



PMP® Exam Preparation Course **28 February to 1 March, 7-8 March and 14 March 2022**

- ◆ Live online
 - ◆ Maximum 10 participants
- ◆ Delivered by Expert Trainer with multi-industry international project management experience
- ◆ 1500 Euros (excl. VAT) including all the training material and practice tests.
- ◆ 35 Professional Development units (PDUs) that are required for your credential application

Your Benefits

- ◆ Learn about best practices in project management
- ◆ Advance your career by becoming a Project Management Professional
 - ◆ Confidently lead and manage projects

Ask for more information (info@bmc-global.com)

PMP® Exam Preparation Program

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A. Summary

- ◆ This training will help you pass the PMP® Exam and gain the much-coveted Project Management Professional credential. The PMP credential is administered by the Project Management Institute (PMI) who issue the PMBOK Guide® (Project Management Body of Knowledge) – a global standard in project management.
- ◆ The training will be delivered live, online using Zoom and an online electronic board where you will be able to practice the concepts covered in break-out sessions.
- ◆ Guidance to prepare yourself as you prepare to take the exam.
- ◆ **All material will be supplied except the PMBOK Guide which is available as a free download when you become a member of the Project Management Institute.** PMI membership costs \$130 and grants you discounts of \$150 discount on exam fees compared to non-members.
- ◆ Exam fees are not covered in this offer (the exam costs \$555 for non-members and \$405 for PMI members).
- ◆ The course material will include:
 - a. PMI published training manual that maps the contents to the exam content outline (ECO).
 - b. Access to PMI Choice where you can take pre and post training quiz, watch video clips on concepts, access to templates and check lists that support your project work .
 - c. One-year access to our PMP Exam prep questions (over 800 selected questions including PMI supplied questions (The PMI supplied questions will be delivered electronically to you).
 - d. One year access to our Project Management Tools and Techniques course that grants you 11 Professional Development Units.

B. Benefits of attending

1. Get prepared to take and pass the exam and become a Project Management Professional (PMP®).
2. Enhance your project leadership skills necessary to become an effective Project Manager and Team Leader.
3. Acquire comprehensive knowledge of project management, project governance, Project Management Offices and their role in projects.
4. Advance your career – the PMP credential demanded by many international

organizations.

C. How the programme will be delivered

Process	When
<p>A. A pre-training session of 1.5 hours in order to:</p> <ul style="list-style-type: none"> • Introduce the participants to the training. • Explain the PMP certification process, how the training will be provided. • Explain the material that will be used. • Explain the effort and process needed to prepare for the exam. 	<ul style="list-style-type: none"> • 2 weeks before the start of the training.
<p>B. Deliver the training and grant participants 35 PDUs (contact hours needed for the PMP Credential application):</p> <ol style="list-style-type: none"> a. Workshops throughout the training to enable participants practice the concepts covered. b. Practice tests to check knowledge gained. 	<ul style="list-style-type: none"> • Starting on 28 June and ending on 2 July 2021
<p>C. Ad-hoc follow-up with participants as they prepare for the exam.</p>	

D. Program Fee

1500 Euros per participant excluding VAT.

The fee covers:

1. Pre, during and post training communications with participants of the training.
2. Training fees.
3. Material for the training:
 - a) PMI provided course mater and supplementary GBMC content.
 - b) Over 800 Practice questions with 1 year access to the online practice questions.
 - c) Feedback document about the exam.
 - d) Other learning aids (mind maps, tables, “essential to remember sheet”).

E. Program Dates

All times are Central European Time

- 28 June to 2 July 2021
 - 09 :00 -12 :30
 - 13 :30-17 :00

F. Description of training modules

Module 1	Module 2
<p>Introductory Remarks</p> <p>CREATING A HIGH-PERFORMING TEAM The success of your project depends on the people involved. A key role of a project manager is to assemble and manage the project team and any additional stakeholders.</p> <p>TOPIC A: BUILD A TEAM Successful projects require teams to build the required business solution. As a professional project manager, you'll benefit from understanding and applying the processes and practices required to build effective teams.</p> <p>TOPIC B: DEFINE TEAM GROUND RULES In order for the team to perform effectively, they need to collectively define project ground rules based on context, such as organizational rules and team dynamics.</p> <p>TOPIC C: NEGOTIATE PROJECT AGREEMENTS Now that the team has been assembled, you might need to facilitate negotiations to reach an agreement about the project objectives.</p> <p>TOPIC D: EMPOWER TEAM MEMBERS AND STAKEHOLDERS Project managers need to get a feel for their teams, identify and organize around team strengths, and set up systems to ensure the teams are accountable for their tasks.</p> <p>Workshop on Teams</p>	<p>CREATING A HIGH-PERFORMING TEAM (continued)</p> <p>TOPIC E: TRAIN TEAM MEMBERS AND STAKEHOLDERS Team members may need to be trained in different aspects of the project, the customer environment, and the solution approach. Users, customers, and other stakeholders will require training and other knowledge transfer to ensure successful onboarding of the solution.</p> <p>TOPIC F: ENGAGE AND SUPPORT VIRTUAL TEAMS Modern projects almost without fail create the need to work with and manage virtual teams. Effectively engaging with and supporting your virtual teams will increase your value to the project as a whole.</p> <p>TOPIC G: BUILD SHARED UNDERSTANDING ABOUT A PROJECT One of the first goals in onboarding a team for a project is to ensure that they reach consensus and support the outcome of the parties' agreement.</p> <p>Practice Questions on Teams</p> <p>STARTING THE PROJECT Now that you've assembled a high performing, engaged, and empowered project team, you are ready to get started with the planning of the project. Planning includes all aspects of a project including budget, schedule, scope, quality, project activities, procurement, and closure.</p> <p>TOPIC A: DETERMINE APPROPRIATE PROJECT METHODOLOGY/METHODS AND PRACTICES There is no one way to manage every project. Knowledge and understanding of project management best practices is one part of the equation. Determining and applying the most appropriate methodology and practices to your project is another part.</p>

<p>Module 3</p> <p>STARTING THE PROJECT (continued)</p> <p>TOPIC B: PLAN AND MANAGE SCOPE</p> <p>The project team must complete work in order to achieve project outcomes. What that work is, what must be done, guiding that work, ensuring the work is done, and setting criteria as to what “done” is, so it can be properly validated are all elements the project team must plan for and manage throughout the project.</p> <p>TOPIC C: PLAN AND MANAGE BUDGET AND RESOURCES</p> <p>Without proper management of project costs, expenses can get out of control quickly. You must be prepared to make adjustments and apply the correct costs to resources, activities, and services that align with your budget.</p> <p>Workshop on Scope</p>	<p>Module 4</p> <p>TOPIC D: PLAN AND MANAGE SCHEDULE</p> <p>The project schedule in its most basic form is simply a representation of how long a project takes to complete. It includes a number of components, including the activities that will be performed to execute the project scope, the duration of each activity, and how the activities are related to each other.</p> <p>Workshop on schedule</p> <p>TOPIC E: PLAN AND MANAGE QUALITY OF PRODUCTS AND DELIVERABLES</p> <p>All projects must be of a certain quality. What that level of quality is, the expectations around the quality, how the project’s quality is to be measured, how it will be aligned to the project’s objective, and how the quality is to be tracked and reported are a few important aspects of managing this key attribute.</p> <p>Practice Questions</p>
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<p>Module 5</p> <p>STARTING THE PROJECT (continued)</p> <p>TOPIC F: INTEGRATE PROJECT PLANNING ACTIVITIES</p> <p>As plans are being developed and updated, you’ll need to integrate all those plans and components to ensure coordinated and efficient progress.</p> <p>TOPIC G: PLAN AND MANAGE PROCUREMENT</p> <p>Procuring products and services from external suppliers requires identifying suppliers, obtaining bids or proposals from them, and awarding contracts based on their evaluation. All procurements for the project must be done within the specified parameters of time, cost, and quality to ensure that the project meets the stakeholders’ requirements.</p> <p>Practice Questions on Procurement</p>	<p>Module 6</p> <p>TOPIC H: ESTABLISH PROJECT GOVERNANCE STRUCTURE</p> <p>Organizations use governance guidelines to establish strategic direction and performance parameters. The strategic direction provides the purpose, expectations, goals, and actions to guide business pursuits and is aligned with business objectives. Project management activities should be, and must stay, aligned with business direction to increase project success.</p> <p>Discussion on PMOs</p> <p>TOPIC I: PLAN AND MANAGE PROJECT/PHASE CLOSURE</p> <p>Closing a project or project phase is one of the last steps in completing that project or phase. Because a project is a unique, one-time activity, the formal closing out of the project is essential.</p> <p>Practice Questions</p>
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Module 7	Module 8
<p>DOING THE WORK Now that you have a project plan and have determined the requirements for managing the project from initiation to closure, you are ready to execute the project.</p> <p>TOPIC A: ASSESS AND MANAGE RISKS Robust risk management not only helps you anticipate and mitigate problems, but also provides you with specific actions to take for responding to potential project risks.</p> <p>TOPIC B: EXECUTE PROJECT TO DELIVER BUSINESS VALUE Project managers must execute the project in the most appropriate manner to balance the urgency to realize the value with the abilities of the team based on quality expectations.</p> <p>TOPIC C: MANAGE COMMUNICATIONS Project managers spend approximately 90 percent of their time communicating with the project team and other stakeholders. For this reason, it is imperative that communicating clearly and completely should be a high priority for every project manager.</p> <p>TOPIC D: ENGAGE STAKEHOLDERS As project managers, it is in your best interest to keep project stakeholders interested in the project and the outcomes.</p> <p>Workshop on measuring value</p>	<p>DOING THE WORK (continued)</p> <p>TOPIC E: CREATE PROJECT ARTIFACTS Everyone knows that projects create deliverables—the interim and final products of the project’s scope. Projects also create artifacts throughout their life cycle.</p> <p>TOPIC F: MANAGE PROJECT CHANGES Throughout the life of a project, there will be changes in the project that can turn risky if not handled at the right time.</p> <p>TOPIC G: MANAGE PROJECT ISSUES Projects do not always go smoothly, and situations can arise which have the potential to affect the scope, schedule, or cost if left unattended.</p> <p>TOPIC H: ENSURE KNOWLEDGE TRANSFER FOR PROJECT CONTINUITY It is important for project team members to obtain the right knowledge at the time when they need it to do their job.</p> <p>Practice Questions</p>

<p>Module 9</p> <p>KEEPING THE BUSINESS IN MIND</p> <p>Keeping a handle on the changes in both the internal and external business environments is the project manager’s responsibility. Employing a continuous process improvement plan will ensure that the project’s success can be consistently repeated within your organization.</p> <p>TOPIC A: MANAGE COMPLIANCE REQUIREMENTS As part of managing a project, it will be necessary for you to maintain visibility into compliance requirements and to ensure that they are effectively managed throughout the project.</p> <p>TOPIC B: EVALUATE AND DELIVER PROJECT BENEFITS AND VALUE A project is undertaken to meet the objectives and requirements of its stakeholders, and the project manager is responsible for delivering what these stakeholders expect. Keeping your eye on the project’s benefits and value will help ensure ultimate project success.</p> <p>Exam Taking advice Discussion on feedback received from past exam takers</p>	<p>Module 10</p> <p>KEEPING THE BUSINESS IN MIND (continued)</p> <p>TOPIC C: EVALUATE AND ADDRESS INTERNAL AND EXTERNAL BUSINESS ENVIRONMENT CHANGES As the project commences and progresses, there are often changes in the internal and external business environment that may impact the project value and the desired scope/backlog.</p> <p>TOPIC D: SUPPORT ORGANIZATIONAL CHANGE Projects and project management take place in an environment that is broader than that of the project itself, and an organization’s culture, style, and structure influence how projects are performed.</p> <p>TOPIC E: EMPLOY CONTINUOUS PROCESS IMPROVEMENT Project managers should always look for ways to continuously improve the processes they use to complete their project deliverables and meet the expectations of their shareholders.</p> <p>Practice Questions</p>
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G. How the Training will be delivered

1. Interactive sessions where the Project Management Value Delivery System is explained with real examples of past projects.
2. The course will integrate workshops, discussions and practice questions.
3. The course contents will be peppered with exam-like questions to ensure clear understanding of the concepts covered. The training will cover predictive, agile and hybrid life cycles of a project.
4. Participants will be asked to do readings during the training to ensure that they derive maximum value from the sessions.
5. The instructor will use ZOOM (or equivalent) for communications and Mural (electronic wall) for the workshops and discussions.
6. Participants will receive communications before the training on these tools to ensure that a minimal time is spent on understanding the technology.
7. The instructor will be an internationally experienced project management expert authorized to be a trainer by the Project Management Institute.

G. Instructor of this program



Maarten Koens is a Principal Consultant at Global Business Management Consultants based in Brussels, Belgium. With 25 years of experience in project management, software development, as well as consulting and training experience he is qualified to support and train GBMC customers.

Maarten has an extensive experience in managing national and international IT-projects in Procurement, logistics and supply chain management with a focus on B2B sectors like Food, FMCG, health care, medical, pharmaceutical and other B2B sectors. Working with iSoft he managed projects for the development and implementation of a diversity of IT system for general and university hospitals in the Netherlands. For GS1 he managed the development of EDI standards for electronic trading in retail and B2B sectors like healthcare, life sciences, medical device, pharmaceutical, construction and electrical engineering. For TIE he managed the Development and implementation of an electronic marketplace and eProcurement service for healthcare institutions in the Netherlands. For Global Healthcare Exchange (GHX Europe) he managed the development and implementation of a multi-supplier electronic product catalogue for European hospitals and healthcare suppliers. For Healthlogistics he managed a master data synchronisation project for the NHS hospitals (UK) and its suppliers. For Porthus (BE) he managed several interoperability projects between multination companies and the electronic customs systems of the Dutch and Belgian custom authorities. For Bridgestone Europe he coached the IT staff in the move to Prince2.

He was certified as Project Management Professional (PMP) by the Project Management Institute (PMI) in 2010, as Professional SCRUM Master (PSM) by scrum.org in 2015 and as PM² project manager by the European Commission (2017). He also holds an ITIL Foundation certificate. He is an experienced speaker and trainer in seminars and workshops on Project management topics. He has a degree in information technology engineering.

H. About GBMC

Global Business Management Consultants (GBMC) is an acknowledged specialist and world leader in consulting and training project, programme, portfolio and senior managers. Thousands of executives seek project management development with GBMC annually. **Many Executive Education Institutions source their Project Management Trainings through GBMC.**

Since 2020 GBMC became a Premier PMI® Authorized Training Partner (previously we were PMI Registered Education Provider). All our instructors are internationally experienced project managers certified to provide training from PMI.



- GBMC's goal is to provide a world class, prestigious, outstanding and highly memorable project management development programmes.
- GBMC's consultants for this prestigious programme are experienced project managers with multi-industry and multi-disciplinary experience.

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GBMC - LOCATIONS



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- ☐ North America: Atlanta, Houston, Oregon, Phoenix, Toronto, Washington DC, Vancouver

 Division Centers
  Operators




OUR STRENGTHS

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Moving our customers to their highest project management maturity levels.
- Tailoring our approach to suit each customer's specific needs.


- Using benchmarking tools to enable customers clearly monitor progress and their return on investment generated from Project Management Best Practices.


- Providing continuous support to let customers achieve their target goals.


- Flexible approach to maximise service impact on customer.





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➔ A SAMPLE OF ACCOLADES!



In a study commissioned by Hewlett Packard, an independent based Consulting firm reports Of over 600 global project management consulting firms studied,

"BMC was found to be The Best Consulting Firm providing tailored solutions to companies development challenges"



AIRBUS

CFO of Airbus UK (UK): "In terms of value for money, BMC's Work has been the most successful thing we have done to develop our senior population".



NASA

The Directors of NASA Academy: "the best project management consultants"



GSK

The European Medical Director of GSK
"The thorough manner in which BMC applied knowledge of successful project management practices to improve the skills and competencies of our staff was remarkable."

