



Receive  
18 Contact  
Hours of PM  
Education

# PMP<sup>®</sup> Exam Prep Course

A Complete Understanding of the  
PMP<sup>®</sup> Certification Exam

May 17-19, 2010  
Arlington, VA

## YOU WILL LEARN TO:

### NAVIGATE THE PROCESS GROUPS & KNOWLEDGE AREAS OF THE LATEST PMBOK<sup>®</sup> GUIDE

- Learn essential PMBOK<sup>®</sup> 4th Edition terminology, tools and techniques for taking the test
- Align your knowledge of Project Management with PMBOK<sup>®</sup> terminology and definitions

### LEARN TIPS & TECHNIQUES FOR PASSING THE PMP EXAM THE FIRST TIME

- Gain valuable tips and study methods to help prepare for the exam and pass
- Create a personalized plan for self-study preparation leading up to test day

### UNDERSTAND EXACTLY WHAT YOU NEED TO KNOW TO APPLY FOR & PASS THE EXAM

- Utilize real sample questions and a full length practice test to prepare for taking the PMP<sup>®</sup> Exam
- Work with our experts to create a study plan that fits your needs

Advance  
Your Career  
by Being  
Recognized  
as a Project  
Management  
Professional<sup>®</sup>

In Association with:



[www.ASMIweb.com/PMP](http://www.ASMIweb.com/PMP)

# Monday, May 17, 2010

**8:30**

Registration and Continental Breakfast

**9:00**

PMP Exam Overview:

Review of PMBOK® Standards and PMP Credentials

- Review qualifications for sitting for the PMP® Exam
- Discuss how PMI's PMBOK® is broken down into five process groups and nine knowledge areas

**10:00**

Project Lifecycle and Organization

- Review the project lifecycle paying close attention to the various stages from initiation to execution
- Discuss the role of project stakeholders in the project lifecycle process

**11:00**

Project Integration Management

- Develop a project charter and integration of a project management plan
- Implement an effective change control system that clearly identifies and tracks project changes

**12:00**

Lunch Break

**1:00**

Effective Scope Management

- Establish accountability with clear cost and schedule requirements
- Define business outcomes with effective Work Breakdown Structure (WBS) frameworks

**2:00**

Project Time Management

- Determine project roles and key resources required for project success
- Map a project timeline that defines key project checkpoints and promotes fast, high-quality results

**3:00**

Day One Review and Practice Questions

- Practice real PMP® test questions in real test taking conditions
- Work with a PMP® certified instructor to determine which knowledge areas need additional practice and further review based on personal performance

**4:00**

Day One Adjourns

**"I LEARNED WHAT TO STUDY FOR THE EXAM,**  
how much of a subject you will see and  
pointing out what PMI focuses on."

– **Tammy Ward**  
American Safety Insurance

# Tuesday, May 18, 2010

**8:30**

Continental Breakfast

**9:00**

Project Cost Management

- Identify and prioritize costs relative to the WBS
- Establish the cost baseline based on the project scope and available resources

**10:30**

Quality Management

- Establish project quality standards and systematic quality checks
- Apply Six Sigma principles to monitor quality requirements

**12:00**

Lunch Break

**1:00**

HR Management

- Understand the core competencies of an effective project team
- Learn proven conflict resolution and negotiating skills

**2:00**

Communication Management

- Explore and understand different communication styles and stakeholder communication needs
- Accurately monitor and report project performance using earned value management

**3:00**

Day Two Review and Practice Questions

- Practice real PMP® test questions in real test taking conditions
- Work with a PMP® certified instructor to determine which knowledge areas need additional practice and further review based on personal performance

**4:00**

Day Two Adjourns

## WHO SHOULD ATTEND?

- Project Managers
- Program Managers
- Program Analysts
- Portfolio Managers
- Project Officers
- Contract Managers
- Supply Chain Managers
- Directors
- CAPMs
- Information Systems Specialists
- Team Leads
- Safety Process Development Leads
- Senior Analysts
- Senior Program Officers

## WHAT WILL YOU LEARN?

- The Format and Makeup of the PMP® Exam
- New PMBOK® 4th Edition Terminology and Tips
- Tools and Techniques Essential for PMP® Exam Success
- Key Concepts, Terms and Principles of Project Management Necessary to Pass the Exam
- Understand and Remember Required PMP® Formulas
- Receive Practice Questions and Tips on What to Expect for Test Content

# Wednesday, May 19, 2010

## PMP® EXAM VOUCHER: \$600

If you plan on taking the PMP® Exam, you may purchase a voucher from ASMI for \$600 (\$450 for PMI Members).

The benefits of purchasing the voucher from ASMI are:

- No out-of-pocket expense to register for the exam
- All costs associated with PMP® certification included on one invoice
- Add all PMP® certification expenses to the cost of this training

**“EXERCISES WERE  
EXTREMELY HELPFUL  
and tips and techniques  
are great for preparing  
for the PMP® Exam.”**

– Mike McInerery  
Electronic Consulting Services Inc.

### 8:30

Continental Breakfast

### 9:00

Risk Management

- Review how to create and implement project risk mitigation plans
- Identify and mitigate potential elements of risk in each phase of the project life cycle

### 10:30

Procurement Management

- Establish and validate clear lines of contract requirements
- Acquire solicitation strategies handled by the contracting officer but required in the exam

### 12:00

Lunch Break

### 1:00

Study Techniques, Ethics and Professional Responsibility

- Create your own personalized study plan for passing the exam
- Examine key aspects of PMI's code of ethics and conduct

### 2:00

Project Management Context, Framework and Processes

- Learn the importance of projects within an organization
- Explore the differences between projects and programs and how a project life cycle differs from a product life cycle

### 3:00

PMP® Examination Tips Tricks and Strategy

- Master some devices that will surely give you an edge
- Learn how to effectively study for the exam

### 4:00

Day Three Adjourns

# In-House Training & Customization

One of the more popular vehicles for accessing the Institute's educational offerings is the delivery of on-site trainings and management facilitations. Bringing a training or facilitation in-house gives you the opportunity to customize a program that addresses your exact challenges and provides a more personal learning experience, while virtually eliminating travel expenses. Whether you require training for your department or for an organization-wide initiative, the advanced learning methods employed by ASMI will create an intimate training atmosphere that maximizes knowledge transfer to enhance the talent within your organization.

## Customization:

We realize that not all obstacles can be overcome by applying an "off-the-shelf" solution. While many training providers will offer you some variation of their standard training, ASMI's subject matter experts will work with you and your team to examine your programs and determine your exact areas of need. The identification of real life examples will create a learning atmosphere that resonates with participants while at the same time providing immediate return on your training investment. Using interactive exercises that employ actual projects or scenarios from your organization, instructors can address specific challenges and align the curriculum of each session to your objectives. While the majority of on-site trainings are focused on smaller groups, ASMI also has the ability to accommodate organization-wide training initiatives. Utilizing multiple instructors, the Institute has the capacity to deliver courses to groups of up to 300 participants per day.

## Areas of Expertise:

On-site delivery of single courses, certification programs and entire packages of specialized courses are available in the following areas:

- Strategic Planning
- Performance Measurement
- Project Management
- Lean Six Sigma
- Workforce Management
- Performance-Based Budgeting
- Performance-Based Contracting
- Performance Reporting
- Program Evaluation
- Administrative Management
- Leadership and Change

For more information about in-house training and certification options, please contact Blake Zach at 877-992-9522 or [Blake.Zach@ASMIweb.com](mailto:Blake.Zach@ASMIweb.com)

## Sponsorship Opportunities:

As a conference and training provider, The American Strategic Management Institute is an expert in bringing together leaders to share and discuss best practices and innovations. We connect decision-makers with respected solution providers. ASMI offers four different pre-designed sponsorship packages:


- Event Co-Sponsor
- Session Sponsor
- Luncheon Sponsor
- Exhibit Booth Sponsor

For more information on sponsorships or to get started, contact Meredith Mason at 202-739-9707 or email her at [Meredith.Mason@ASMIweb.com](mailto:Meredith.Mason@ASMIweb.com)


# Venue & Hotel

## Venue and Hotel:

**PMP® Prep** will be hosted at The Performance Institute’s Training Center in Arlington, VA, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building for \$10/day.

-  ● The Performance Institute Conference Center  
1515 N. Courthouse Rd., Suite 600  
Arlington, VA 22201  
877-992-9521

A limited number of rooms have been reserved at the Arlington Rosslyn Courtyard by Marriott at the prevailing rate of **\$297.00** until April 19, 2010. Please call the hotel directly and reference code **“PMP® Prep”** when making reservations to get the discounted rate. The hotel is conveniently located three blocks from the Rosslyn Metro station. Please ask the hotel about a complimentary shuttle that is also available for your convenience.

-  ● Arlington Rosslyn Courtyard by Marriott  
1533 Clarendon Blvd.  
Arlington, VA 22209  
Phone: 703-528-2222 / 1-800-321-2211  
[www.courtyardarlingtonrosslyn.com](http://www.courtyardarlingtonrosslyn.com)

## Tuition & Group Discounts:

The tuition rate for attending **PMP® Prep** is as follows:

Offerings	Early Bird	Regular Rate
PMP® Prep	\$1199*	\$1299

\* For the Early Bird Rate, register before March 15, 2010.

For more information on group discounts for Project Management for Results contact David Yerks at 858-866-9381 or email him at [David.Yerks@ASMIweb.com](mailto:David.Yerks@ASMIweb.com)

## PMP® Exam Voucher:

If you plan on taking the PMP® Exam, you may purchase a voucher from ASMI for \$600 (\$450 for PMI Members). Benefits of purchasing the voucher include no out-of-pocket expense to register, all costs associated with PMP® certification included on one invoice and the addition of all certification expenses to the cost of this training.

## PMI Registered Education Provider:



### PDU: 18

ASMI has been reviewed and approved as a provider of project management training by the Project Management Institute. As a PMI Registered Education Provider (R.E.P), ASMI has agreed to abide by PMI established quality assurance criteria. “PMI” and the PMI logo are service and trademarks registered in the United States and other nations; “PMP” is a certification mark registered in the United States and other nations; “PMBOK” and “CAPM” are trademarks registered in the United States and other nations by the Project Management Institute, Inc., which is not affiliated with ASMI.

## Quality Assurance:

ASMI strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to:

ASMI Corporate Headquarters: Quality Assurance  
805 15th Street NW, 3rd Floor  
Washington, DC 20005

Note: As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. ASMI is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program.

If for any reason ASMI decides to cancel this conference, ASMI accepts no responsibility for covering airfare, hotel or other costs incurred by registrants, including delegates, sponsors and guests.

## Discounts:

- All ‘Early Bird’ Discounts must require payment at time of registration and before the cut-off date in order to receive any discount.
- Any discounts offered whether by ASMI (including team discounts) must also require payment at the time of registration.
- All discount offers cannot be combined with any other offer.
- Discounts cannot be applied retroactively

Payment must be secured prior to the conference. If payment is not received by the conference start date, a method of payment must be presented at the time of registration in order to guarantee your participation at the event.

# Registration Form



**Call**  
877-992-9522



**Fax this Form to**  
866-234-0680



**Visit**  
[www.ASMIweb.com/PMP](http://www.ASMIweb.com/PMP)

## Registration Form

- Yes! Register me for PMP® Exam Prep
- Please call me. I am interested in a special group discount for my team

### Delegate Information

Name		Title
Organization		Dept.
Address		
City	State	Zip
Telephone		Fax
Email		

### Payment Information

- Check    Purchase Order/Training Form    Credit Card



Credit Card Number	Expiration Date	Verification no.
Name on Card		
Billing Address		

Please make checks payable to: ASMI

**CANCELLATION POLICY:** ASMI will provide a full refund less a \$399 administration fee for cancellations requested four weeks prior to the event start date unless cancellation occurs within two weeks prior to the event start date. If a cancellation is requested less than two weeks prior to the event start date, no refund will be issued. Registrants who fail to attend and do not cancel prior to the event will be charged the entire registration fee. All cancellations must be requested through the cancellation link found in your attendance confirmation email. Please note that cancellation is not final until you receive a cancellation confirmation email.

- I have read and accepted the Cancellation Policy above.

ACKNOWLEDGED AND AGREED

By: \_\_\_\_\_ Date: \_\_\_\_\_

Priority Code: T353-WEB



# About ASMI

In this challenging economic landscape, organizations must develop and execute innovative strategies to survive and thrive. Performance and process improvement methodologies give managers the tools they need to run leaner, more efficient businesses. The mission of the American Strategic Management Institute (ASMI) is to connect business leaders with best-in-class practices and training to address management challenges and improve results. ASMI has grown into one of the nation's most innovative training providers, combining market research and industry insight to deliver experiences and tools to inspire leaders and grow businesses. Through virtual sessions, national summits, training programs and consulting services, ASMI brings together leaders to share insights, ideas and actions to transform organizations.

## Areas of Focus:

- **PERFORMANCE MANAGEMENT**  
Using business analytics to drive strategy
- **PROCESS IMPROVEMENT**  
Leaning processes for efficiency and quality improvement
- **FINANCIAL MANAGEMENT**  
Budgeting and forecasting for better decision-making
- **PROJECT MANAGEMENT**  
Managing projects to deliver results on time, within scope and in budget
- **LEADERSHIP DEVELOPMENT**  
Building leadership skills to manage in times of change and conflict

## Services Available:

- **VIRTUAL TRAINING BRIEFINGS:** 90-minute training sessions for the latest tools and techniques to deliver results.
- **NATIONAL SUMMITS:** National events allowing business leaders to share best practices and strategies for success.
- **TRAINING PROGRAMS:** Methodology-based training modules in management competencies, offered publicly or custom-designed for your organization.
- **CONSULTING SERVICES:** Field experts who can bring bold change to your workforce planning processes.



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