

PMI Examination Preparation Course schedule

Please note <http://uk.geocities.com/orianacyb3/contents.htm> contains a list of the subjects covered

Day 1

- 9.30 - 10.00 Introduction of each student to each other and to the lecturer. An opportunity for students to say who they are, to share what they're expecting and when they are scheduled to take the exam.
- 10.00 - 11.00 Preliminary test - I will ask the questions and you will write down the answers. They will be marked by a show of hands. You will keep your own score. A verbal test gets you into the habit of listening carefully from the start of the course. After each question I will ask people to explain why they gave the answer they did. I aim to get everyone to have spoken by the end of this exercise. I can then tailor homework to the individual.
- 11.00 - 11.15. Coffee - chat with the ones who are unsure or haven't been able to read all the pre-course learning material such as Rita Mulachy's book and agree which PMBOK areas, or other material, they should study that evening
- 11.15 Scope management - A lecture and discussion followed by a written test and an interactive Q&A.
The Q&A is your chance to ask an expert why an answer is correct but more importantly why the other answers are incorrect. Elimination is a very powerful method of passing multiple choice question exams
- 13:00 Lunch
- 14:00 Time management - A lecture with workshop style including network examples and MS project screens
- 15:00 Coffee - more one to one chat with students unsure about the subject
- 15:15 A timed written test with a focus on Time management, followed by an interactive Q&A.
- 17:00 Finish for the evening. I will have several books with me that can be borrowed as well as discussion papers.

Day 2

- 9.00 – 09:15 Homework Q&A tutorial
- 09:15 - Cost management - Including Earned value and Business cases. A lecture with worked examples and discussion followed by a full one hour written test and an interactive Q&A. This test is tough to give you experience of what to do with complex questions.
- 11.00 -11.15. Coffee - However you will be able to have coffee during the tests as well

- 11:15 Cost - Interactive Question and Answer. Many questions need explanation and technique. Again the Q&A is your chance to ask an expert why an answer is correct but more importantly why the other answers are incorrect.
- We have now completed the PM triangle Scope, Time and Cost.
- 12:15 Lunch
- 13:15 Communications - A fun lecture followed by a verbal test. You will mark yourself
- 14:30 Coffee - more one to one chat with students unsure about concerns
- 14:45 Risk Management - An interactive lecture followed by a written test, and interactive Q&A. Learn the importance of being proactive.
- 16:15 Human Resources talk and discussion. Management experience and organisational structure will be discussed here.
- 17:00 Homework: - The HR written test in groups or on your own.

Day 3

- 9.00 – Human Resources Q&A
- 10.00 – Quality Management talk and discussion
- 11.00 -11.15. Coffee
- 11.15 Quality - A written, timed test followed by Q&A. Students answering other students is facilitated.
- 12.15 Lunch.
- 13:15 Procurement or how to apply all you have previously learnt about project managing to a subcontractor. Followed by a verbal test
- 14:45 Integration management - There is nothing new here. It is only a matter of balancing each of the knowledge areas together and knowing that everything is versioned and configured. Maybe you know this as having an auditable moving baseline or change control for everything
- 16:15 Exam preparation - A review of techniques you have experienced on this course and how to manage yourself. Plus of course any other question you want to ask.
- 17:00 You will have a test to take away with you if you want. You do not need luck you will pass.

For those of you wondering where Professional Responsibility is the answer is it is taught throughout the course

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