

PMP® & CAPM® Preparation



“ Getting PMP certified has certainly helped me gain deep insight into strategic project management. Putting PMP after my name in my email signature has given me some extra credibility when dealing with clients, and has also sparked discussions about project management with my peers. And looking back, I am proud of the time and effort that I spent preparing for and passing the PMP examination. ”



- **Vikas Patil**
PMP®, Sr. Planning Manager, Galfar SAOG, Oman



(Rating is based on the feedback of alumni)



infini Institute of Program Management
Recognised centre of EAL, UK

building
competency
skills

Project Management Professional (PMP)[®]

40 hrs

By the time you reach the ten to twelve year point in an engineering career, private or public sector, you will begin to be placed in leadership positions on projects. This knowledge makes you aware of the best practices in Project Management, improves your confidence to ethically manage the projects and makes you one off the crowd...! It's a ladder to reach the top positions in hierarchy.

Weekly batches
- **Monday to Friday**
2 hrs a day

Sunday batch
6 hrs a day

Batch timings are flexible as per the availability of trainer / learners.

What are the benefits of getting a PMP[®] certification?

- Makes you aware of the best practices in Project Management
- Shows your commitment to the project management profession
- Acts as a qualification criteria for top paying Project Management jobs
- Recognizes your knowledge, skills, and abilities globally
- Contribute towards improving organizational processes
- Earn 20% more than non certified peers
- Brings you challenging projects
- Sets you apart

PMP[®] certification can beef up a resume, and can make the difference between getting a job as a project manager and being passed over in favor of someone else. Today's complex business and environment demands project professionals versed in the multiple approaches during successful business outcomes. PMP[®] will help you build competency that enable the right approach for the right project.

Certified Associate in Project Management (CAPM)[®]

35 hrs

PMI's Certified Associate in Project Management (CAPM)[®] certification provides you with a globally recognised project management credential. Your CAPM[®] certification will automatically indicate to prospective employers that you are well versed in global project management processes and terminology. This certification will validate your fundamental knowledge of project management and its processes.

Among other things CAPM[®] will equip you with:

- Skills to initiate a project
- Project preparation and planning proficiency
- Executing, monitoring, controlling and completing a project
- Estimating activity costs
- Planning for quality at every stage
- Performing quality assurance
- Hiring, leading and managing a project team
- Foreseeing and planning for the unexpected

CAPM[®] is a credential that offers a recognition to professionals who are looking to enter the project management domain. Offered by the Project Management Institute (PMI)[®], this credential certifies that a professionals has thorough knowledge of the methods and principles that are defined by the PMBOK[®] Guide and all the standard project management practices recognized internationally.



PMP®

THE NEXT STEP IN YOUR CAREER

Who should take this course?

The PMP® certification is an essential professional requirement for project manager roles across all industries. The course is best suited for: Sr. Engineers, Project Engineers, Assistant Project Managers, Project Managers, Software Developers and any professional aspiring to be a Project Manager.

What is the eligibility criteria?

For Graduates:

- 4500 hours/Three (3) years/36 months of unique (non-overlapping) Project Management experience within past eight-year period prior to the application.
- During the PMP® application process, the participant needs to document his/her work experience of minimum 36 months across the typical project management life cycle.
- 35 contact hours of Formal Project Management education.

For Diploma Holders:

- 7500 hours/Five (5) years/60 months of unique (non-overlapping) Project Management experience within past eight-year period prior to the application.
- During the PMP® application process, the participant needs to document his/her work experience of minimum 60 months across the typical project management life cycle.
- 35 contact hours of Formal Project Management education.



Who should take this course?

The CAPM® training program is ideal for professionals seeking to raise their skillsets to a new level in the growing field of project management.

This certification is best suited for: Engineers, Project associates and executives, and any professional aspiring to start a career in project management.

What is the eligibility criteria?

Candidates need to have

- At least a high school diploma certificate or any global equivalent
- 1,500 hours of project experience or a minimum 23 hours of project management training prior to the examination

What skills will you learn?

By the end of this CAPM® training, you will:

- Learn the 10 project management knowledge areas, including integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.
- Develop the fundamentals of implementing standard processes and practices to be successful in your projects
- Be able to demonstrate a strong commitment to the project management profession
- Acquire the relevant knowledge and skills required to pass the CAPM® certification exam
- Become an efficient project manager and become a valuable member of a project management team



How to pass PMP® Certification Exam?

The PMP® Certification Exam is very challenging. To succeed, you must dedicate your time and effort into preparing for the exam, complete classroom training, score at least 80% in three out of the five PMP® full-length practice tests before you appear for examination.

What is the passing score for PMP® Certification exam

In the past, PMI® had published 61% as the passing score (i.e., 106 correct answers out of a total of 175 questions). But after PMP® certification exam updates since 2005, the passing score for every candidate is different and is based on the difficulty level of questions being attempted by each candidate.

What skills will you learn?

By the end of this PMP® training, you will:

- Learn the 10 project management knowledge areas, including integration, scope, schedule, cost, quality, resources, communications, risk, procurement, and stakeholder management.
- Develop the skills of implementation of standard processes and practices to be successful in your projects.
- Be able to demonstrate a strong commitment to the project management profession.
- Acquire the relevant knowledge and skills required to pass the PMP® certification exam
- Become an efficient project manager and become a valuable member of a project management team.



What is the Exam?

The exam consists of 150 multiple choice questions that need to be answered within 3 hours. The certifications offered by PMI® are de facto standards and validate a candidate's skills in initiating, developing, managing, and running large scale projects.

What benefits shall you get?

- Career incentives
- Opportunities around the world
- Increase in salary
- Personal growth
- Expected job profiles

While the CAPM® exam is certainly not as difficult to pass as the PMP exam, it does take time and effort to study for. In order to pass the multiple-choice test for the CAPM® you will need to understand PMI's project management framework. PMI's framework consists of five process groups – initiating, planning, executing, monitoring & controlling, and closing – within which are numerous interlinked processes. In order to study for the CAPM® exam you will need to know these processes (their inputs, tools & techniques, and outputs) and understand how the outputs for certain processes become inputs for other processes.

What is the course syllabus?

Introduction

- What is a Project?
- What is a Project Management?
- Relationships Among Portfolio Management, Program Management
- Relationship between Project Management, Operations Management and Organizational Strategy
- Business Value
- Role of the Project Manager
- A Guide to the Project Management Body of Knowledge (PMBOK® Guide)

Organizational Influences And Project Life Cycle

- Organizational Influences on Project Management
- Project Stakeholders and Governance
- Project Team
- Project Life Cycle

Project Management Processes

- Common project management process Interactions
- Project management process groups
- Initiating Process Group
- Planning Process Group
- Executing Process Group
- Monitoring and Controlling Process Group
- Closing Process Group
- Project Information
- Role of the Knowledge Areas

Project Integration Management

- Develop Project Charter
- Develop Project Management Plan
- Direct and Manage Project Work
- Manage Project Knowledge
- Monitor and Control Project Work
- Perform Integrated Change Control
- Close Project or Phase

Project Scope Management

- Plan Scope Management
- Collect Requirements
- Define Scope
- Create WBS
- Validate Scope
- Control Scope

Project Schedule Management

- Plan Schedule Management
- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Control Schedule

Project Cost Management

- Plan Cost Management
- Estimate Costs
- Determine Budget
- Control Costs

Project Quality Management

- Plan Quality Management
- Manage Quality
- Control Quality

Project Resource Management

- Plan Resource Management
- Estimate Activity Resource
- Acquire Resources
- Develop Team
- Manage Team

Project Communications Management

- Plan Communications Management
- Manage Communications
- Control Communications

Project Risk Management

- Plan Risk Management
- Identify Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Implement Risk Responses
- Monitor Risks

Project Procurement Management

- Plan Procurement Management
- Conduct Procurement
- Control Procurement

Project Stakeholder Management

- Identify Stakeholders
- Plan Stakeholder Engagement
- Manage Stakeholder Engagement
- Monitor Stakeholder Engagement

What is the learning method / pedagogy?

These courses include stipulated hours of standardized training as per guidelines of PMI®, USA. It will take you through all 10 areas of project management knowledge areas and 5 project management processes. Ample assignments for self-study are given to practice.

Additional help:

- Assistance to apply for examination. - Online mock test on each topic.
- PMP® / CAPM® manual on PMBOK® 6th edition.

Tutor

B T Ade: M. E. (CM), PMP®, Microsoft Certified Professional, having experience in project planning, execution & management. With over 17 years of project management experience, B T Ade is your couch.



Why choose us?



by EAL, UK

**We build trust at infini. Along with quality delivery,
at infini you are ensured to get**



Right
Approach



Right
Curriculum



Right
Trainer



Right Study
Environment



Right Skills
Development

About Infini:

Infini Institute is a companionship of Civil Engineers formed with a motto of imparting value added competency enhancement trainings to the construction personnel, students and faculties at all levels to transform them into professionals. We are EAL, UK recognized center, 1st such center in India.

Our services :

* Short term training programs are -

- QS, Estimation & Billing
- Project Estimation & Planning
- Project planning & scheduling using MS Project / Primavera
- Project Management using MS Project / Primavera
- Building Information Modeling (BIM)
- Revit Architecture, Structural and MEP
- PMP and CAPM® certification preparations

* 1 Yr Full time PG program in Construction Project Management (International Certification)

- * Employability Skills testing
- * MDPs and FDPs (tailor made)
- * Consultancy in Project Management

infini institute of program management

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