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TRAINING brochure

**Project management certification PMP®**

Introduction

# Certified project managers lead to better security in the execution of projects. It is about delivering the right quality, on time and within the estimated cost.

# In this five-day course, you will gain an in-depth understanding of how a project should be run while preparing for the Project Management Professional (PMP)® certification as of January 2021. The certification symbolizes a high level of knowledge and skills in project management and is highly regarded by all organizations working in a project environment.

# This course is based on known project management methodologies of the Project Management Institute (PMI) and will provide you with the skills and knowledge to avoid mistakes and increase your competitive advantage in the project management profession. Course material is authorized by PMI itself and the course mixes theory reviews with activities, discussions, and short films.

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Project Management Certification   
PMP® is the main industry-recognized certification for project managers and is globally recognized and in demand. A PMP® certification demonstrates that the holder has the experience, training, and skills to lead and manage projects.

To obtain the PMP® designation, the individual must meet high standards of experience and education, agree to, and follow the Code of Professional Conduct, and pass the PMP® examination.

The benefits of certification for the organization include:

* The company ensures that their project managers have the right qualifications and skills.
* It clarifies what is expected of the project manager, making it easier to offer the client the right quality.

For the individual, this means, among other things:

* A proof of the project manager's competence in project management.
* A clear way of working with a clear structure, allowing the project manager to focus more on the more demanding elements of the project.
* Help in career development and signal that the project manager wants to become even better at project management.

PMP® Examination

The examination is based on content from 10 different sources composed in this course. It measures the application of knowledge, skills, tools, and techniques used in practical project management. Candidates must also refer to their professional experience, as many test questions are situational. It is recommended that participants take the examination three to eight weeks after the course.

The exam itself consists of 200 multiple-choice questions to be answered in four hours, but only 175 questions count towards the score. The others are included to determine whether they will be used as real questions in future examinations. The questions are in English and have alternative answers, one of which is correct.

Very few people can enter the exam and pass without careful preparation. The exam covers a wide range of project management related topics and is regularly updated to include the latest concepts. Therefore, it is very important to thoroughly understand the course content.

The aim of the course

In this course, you will build and manage a team to plan, implement and complete a project that is adapted to the surrounding business environment.

The course will also help you prepare for the PMP® exam, which will be taken at a later date, and clearly communicate the effort required to become certified.

Upon completion of the course, participants will be able to:

* Create a high-performance team.
* Plan and manage the project.
* Perform and assess project work.
* Keep the project team on track.
* Keep the business environment in mind.

The course is delivered using the PMI CHOICE platform, a training platform that enables digital content. PMI CHOICE is, by order of PMI®, specially adapted to the PMI® authorized material.

For whom?

The course is intended for experienced project managers and leaders in project-oriented organizations who wish to familiarize themselves with the PMI® approach to project management and/or wish to be certified as a PMP®. Project managers will also benefit from a better understanding of how their functional responsibilities fit into projects.

For those who wish to become certified, PMI® has certain prerequisites. Applicants must apply directly to PMI® to write the examination. Detailed information can be found at www.pmi-se.org. In brief, the applicant must:

* Have received 35 hours of formal project management training, and either:
  + Hold a bachelor's degree or equivalent and have worked at least 4500 hours in or with projects in the last 3-8 years, or,
  + Hold a "high school diploma" and have worked 7500 hours in or on projects in the last 5-8 years.

In addition, candidates must be able to demonstrate experience in effectively leading and directing projects. It is not enough to have participated in or carried out certain activities, you must have led and directed them.

Contents

**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.

**Topics:**

* Build a team.
* Define team ground rules.
* Negotiate project agreements.
* Empower team members and stakeholders.
* Train team members and stakeholders.
* Engage and support virtual teams.
* Build shared understanding about a project.

**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.

**Topics:**

* Determine appropriate project methodology/methods and practices.
* Plan and manage scope.
* Plan and manage budget and resources.
* Plan and manage schedule.
* Plan and manage quality of products and deliverables.
* Integrate project planning activities.
* Plan and manage procurement.
* Establish project governance structure.
* Plan and manage project/phase closure.

**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.

**Topics:**

* Assess and manage risks.
* Execute project to deliver business value.
* Manage communications.
* Engage stakeholders.
* Create project artifacts.
* Manage project changes.
* Manage project issues.
* Ensure knowledge transfer for project continuity.

**Keeping the team on track**

Now that the project team has been assembled and is doing the work of the project, you need to ensure that the team stays on track. As the project manager, you need to demonstrate the type of leadership that facilitates collaboration among the team and stakeholders, manages conflict, removes obstacles, and supports the team’s performance.

**Topics:**

* Lead a team.
* Support team performance.
* Address and remove impediments, obstacles, and blockers.
* Manage conflict.
* Collaborate with stakeholders.
* Mentor relevant stakeholders.
* Apply emotional intelligence to promote team performance.

**Keeping the business in mind**

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.

**Topics:**

* Manage compliance requirements.
* Evaluate and deliver project benefits and value.
* Evaluate and address internal and external business environment changes.
* Support organizational change.
* Employ continuous process improvement.

**Exam preparation**

* Review of the PMP® certification process.
* Useful tips.

**After the course**

Digital practice questions to test knowledge.

100 questions over 2 hours.

Program

#### Day 1

09.00-18.00

* Introduction and briefing of the program.
* Building a team.
* *Coffee*
* Define team ground rules.
* *Lunch*
* Negotiate project agreements.
* Empower team members and stakeholders.
* *Coffee*
* Train team members and stakeholders.
* Engage and support virtual teams.
* Closure.

#### Day 2

08.00-17.30

* Build shared understanding about a project.
* Determine appropriate project methodology/methods and practices.
* *Coffee*
* Plan and manage scope.
* *Lunch*
* Plan and manage budget and resources.
* *Coffee*
* Plan and manage schedule.
* Plan and manage quality of products and deliverables.
* Closure.

#### Day 3

08.00-17.30

* Integrate project planning activities.
* Plan and manage procurement.
* *Coffee*
* Establish project governance structure.
* Plan and manage project/phase closure.
* *Lunch*
* Assess and manage risks.
* Execute project to deliver business value.
* *Coffee*
* Manage communications.
* Engage stakeholders.
* Closure.

#### Day 4

08.00-17.30

* Create project artifacts.
* Manage project changes.
* *Coffee*
* Manage project issues.
* Ensure knowledge transfer for project continuity.
* Lead a team.
* *Lunch*
* Support team performance.
* Address and remove impediments, obstacles, and blockers.
* *Coffee*
* Manage conflict.
* Collaborate with stakeholders.
* Closure.

#### Day 5

08.00-16.00

* Mentor relevant stakeholders.
* Apply emotional intelligence to promote team performance.
* *Coffee*
* Manage compliance requirements.
* Evaluate and deliver project benefits and value.
* *Lunch*
* Evaluate and address internal and external business environment changes.
* Support organizational change.
* Employ continuous process improvement.
* *Coffee*
* Exam preparations.
* Discussion and questions.
* Closure.

**Course structure**

The theory sections of the course are mixed with various group activities and discussions. These discussions are guided by the lecturers.

The PMI CHOICE platform contains in addition to the course material also valuable elements such as films, test questions to measure knowledge, checklists, and opportunities to interact with social media via the platform.

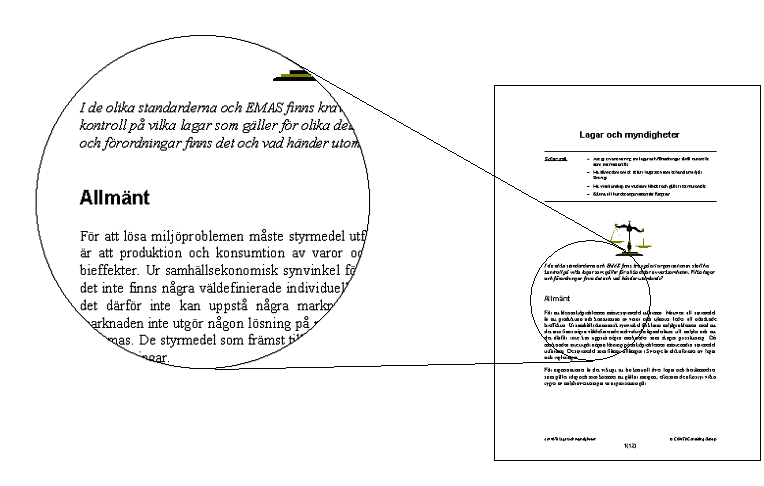
After the course, it is possible to test your knowledge by answering digital questions via CANEA's training platform.

**Course certificate**

A certificate of attendance will be issued for participation on all days of the course.

**Course material**The course material consists of a digital or physical binder from PMI CHOICE where the various lecture moments are documented in detail, the current version of the PMBOK Guide and access to digital questions.

Note that the course material is in English even though the course is given in Swedish. The reason for this is that the PMP® examination cannot be done in Swedish and therefore it is necessary to learn the correct English terms.



*Our goal is to always offer the best training material on the market.*

**The lecturers**

The course is given by lecturers with good teaching skills and expertise in project management. All lecturers have extensive experience from project management work, contribute with examples from real situations and are authorized by PMI®. The lecturers are fluent in both Swedish and English.

## Course fee

The price per participant is specified in the training calendar. The price includes full course documentation in digital or physical form, access to the PMI CHOICE platform, lunch and morning and afternoon coffee.

**Our training methodology**

We run both open and in-house training courses. Knowledge is the basis for fact-based decisions and a prerequisite for engaging management and staff. Knowledge is part of our approach to changing behavior. Simply providing information is seldom enough to make people act differently.

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The staircase model for information transfer and processing of values and attitudes

We complement the information with methods to address the values and attitudes of the participants. Through well-thought-out workshops, we go through all stages of the learning process. In in-house training, we often use the staircase model (see picture above) with training in the company's own operations and follow-up.

To further customize the training, company visits and consultations with our experienced consultants often precede in-house training. Part of our strength is that we can offer a complete solution for each company's training needs, from operator level to senior management. Our training courses are based on best practices from practical work in companies, where the lecturer provides many real-life examples. This is combined with a theoretical foundation.

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The Accelerated Learning methodology, which involves stimulating learning with all the senses, is widely applied. The training group should consist of a maximum of 20 people, which gives the lecturer the opportunity to activate all participants in discussions. By alternating theory with activities and workshops, participants are given the opportunity to apply what they learned, which facilitates learning.

Contact us for more information:

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CANEA –

lasting success

There are three key factors for a successful change process: Competence to create and drive the change. IT systems that control and support it properly. And relevant know-how among your employees to maintain it over time. We are unique in bringing these three factors together in an integrated offering. This is a key reason why we have been able to deliver great results to hundreds of customers over the past 20 years.



## CANEA Management – making your organization better

Our experience from numerous assignments shows that there are valuable opportunities for improvement in every organization. To meet increasingly stringent requirements, it is important to develop your own operations.

We have extensive experience with what works. This is gathered in our own method library, which forms the core of our knowledge and experience management. Based on each client's situation, an adaptation is made so that both the whole and the details work.

Our consultants understand both the whole and the details of an organization's environment, function, and management. Additionally, they have well-developed analytical mindsets and the ability to motivate. Teaching skills are also a given since we place great emphasis on knowledge transfer.

## CANEA ONE – an integrated software suite

CANEA ONE is a comprehensive software suite for effective business management. The system enables control, implementation, monitoring and improvement of the business thanks to a fully integrated management of strategies, projects, processes, cases and documents.

#### CANEA Document

A document management system that creates order. Ideally managing an integrated management system.

#### CANEA Workflow

A case management system that allows you to design, deploy and monitor all types of workflows in a single solution.

#### CANEA Project

A comprehensive and easy-to-use project, portfolio, and resource management system supporting all aspects of project activities.

#### CANEA Process

An effective solution for modeling, communicating, collaborating, and improving business processes.

#### CANEA Strategy

Enables strategy activation through smart features such as goal decomposition, communication, and visualization.