

104 PMP® Prep Syllabus

You Set the Schedule for Passing the PMP the 1st Time

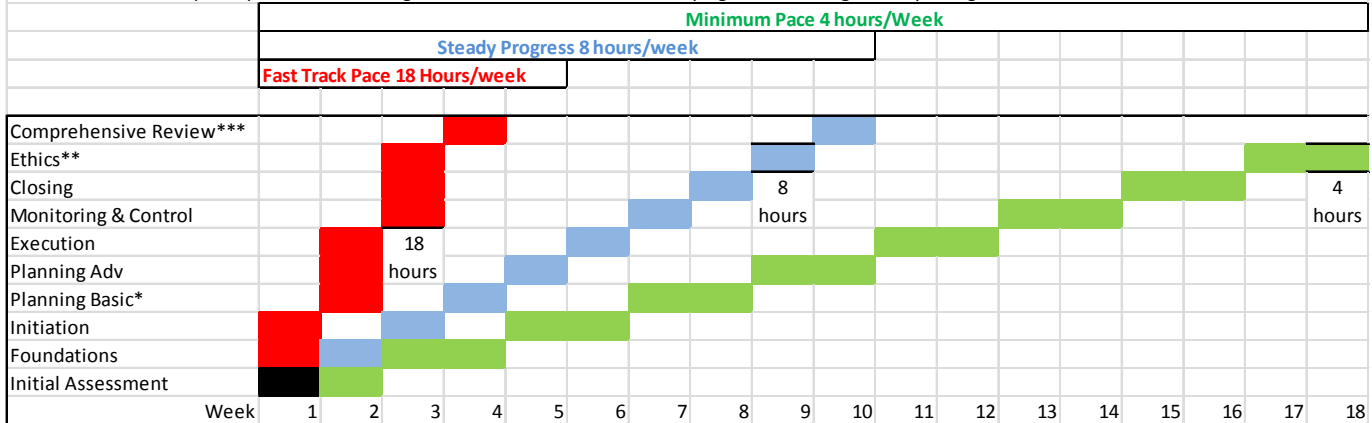
We recommend staying within our “Passing zone” to maximize your odds of passing

- Shortest duration= 4 weeks (18 hours/week)
- Anything in between
- Longest duration=18 weeks (4 hours/week)

You can take up to a year to complete your course

The Passing Zone:

You can take up to a year after enrolling to finish but we recommend staying in the Passing Zone by doing between 4 to 18 hours of work a week



* Mid-course call to discuss how to complete the application to take the PMP exam

** Application completed before Ethics submit after you pass Ethics

***The comprehensive review occurs on the 4 days immediately before your test date.

Planning your personalized course with your instructor

During your initial call with your instructor, you'll plan the pace of your studies and identify any deadlines you want to hit. Take a look at “The Passing Zone” in the graphic above. You'll see that we recommend you study between 4 hours a week (18 weeks to finish) and 18 hours per week which (4 weeks to finish). How intensely you study is, of course, your decision. But your odds of passing the first time are highest when you stay within the “passing zone.”

Long gaps in your studies reduce your odds of passing the exam the first time. Over 97% of our students pass the PMP exam on the first try, however, the students who do not typically have a long gap. You will determine a schedule that fits your unique situation and you can change it if things change. Try to target a time when you can finish the course and then sit for the exam within 7 days. This course includes a comprehensive final review for the last 4 days before you sit for the PMP exam, once PMI has approved your application for the PMP exam. You must take the PMP exam within 14 days of completing the course in order to meet the terms of our passing guarantee.

Adapting the course to your way of learning

During the planning phone call, your instructor will discuss your strengths and weakness based on the pre-course assessment test you'll take and ask you about your preferred learning style. Think about whether you are a visual learner, where diagrams and flow charts are a big help, or a logical learner where reading a text is the best way to grasp new material. Based on the assessment and your discussion, you and your instructor will discuss and plan how you should use the following learning materials to tailor the course to your learning style:

1. **Electronic textbook** (e-book) *Project Manager's KnowledgeBase, 9th Edition*, Use the full textbook for searching on key terms. You can also print selected pages or sections from the textbook. The electronic textbook is for your use alone, in part and in whole, and cannot be copied. It is password protected and our Student Services department will send you the e-book and password to open the e-book. The individual textbook reading assignments for each task are also linked from your course website.
2. **Lecture videos** last about an hour for each module and contain lectures with illustrations of the key inputs, tools and techniques and outputs for a task. They are available 24/7 and you may watch them as many times as you wish.
3. **Technique articles** are 1-2 page illustrated drill-downs into the detail of a particular input, project tool or technique or an output of a task.
4. **Project manager in action videos** show a project manager and team actually working through the best practices in project management, organized by the work of the domain you are studying.
5. **Multiple-choice practice exams** are online mini-PMP exams focused on one domain area. These practice questions are just like the real PMP exam questions but there are just 40 to 70 questions per exam. When you submit the exam, it is sent directly to your instructor for evaluation. They will send you written feedback within 24 hours. You need to score at least 85% on the practice exam or your instructor will send you a link to another practice exam for that domain. You will continue taking practice exams until you achieve 85% or higher.
6. **Super Scenario essay questions** help you with the situational questions which make up the majority of the questions on the PMP exam. Our Super Scenario essay questions teach you how to handle these complex situations. Your instructor will send you the link to the Super Scenario essay questions after you submit the multiple choice exam for a domain. Your essay responses help your instructor discern how well you understand the material in a domain. When you submit the Super Scenario essay responses, they go directly to your instructor for evaluation. You will receive written feedback within 24 hours.

Personalized interaction with your instructor

Your training is interactive and you'll work 1-to-1 with your instructor who holds a PMP certification. They will guide you through the exam preparation process and answer all your questions. So whenever you have a question either e-mail your instructor or request a private phone conference so the two of you can discuss your issues.

Your instructor will review each of your practice exams, explaining concepts you missed and suggesting areas of additional study to improve your scores. Your instructor will also send you the link to the "Super Scenario" questions for each of the domains after you submit your multiple choice practice exam for the domain. These questions are in short essay format and they test your understanding of the concepts in the domain.

Your Personal Scorecard

While your instructor will keep track of each of your scores, you may want to track your progress against the plan you set.

Module	Target date	Completed Reading	Watched Video Lectures	1 st Practice Exam Score	2 nd Practice Exam Score	Completed Super Scenario Questions
PMP Framework						
Initiating						
Planning Foundation						
Planning Advanced						
Executing						
Monitoring and Control						
Closing						
Professionalism and Ethics						
Submit Application for PMP		Submit application to PMI claiming 60 PDUs for completing the 4PM.com PMP prep course once your instructor sends you feedback that you have successfully completed the Professionalism and Ethics module.				
Knowledge Areas		Review the reading and lecture videos of the project management tasks organized by knowledge areas: scope, time, cost, quality, human resources, communication, procurement, risk and integration.				
Schedule Exam		Receive PMI approval to take the exam & set your date, allowing 4 days for the comprehensive review.				

Module	Target date	Completed Reading	Watched Video Lectures	1 st Practice Exam Score	2 nd Practice Exam Score	Completed Super Scenario Questions
Comprehensive Review		Comprehensive review begins 4 days prior to your PMP test date. Your instructor will send you the specific instructions for the comprehensive review once you set your PMP exam date.				

This course has been approved by PMI for 60 hours, fulfilling the education requirement for the PMP application. This course is approximately 9 hours of work per module.

Module 1: PMP® Framework

In this first module, your reading and lectures will cover the framework ideas that are used in all of the modules that follow. You'll have reading assignments and lecture videos for this module. It is your choice whether to 1.) do all of the reading first and then watch all the lecture videos or 2.) do the reading for a section and then watch the lecture video for that section, moving through the module section by section.

After you complete the reading and lecture videos for this module, the next step is to take the practice exam for Framework. After you submit your Framework exam, your instructor will send you feedback on it within 24 hours with a link to the Super Scenario essay questions for this module. They may also ask you to take another exam in this area if your score is not sufficiently high to ensure you will pass the PMP the first time.

1. Reading: Read sections 0.1 through 0.5 on your course website under the "Framework Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lectures: Watch lecture videos 0.1 through 0.4 on your course website under the "Framework Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Technique Articles: Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. PM in Action Videos: There are no PM in Action videos for this module
Practice Exams: Take the Framework practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Framework practice exam if you do not pass on the first try and a link to the 7 Super Scenario essay questions for this module.

Module 2: Initiating

In this module, you'll learn about the best practices for initiating a new project including the project assessment and feasibility study, defining the high-level scope, identifying stakeholders and risks, then developing and presenting the project charter.

1. Reading: Read sections 1.1 through 1.6 on your course website under the "Initiation Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lecture: Watch lecture videos 1.0 through 1.6 and "Initiation Summary" on your course website under the "Initiation Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Technique Articles: Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. PM in Action Videos: Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.

Practice Exams: Take the Initiating practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Initiating practice exam if you do not pass on the first try and a link to the 5 Super Scenario essay questions for this module.

Module 3: Planning - Foundations

In this module we will cover the first six steps to properly plan a project, including developing detailed requirements, creating the WBS, estimating costs and budget, developing the schedule, the human resource plan and the communications plan.

1. Reading: Read sections 2.1 through 2.6 on your course website under the "Planning Foundation Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lecture: Watch lecture videos 2.0 through 2.6 and "Module Summary" on your course website under the "Planning Foundation Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Technique Articles: Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. PM in Action Videos: Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
5. Practice Exams: Take the Planning Foundation practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Planning Foundation practice exam if you do not pass on the first try and a link to the 5 Super Scenario essay questions for this module.
6. You and your instructor will have a mid-course call at end of this module to discuss beginning your application for the PMP exam. You cannot submit the application until you've received your instructor's feedback that you have successfully completed Professionalism, but you should start documenting your work experience in the application after you talk with your instructor during this module.

Module 4: Planning - Advanced for Larger Projects

In this module, we will cover the next six steps in project planning that you must know for the PMP exam but you may or may not use them in your projects at work, depending on the size of the project. These tasks are procurement planning, quality planning, change management planning, risk management planning, presenting the project plan and holding the project kickoff meeting.

1. Reading: Read sections 2.7 through 2.12 on your course website under the "Planning Advanced Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lecture: Watch lecture videos "Advanced Planning Overview" and then 2.7 through through 2.12 and "Module Summary" on your course website under the "Planning Advanced Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Technique Articles: Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. PM in Action Videos: Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
5. Practice Exams: Take the Planning Advanced practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Planning Advanced practice exam if you do not pass on the first try and a link to the 6 Super Scenario essay questions for this module.

Module 5: Executing

In this module we'll cover the six steps in project Executing, including obtaining and managing resources, executing the project plan, performing quality assurance, implementing approved changes, implementing approved actions and maximizing team performance.

1. Reading: Read sections 3.1 through 3.6 on your course website under the "Executing Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lecture: Watch lecture videos 3.0 through 3.6 and "Module Summary" on your course website under the "Executing Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Technique Articles: Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. PM in Action Videos: Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
5. Practice Exams: Take the Executing practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Executing practice exam if

you do not pass on the first try and a link to the 2 Super Scenario essay questions for this module.

Module 6: Monitoring and Control

In this module, we'll cover the 6 steps in Monitoring and Control, which happen in parallel with the 6 steps in Executing. These steps are measure project performance, manage changes, quality control, update for new risks, control scope schedule and cost, and communicate status and performance.

1. **Reading:** Read sections 4.1 through 4.6 on your course website under the "Monitoring & Control Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. **Lecture:** Watch lecture videos 4.0 through 4.6 and "Module Summary" on your course website under the "Monitoring & Control Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. **Technique Articles:** Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. **PM in Action Videos:** Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
5. **Practice Exams:** Take the Monitoring and Control practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Monitoring and Control practice exam if you do not pass on the first try and a link to the 3 Super Scenario essay questions for this module.

Module 7: Closing

In this module we'll cover the 7 steps to properly close out a project, including verify scope acceptance, transfer ownership of deliverables, financial, legal and administrative closure, distribute final project report, collate lessons learned, archive project information and measure customer satisfaction.

1. **Reading:** Read sections 5.1 through 5.7 on your course website under the "Closing Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. **Lecture:** Watch lecture videos 5.0 through 5.7 and "Module Summary" on your course website under the "Closing Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. **Technique Articles:** Read the articles that are linked on your course website under this section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
4. **PM in Action Videos:** Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
5. **Practice Exams:** Take the Closing practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Closing practice exam if

you do not pass on the first try and a link to the 3 Super Scenario essay questions for this module.

Module 8: Professionalism & Ethics

1. Reading: Read sections 6.1 and 6.2 on your course website under the "Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lecture: Watch lecture videos "Who is Bound By the Code" through "Honesty" on your course website under the "Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Technique Articles: There are no additional technique reading assignments for this module.
4. PM in Action Videos: Watch the videos that are linked underneath this section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
5. Practice Exams: Take the Professionalism practice exam underneath this section on your course website. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours. Your feedback will also include another Professionalism practice exam if you do not pass on the first try and a link to the 2 Super Scenario essay questions for this module.
6. When you receive your instructor's feedback that you have successfully completed Professionalism, you may submit your PMP application to PMI. Do it online and you should receive a reply within 3 – 5 business days.

Module 9: Knowledge Areas

We have organized the project management tasks you have just completed studying by knowledge areas: scope, time, cost, quality, human resources, communication, procurement, risk and integration. While you wait for PMI to approve your PMP application, complete the reading and lectures for this section.

1. Reading: Read "Knowledge Areas" on your course website under the "Reading" section. Use the "Back" button in your internet browser to go back to the course menu after you have completed each reading assignment.
2. Lecture: Watch lecture videos "Scope management" through "Integration management" on your course website under the "Lecture" section. Use the "Back" button in your internet browser to go back to the course menu after the video has finished playing.
3. Let your instructor know when you've been approved by PMI and have scheduled your PMP exam date.

Module 10: Comprehensive Review

When your application has been approved by PMI and you have scheduled your PMP exam, you and your instructor will lay out a 4 day plan for completing the comprehensive exams and review immediately before you sit for the PMP exam. Your instructor will coach you through this final review and call you with test-taking tips and answers to any last minute questions the day before your exam.

4PM.com
800.942.4323

Project Management Certification & Training
Class Size=1...Just You & Your Instructor