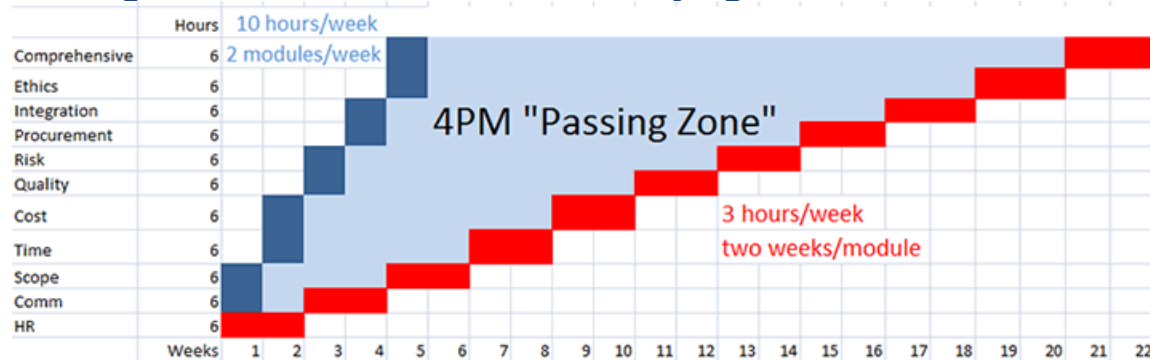


Passing the CAPM the First Time & Studying When Your Want



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 "4PM passing zone" in the graphic above. You'll see that we recommend you study between 3 hours a week (22 weeks to finish) and 10 hours per week (5 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. You will determine a schedule that fits your unique situation and you can change it if things change.

Adapting the course to your way of learning and your schedule

During the planning phone call, your instructor will discuss your strengths and weaknesses based on the pre-course assessment test you'll take and also 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:

1. 333 page **paper textbook** with the reading assignment for each of the modules in the course.
2. **Video** that lasts about an hour for each module and contains:
 - 2.1. **A lecture** with illustrations
 - 2.2. **Documentary of a project team** actually working through the project process you are studying. During each documentary you'll have the opportunity to drill down a little deeper into the **process elements** the team is working on.
 - 2.3. **Process elements** are 1-2 page illustrated drill-downs into the detail of a particular input, project tool or technique or an output of a process. When you want to delve deeper into a particular element;
 - 2.4. Pause the movie and click the item you want to study further
 - 2.5. A new window opens, showing you a detailed write up about the topic, like the work breakdown structure, with an example of one done the right way
3. **Multiple-choice practice exams** are mini-PMP exams focused on one knowledge area. These practice questions are just like the real PMP exam but they have just 42 to 60 questions. When you submit the exam, it is sent directly to your instructor for

evaluation. They will send you 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.

That same instructor will review each of your practice exams, explaining concepts you missed and suggesting areas of additional study to improve your scores. You will also complete a "Super Scenario" question for each of the knowledge areas. These questions are in short essay format and they test your understanding of the concepts in the knowledge area.

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	Module Target date	Completed Reading	Watched Class Lectures	1st Practice Exam Score	2nd Practice Exam Score
Foundations and project charter					
Communications management					
Scope management					
Time management					
Cost management					
Human resource management					
Quality management					
Procurement management					
Risk management					

Module	Module Target date	Completed Reading	Watched Class Lectures	1 st Practice Exam Score	2 nd Practice Exam Score
Integration management					
Professionalism and social responsibility					
Submit application for PMP		Submit application to PMI claiming 60 PDUs for completing the 4PM.com PMP prep course			
Schedule exam		Receive PMI approval to take the exam & set your date, allowing 6 days for the comprehensive review.			
Comprehensive review		Comprehensive review begins six days prior to your PMP test date			

Module 1: PMP® Foundations & Project Charter

In this first module, your reading and lectures will cover the foundation ideas that are used in all of the modules that follow. You'll have a reading assignment and then a lecture. You'll also have the opportunity to drill down further into each of the process elements. We've also included the process for developing the project charter in this chapter so you see how PMI thinks a project should be initiated.

Then you'll take the practice exam on foundations and project charter and your instructor will send you feedback on your exam results. Your instructor 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. Read Chapter 1 – Foundations in the *Project Manager's KnowledgeBase, 7th Edition* pages 5-27
2. Watch Foundations lecture video online and drill down into the process elements
3. Take the Foundations multiple choice exam online. It will be sent directly to your instructor who will grade it and send you written feedback within 24 hours.

Module 2: Communications Management

In this module we'll talk about communications, which PMI feels consumes 90% of the project manager's time. A critical part of communication starts with the identification of the project stakeholders and then managing their expectations.

1. Read Chapter 2 – Communications Management in your textbook; pages 28-54
2. Watch the Communications lecture online and drill down into the process elements
3. Complete the Communications multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback. Within 24 hours.

Module 3: Scope Management

In this module we will take the project charter that is a definition of the project's success criteria and break it down into the scope statement and major deliverables. Then we'll continue with the decomposition to develop the work breakdown structure as well as learn about controlling the project's scope.

1. Read Chapter 3 - Scope Management in your textbook; pages 55-88
2. Review the Scope lecture online and drill down into the process elements
3. Complete the Scope multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback within 24 hours.

Module 4: Time Management

In this module we'll do any further decomposition that is necessary and then begin the process of estimating work and defining resource requirements. Then we'll develop the schedule with predecessors, fine tune it and track actual performance against the baseline schedule.

1. Read Chapter 4 - Time Management in your textbook; pages 89-133
2. Review the Time lecture online and drill down into the process elements
3. Complete the Time multiple choice exam. IT will be sent directly to your instructor who will grade them and send you written feedback.

Module 5: Cost Management

In this module we'll take the resource requirements developed in time management and develop our project cost estimates and final baseline budget. We'll also track actual cost performance against the baseline budget.

1. Read Chapter 5 - Cost Management in your textbook; pages 134-157
2. Review the Cost lecture online and drill down into the process elements
3. Complete the Cost multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 6: Human Resource Management

In this module we'll cover how project managers acquire resources, develop them and manage them throughout the lifecycle of the project. We'll cover motivational theories and how to best manage your project team.

1. Read Chapter 6 – Human Resources Management in your textbook; pages 158-179
4. Review the Human Resources lecture online and drill down into the process elements
2. Complete the Human Resources multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 7: Quality Management

In this module we'll cover PMI's somewhat unique approach to quality, covering both the

quality of the project management process and the quality of the product the project produces.

1. Read Chapter 7 – Quality Management in your textbook; pages 180-200
2. Review the Quality lecture online and drill down into the process elements
3. Complete the Quality multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 8: Procurement Management

In this module we'll cover purchasing and acquisition of resources for the project from outside sources and talk about requesting proposals, holding bidders conferences, evaluating proposals and then administering a contract through its completion.

1. Read Chapter 8 – Procurement Management in your textbook; pages 201-231
2. Review the Procurement lecture online and drill down into the process elements
3. Complete the Procurement multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 9: Risk Management

In this module, we'll learn about risk identification, how to measure the significance of major risks and then how to respond to them if we can't avoid them. We deal with negative risk and positive risks which are opportunities to do it faster and cheaper.

1. Read Chapter 9 – Risk Management in your textbook; pages 232-276
2. Review the Risk lecture online and drill down into the process elements
3. Complete the Risk multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 10: Integration Management

In this module we'll again visit the project charter as we move through the five integration processes where everything is tied together and the critically important change control processes take place.

1. Read Chapter 10 – Integration Management in your textbook; pages 277-320
2. Review the Integration lecture online and drill down into the process elements
3. Complete the Integration multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 11: Professionalism & Social Responsibility

In this module, we cover the ethical standards that PMI requires of its project managers. We cover practical situations that come up like conflicts of interest and a PMP's obligation to enforce rules and standards.

1. Read Chapter 11 – Professionalism and Social Responsibility in your textbook; pages 321-327
2. Review the Professionalism & Social Responsibility lecture online
3. Complete the Professionalism and Social Responsibility multiple choice exam. It will be sent directly to your instructor who will grade them and send you written feedback.

Module 12: Comprehensive Exams

When your application has been approved by PMI and you have scheduled your PMP exam, you and your instructor will lay out a six 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 advice and to answer any last minute questions the day before your exam.