



**Name of the Program(s): - Accredited Project Management Professional™ (APMP), Accredited Project Manager™ (APM), Accredited Project Trainer™ (APT), Accredited Project Coach™ (APC), Accredited Program Manager™ (APM).**

Are you interested in earning your Project Management Professional? (PMP)™ certification, but you're unsure how to start the process? While this is a great step for your individual career, it doesn't have to be a complex one really if you study from GEPEA. This is the ultimate guide on PMP™ certification and it can be your easy roadmap for navigating this process. You may explore some common questions you might have about PMP certification, and learn what steps you need to take to become an international PMP™ credential holder.

**PROJECT MANAGEMENT PROFESSIONAL TRAININGS**

**Training Hours: 45 hours or 60 hours.**

**Program Duration: 6 Months or 1 Year (Certifications).**

**Admission Requirements:** A high school diploma or an associate degree (or global equivalent), Secondary degree (high school diploma, associate degree, or the global equivalent).

**Other Requirements:** No special requirements or prerequisites are needed to take this course, but some extra reading about projects, project management, project life cycle, organizational project management, project scope, project schedule, project costs, project quality, project human resources and project communications will help.

**Training Delivery:** The course duration will comprise 45 hours or 60 hours of self-study home based or lecture based delivery. The 45 or hours will be delivered in 10 sessions online distance learning based on given course materials.

**>>> Syllabus Outline Please vide next page >>>**

# Syllabus Outline

Serial No.	Syllabus component	Assignment TMA (Tutor Mark Assignment) or Case Study	Board Questions (OBS = Open Book System) Exam.	MCQ (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	<p><b>13 Lessons will count 3 hours each</b> (13 Lessons x 3 hours = 39 hours total) + Project Exercises Minimum 21 hours = <b>Grand Total 60 Hours.</b> OR</p> <p><b>13 Lessons will count 3 hours each</b> (13 Lessons x 2.5 hours = 32.50 hours total) + Project Exercises Minimum 12.50 hours = <b>Grand Total 45 Hours.</b></p>	<b>45</b>	<b>35</b>	<b>20</b>
<b>1</b>	<b>Project Management Professional</b>	<i>45 Hours (Time) or 60 Hours (Time)</i>		
	<p><b>1) What Is Project Management:</b></p> <p><i>DEFINITION OF A PROJECT</i>  <i>OPERATIONAL WORK</i>  <i>WHAT IS A PROGRAM?</i>  <i>WHAT IS A PORTFOLIO?</i>  <i>PROJECT MANAGEMENT OFFICE (PMO)</i>  <i>BUSINESS VALUE</i>  <i>MANAGEMENT BY OBJECTIVES (MBO)</i>  <i>CONSTRAINTS</i>  <i>STAKEHOLDERS AND STAKEHOLDER MANAGEMENT</i></p>	<b>45</b>	<b>35</b>	<b>20</b>

**2) Organizational Influences and Project Lifecycle:**

ORGANIZATIONAL STRUCTURE  
FUNCTIONAL ORGANIZATION  
PROJECT-CENTRIC ORGANIZATION  
MATRIX ORGANIZATION  
LIFE CYCLE  
PRODUCT LIFE CYCLE  
PROJECT LIFE CYCLE  
PROJECT MANAGEMENT PROCESS  
LESSONS LEARNED

**3) Project Management Processes:**

PROJECT MANAGEMENT PROCESSES  
INITIATING PROCESS GROUP  
INPUTS TO INITIATING PROCESS GROUP  
PROGRESSIVE ELABORATION  
PROJECT MANAGER ASSIGNED  
BUSINESS CASE  
HIGH-LEVEL PLANNING IS DONE DURING PROJECT  
INITIATING  
PLANNING PROCESS GROUP  
EXECUTING PROCESS GROUP  
MONITORING AND CONTROLLING PROCESS GROUP  
CLOSING PROCESS GROUP

**4) Roles in Project Management:**

ROLES IN PROJECT MANAGEMENT CYCLE  
ROLE OF A PROJECT MANAGER  
ROLE OF A PROGRAM MANAGER  
ROLE OF A PRODUCT MANAGER  
ROLE OF A SERVICE MANAGER  
ROLE OF A PRODUCT QUALITY MANAGER  
ROLE OF A PROCESS REQUIREMENTS ANALYST  
ROLE OF A SPONSOR  
ROLE OF THE TEAM  
ROLE OF STAKEHOLDERS AS A GROUP  
ROLE OF A FUNCTIONAL MANAGER  
ROLE OF A PORTFOLIO MANAGER

**5) Scope Management:**

*SCOPE MANAGEMENT*

*PRODUCT SCOPE*

*PROJECT SCOPE*

*SCOPE MANAGEMENT PLAN*

*SCOPE MANAGEMENT PROCESS*

*SCOPE MANAGEMENT PROCESS*

*REVIEWING HISTORICAL RECORDS*

*INTERVIEWING*

*FOCUS GROUP*

*FACILITATED WORKSHOPS*

*BRAINSTORMING*

*NOMINAL GROUP TECHNIQUE*

*DELPHI TECHNIQUE*

*MIND MAPS*

*AFFINITY DIAGRAMS*

*QUESTIONNAIRES AND SURVEYS*

*OBSERVATIONS*

*PROTOTYPES*

*GROUP DECISION-MAKING etc.*

**6) Time Management:**

*SCHEDULE MANAGEMENT PLAN*

*DEFINE ACTIVITIES*

*MILESTONES*

*SEQUENCE ACTIVITIES*

*METHODS TO DRAW NETWORK DIAGRAMS*

*PRECEDENCE DIAGRAMMING METHOD (PDM) orACTIVITY-  
ON-NODE (AON)*

*GRAPHICAL EVALUATION AND REVIEWTECHNIQUE  
(GERT)*

*TYPES OF DEPENDENCIES etc.*

**7) Cost Management:**

*COST MANAGEMENT PLAN  
LIFE CYCLE COSTING  
VALUE ANALYSIS  
COST RISK  
ESTIMATE COSTS  
TYPES OF COST  
INPUTS TO ESTIMATING COSTS  
HOW IS ESTIMATING DONE?  
BOTTOM-UP ESTIMATING  
PROJECT MANAGEMENT SOFTWARE  
DETERMINING RESOURCE COST RATES etc.*

**8) Quality Management:**

*DEFINITION OF QUALITY  
DEFINITION OF QUALITY MANAGEMENT  
QUALITY THEORISTS  
  
ACTIONS REQUIRED TO ENSURE QUALITY ON THE PROJECT  
GOLD PLATING  
MARGINAL ANALYSIS  
CONTINUOUS IMPROVEMENT (OR KAIZEN)  
JUST IN TIME (JIT)  
TOTAL QUALITY MANAGEMENT (TQM)  
RESPONSIBILITY FOR QUALITY  
IMPACT OF POOR QUALITY  
UNDERSTANDING THE DIFFERENCE BETWEEN PLAN  
QUALITY, PERFORM QUALITY ASSURANCE AND  
PERFORM QUALITY CONTROL  
PLAN QUALITY etc.*

**9) Human Resources Management (HRM):**

*HUMAN RESOURCES MANAGEMENT INVOLVES  
ROLES AND RESPONSIBILITIES  
  
ROLE OF A PROJECT SPONSOR / INITIATOR  
HUMAN RESOURCE RESPONSIBILITIES FOR  
PROJECT MANAGERS  
  
DEVELOP HUMAN RESOURCE PLAN  
ORGANIZATION CHARTS AND POSITION  
DESCRIPTIONS  
  
RESPONSIBILITY ASSIGNMENT MATRIX  
RACI CHART (Responsible, Accountable, Consult, and Inform)  
POSITION DESCRIPTIONS  
HUMAN RESOURCE PLAN  
STAFFING MANAGEMENT PLAN  
  
REWARDS AND RECOGNITION SYSTEM  
ACQUIRE PROJECT TEAM*

**10) Communications Management:**

*COMMUNICATIONS MANAGEMENT REQUIRES  
STAKEHOLDERS  
IDENTIFY STAKEHOLDERS  
STAKEHOLDER ANALYSIS  
STAKEHOLDER REGISTER  
STAKEHOLDER MANAGEMENT STRATEGY  
PLAN COMMUNICATIONS  
COMMUNICATION MODELS  
EFFECTIVE COMMUNICATION  
EFFECTIVE LISTENING  
COMMUNICATION TECHNOLOGY  
COMMUNICATION METHODS etc.*

**11) Risk Management:**

*RISK MANAGEMENT INCLUDES  
THREATS AND OPPORTUNITIES  
UNCERTAINTY  
RISK FACTORS  
RISK AVERSE  
RISK TOLERANCES AND THRESHOLDS  
THE RISK MANAGEMENT PROCESS  
PLAN RISK MANAGEMENT  
OUTPUTS OF RISK MANAGEMENT PLAN  
RISK CATEGORIES  
TYPES OF RISK  
IDENTIFY RISKS  
DOCUMENTATION REVIEWS etc.*

**12) Procurement Management:**

*AN OVERVIEW OF PROCUREMENT MANAGEMENT  
PROCESS  
BUYERS AND SELLERS  
IMPORTANT POINTS RELATED TO PROCUREMENT  
MANAGEMENT  
THE PROJECT MANAGER'S ROLE IN PROCUREMENT  
CENTRALIZED / DECENTRALIZED CONTRACTS  
PROCUREMENT MANAGEMENT PROCESS  
INPUTS TO PROCUREMENT MANAGEMENT  
PROCESS  
PLAN PROCUREMENTS  
MAKE OR BUY ANALYSIS  
PROCUREMENT MANAGEMENT PLAN*

PROCUREMENT STATEMENT OF WORK  
TYPES OF PROCUREMENT STATEMENTS OF WORK  
CONTRACT TYPES  
FIXED PRICE (FP, or LUMP SUM, or FIRM FIXEDPRICE)  
FIXED PRICE INCENTIVE FEE (FPIF) etc.

### **13) Stakeholder Management:**

IDENTIFY STAKEHOLDERS  
STAKEHOLDER ANALYSIS  
BRAINSTORMING  
OUTPUTS OF IDENTIFY STAKEHOLDERS  
PLAN STAKEHOLDER MANAGEMENT  
INPUTS FOR PLAN STAKEHOLDER MANAGEMENT  
ANALYTICAL TECHNIQUES  
OUTPUTS OF PLAN STAKEHOLDER MANAGEMENT  
MANAGE STAKEHOLDER ENGAGEMENT  
INPUTS FOR MANAGE STAKEHOLDER  
ENGAGEMENT  
OUTPUTS OF MANAGE STAKEHOLDER  
ENGAGEMENT  
CONTROL STAKEHOLDER ENGAGEMENT

#### **FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO BE DONE BY PARTICIPANTS OR STUDENTS:**

- a) Project Management Certification Test MCQ  
Questions answer practicing
- b) Project Management Certification Test Board  
Questions/TMA (Tutor Mark Assignment)
- c) Project Management Certification Case  
Studies

#### **Exercises and projects**

	Project/Thesis/Case Studies			
	<p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Diploma/Advanced Diploma.</p> <ul style="list-style-type: none"> <li>• In case Project/Thesis, respective students should submit 35 to 45 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i></li> <li>• In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i></li> </ul>			
	<p><b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE PROJECT MANAGEMENT PROFESSIONAL CERTIFICATIONS = 13 Lessons will count 3 hours each (13 Lessons x 3 hours = 39 hours total) + Project Exercises Minimum 21 hours = Grand Total 60 Hours. OR 13 Lessons will count 3 hours each (13 Lessons x 2.5 hours = 32.50 hours total) + Project Exercises Minimum 12.50 hours = Grand Total 45 Hours only.</b></p>			

### WHY STUDY PROJECT MANAGEMENT?

Simply put, project managers with professional certifications are likelier to earn higher salaries and have more opportunities for advancement than those without certifications. The two most common project management certifications are Accredited PMP™ and PMC™. There are benefits to both certifications; those who want to become project management experts and Project Management Professional may elect to obtain multiple certifications. **GEPEA** offers multiple project management training courses certifications and learning paths that can help aspiring project managers get not only the education they need to pass certification exams but also real-world knowledge useful for any project management career.

### WHY PROJECT MANAGEMENT CAREER?

Knowing how to successfully manage a project from start to finish can be the difference between success and failure. It is an increasingly in-demand skill and studying it can boost a career in any industry. Project managers are always in demand: No matter what the industry, qualified professionals are always needed to plan and provision the work. Of course, that's just the high-level view of project management, which can be a complex and rewarding career.

### WHAT DO PROJECT MANAGERS DO?

The basic principles of project management include planning, organizing, securing, controlling, leading and managing resources and tasks to achieve specific business goals. Project managers determine strategies to kick off the project, evaluate and understand the project requirements, analyze and bring the required professionals on board, and monitor the progress of the work. In addition, a project manager also:



- Decides which skill sets are required for the project
- Sets the budget for the work
- Leads meetings to track the project's progress
- Sets the schedule and time frame for the project and all subprojects
- Decides how the work will be completed
- Reports on progress to stakeholders
- Manages the culture of the team and organization etc.

## **SCOPE OF PROJECT MANAGEMENT**

Like many other jobs, a project either small, medium or large type of project requires a trained and professional Project Manager/expert or Project Management Professional individual to have a variety of skills to be successful. In addition to keen organizational skills, project managers should also be effective problem solvers, have above-average math skills and be clear communicators. For those who enjoy varied responsibilities, project management career may be a good match.

## **COURSE MATERIAL**

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## **EXAMINATION**

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## **CASE STUDY METHOD & STUDY MATERIAL:**

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

## **BENEFITS AND FETURES:**

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of Indian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is

sustained.

- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business topics.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

### ***GEPEA (Global Educational & Professional Excellence Academy)***

*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*