



(CDN Management Services Inc., Guyana).

---

## **PMP® Exam Preparation**

**(AIMED AT PROFESSIONAL PROJECT MANAGERS)**

**DATE TO BE CONFIRMED**

---

The Project Management Institute sponsors a Project Management Credentialing Programme, the purpose and goal of which is the development, maintenance, evaluation, promotion and administration of a rigorous education, experience and examination-based, professional certification credential of the highest calibre – the Project Management Professional (PMP®).

---

### **Objectives**

This five-day course is very comprehensive and helps you learn The Project Management Body of Knowledge (PMBOK) and the other reference material that is required for the Credential Programme. The Facilitator will go through over 400 sample questions and you will have an opportunity to test yourself in the following areas:

- Initiating processes
  - Planning processes
  - Executing processes
  - Controlling processes
  - Closing processes
- 

### **Who Should Attend This Programme**

The course is designed for persons who wish to sit the Project Management Professional Certification Examination.

- Persons responsible for managing projects in the Public Sector – social, economic and physical development projects.
- Persons responsible for installation of new plant and equipment at Utility Companies, Manufacturing sector and Mining.
- Consultants – ICT Consultants and others responsible for large multifaceted projects.
- Engineers, Architects and Construction Sector Managers.

**CDN Management Services Inc.**  
78 Church Street, Georgetown, Guyana  
Phone: (592) 225 9674  
Fax (592) 225 9679

**The topics covered will be as follows:**

**Day 1**

**1. Introduction**

- Overview of the exam
- Breakdown of the questions
- Study Techniques

**2. Framework**

- Projects
- Project Environments
- Influences
- Lifecycles
- PMBOK Knowledge Areas
- Exercises and sample questions

**3. Project Scope Management**

- Project Initiation
- Scope planning and definition
- Work Breakdown Structure
- Scope Verification
- Scope Change Control
- Exercises and sample questions

**Day 2**

**4. Project Time Management**

- Schedule network development
- Estimating methods
- PDM, ADM, GERT diagramming
- Resource loading and leveling
- Exercises and sample questions

**5. Project Cost Management**

- Definitions and types
- Economic analysis, accounting standards
- Cost estimating and budgeting
- Cost control
- Earned value
- Exercises and sample questions

**Day 3**

**6. Project Quality Management**

- Definitions
- Quality philosophy and influencers
- Quality planning and assurance
- Statistical quality control
- Exercises and sample questions

**7. Project Human Resources Management**

- Organizational planning
- Motivation concepts and powers
- Staff acquisition
- Team development
- Conflict resolution
- Professional responsibility
- Exercises and sample questions



(CDN Management Services Inc., Guyana).

## Day 4

### 8. Project Communications Management

- Communications planning
- Communication methods and channels
- Styles and blockers
- Information distribution
- Performance reporting
- Administrative closure
- Exercises and sample questions

### 9. Project Risk Management

- Risk Management Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response Planning
- Risk Monitoring and Control
- Exercises and sample questions

## Day 5

### 10. Project Procurement Management

- Procurement planning
- Solicitation planning
- Solicitation
- Source selection
- Contract administration
- Contract closeout
- Exercises and sample questions

### 11. Project Integration Management

- Project plan development
- Project plan execution
- Integrated change control
- Exercises and sample questions

### 12. Review and final exam

**(Exam may be taken-home)**



(CDN Management Services Inc., Guyana).

## THE FACILITATOR :

### Rita Trudeau

**Rita Trudeau's** career spans over 19 years in project management, leadership and mentoring. She has an extensive understanding of the public sector. Her experience includes project management in business projects, process re-engineering, call centres, consulting and professional services, scheduling, hydro utility, manufacturing, construction and engineering, and IT projects. Rita spent many years working in project management within the public sector in municipal and provincial projects. Rita has the Project Management Professional Accreditation (PMP) and she is a C.E.T. (Certified Electrical Technician) in electrical power distribution. Rita is a member of the IEEE. Rita graduated from the Project Management Programme (Architecture) from Ryerson University.

Rita has been a primary facilitator/consultant with Bay3000 over the past several years. In addition to teaching she has developed various training programmes for Bay's clients. Rita also developed the very popular project management skills assessment tool, ClearViewPM®. [www.bay3000.com](http://www.bay3000.com)  
Some of her clients include: Honeywell Building Controls, C-MAC Manufacturing, British Petroleum, Canadian Tire, Federal Government, Ontario Government, Union Gas, Enbridge Gas Distribution, PricewaterhouseCoopers, Deloitte & Touche, Ontario Lottery and Gaming Corporation, City of Kingston, City of Toronto, Halton Region, Durham Region, and many more.

Her area of specialization is vendor management, leadership and communication practices of project management. Rita is a member of the Canadian Society for Training and Development. She has a particular interest in adult education and knowledge management. She has spoken to audiences internationally and is frequently invited to conduct workshops for many organizations including the Project Management Institute (PMI). She is a member of the Southern Ontario Chapter and an active volunteer with the Programme Committee for several years. *Some of Rita's experience includes:*

#### Training Programme Development and Delivery:

Manages the Bay3000 Training programme. This involves management of course development, course delivery, and quality control. The Bay3000 courses receive outstanding evaluations from their students consistently. For Bay3000 Corporate Education, managed and developed a full training programme to assist students in preparing and successfully writing their Projects.

Management Professional (PMP) Certification. As an instructor, delivers training courses and seminars in project management. Courses include project management training for a variety of organizations and industries. In addition, teaches Project Management within an E-Commerce Programme at an Ontario educational institution. Rita has been the lead consultant in the design of not only many of Bay's own courses, but also those for clients including Ontario Lottery & Gaming Corporation, iSERV Ontario, Aviva Canada, PricewaterhouseCoopers, Maritz Canada, and many more.

#### ***Degrees and Accreditations***

- Project Management Institute - Certified (PMP) Project Management Professional
- Ryerson Polytechnic University, B.Tech. - Architectural Science, Major in Project Management
- Seneca College, C.E.T. – Certified Engineering Technician, Electrical Power Distribution.

**CDN Management Services Inc.**  
78 Church Street, Georgetown, Guyana  
Phone: (592) 225 9674  
Fax (592) 225 9679



(CDN Management Services Inc., Guyana).

## PMP® Exam Preparation

(DATE TO BE CONFIRMED)

8:00am - 4:00pm

### REGISTRATION FORM

NAME:

---

JOB TITLE:

---

COMPANY NAME:

---

COMPANY ADDRESS:

---

PHONE:

---

FAX NO:

---

E-MAIL ADDRESS:

---

SIGNATURE:

---

**COURSE PRICE:** US\$1820 (the equivalent in Guyana dollars may be paid at the selling rate at Scotia Bank on the day of registration.)

In order to ensure that you have a booked place, you must complete and sign the registration form signifying your confirmed attendance at the above seminar and payment in full. A 15% down payment is due upon registration.

**CANCELLATION POLICY**

A participant's cancellation is in effect immediately upon notice to CDN without penalty on or before 7 DAYS PRIOR TO START. A cancellation fee of 50% is applicable after this date.

KINDLY MAKE CHEQUES OR DRAFTS PAYABLE TO DFLSA INCORPORATED

For further information, please contact Mr. Lindel Harlequin ([lharlequin@dficaribbean.com](mailto:lharlequin@dficaribbean.com)); 592-22-59674 or Ms. Wendy Kerry ([wkerry@dficaribbean.com](mailto:wkerry@dficaribbean.com)), 868-625-0280.

**CDN Management Services Inc.**  
78 Church Street, Georgetown, Guyana  
Phone: (592) 225 9674  
Fax (592) 225 9679