6 and a maximum of 25 participants.



### Topics

#### The course has the following topics:

1. Introduction to Project Management
2. Project Management process, knowledge areas and process groups
3. Integration Management and its processes
4. Scope Management and its processes
5. Time Management and its processes
6. Cost Management and its processes
7. Quality Management and its processes
8. Human Resource Management and its processes
9. Communication Management and its processes
10. Risk Management and its processes
11. Procurement Management and its processes
12. Stakeholder Management and its processes

#### Advantages offered by



Our instructors are certified in different ITSM, ISO/IEC, Risk Management and Project Management disciplines and have extensive experience in:

- Management of different kinds of projects in public and/or private organizations.
- The design and implementation of IT processes and services in public and/or private organizations.
- Teaching various Project Management, ITSM, Risk Management and Information Security courses in the academic and professional fields.

The participant receives a high quality student handout and a copy of the *PMBOK® Guide – 5<sup>th</sup> Edition*.

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#### More Information

For more information about this training course (dates, schedules, locations, costs, etc.) or any of the other ITSM training courses we offer, please contact us. We will be glad to assist you.

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