



your  
success...

Project Management Professional - exam preparation training  
LondonSAM, 2024

**London SAM**

## LONDONSAM POLSKA

We are an International company specializing in finance and management training and supplying top education services to many business sectors. Since our operation began in Poland, we have successfully trained over ten thousand people, including top managers from different business environments and our clients have frequently confirmed the quality of our trainings.

Our partners help us supply the best quality tuition, which translates into exceptionally high level of our training services. Here, we would like to mention ACCA (Association of Chartered Accountants) of which we are Tuition Provider, CIPP (Certified Institute of Payroll Professionals), PMI (Project Management Institute) and, as of late, INSEAD The Business School for the World, a France-based highly rated establishment. All that proves that we never stop developing and confirms the high standard of the services rendered by LondonSAM Polska.



## OFFER

Our offer consists of specialized business trainings, organized in open and closed form as well as outdoor workshops. We also offer soft skills workshops. Each of our trainings is individually adjusted in order to perfectly meet our Client's expectations. Some of our trainings include:

- ✓ Finance: MSSF, USGAAP, Taxation Academy, Credit Management, Finance for Managers
- ✓ Management: Project, Change, Team and Time Management
- ✓ Soft skills: Presentation Techniques, Customer Service, International Communication

## CLIENTS

Our Clients appreciated our professionalism, our commitment and individual approach to each of the projects. We do care about good relationship with our partners, that is why our trainings are popular among big International companies, as well as smaller local firms, that invest in developing employees qualifications.

## PMI® Project Management Institute

The Project Management Institute is the world's largest institution for project management professionals. The Institute was founded in Philadelphia in 1969 and now has more than 450,000 members in 170 countries around the world.

PMI® is the global leader in the development of project management standards and trademarks a compendium of project management knowledge - the Project Management Body of Knowledge, developed on the basis of the experience of its members. Based on the decision of the American National Standard Institute, the PMBOK® Guide has become the binding standard in the field of project management. In addition, PMI®, as an international certification centre, makes it possible to obtain prestigious professional diplomas.

## PMP® Certificate

Project Management Professional® (PMP) is a specialised professional certification that demonstrates the highest level of competence in project management. To obtain and maintain it, you must pass a rigorous examination and then renew it every 3 years by actively accumulating PDU (Professional Development Unit) points.

The PMP certification is recognised by most large companies and government institutions around the world. More and more companies even require that every person involved in project management activities has a PMP® certificate. This is because it is a high-level confirmation of not only knowledge and familiarity with global standards in the field, but also of professional practice.

## PMP® Exam

The PMP® exam is exactly the same all over the world. The new exam consists of 180 questions (the previous exam consisted of 200 questions), but the same number of questions will be scored. The time for to solve the exam is 230 minutes. One additional break, for a total of two 10-minute breaks for computer-based tests. No scheduled breaks for paper-based exams. Questions will be a combination of multiple choice, multiple answer, matching, hotspot and limited fill-in-the-blank.

## REQUIREMENTS FOR PMP CERTIFICATION

To submit your application to exam you need to go to Institute's website: <http://www.pmi.org>, and fill a registration form regarding your education and practical experience. There are two ways to submit:

- / **four-year-degree** (at least bachelor) and minimum 3 years/ 36 months unique non-overlapping experience during which at least 4,500 hours were spent on leading or directing project tasks
- / **secondary degree** (high school diploma, associate's degree) and minimum 5 years/ 60 months unique non-overlapping experience during which at least 7,500 hours were spent on leading or directing project tasks

Each candidate is obliged to prove at least 35 contact hours of formal education.

### ⇒ Examination fees

To register to the examination you must submit the fee by a credit card transfer in amount of \$555 or €465 (for PMI members \$405 or €340). You can receive a refund, less a 100\$ processing fee, if you fail to meet audit requirements.

### ⇒ Sitting PMP® exam

The period of time which you are able to test is one year. You may take examination up to three times within this one-year eligibility should you not pass the exam during the first sitting. Second and third attempt cost \$375 or €315 each (for PMI® members - \$275 or €230).

If you fail the examination three times within one-year eligibility period, you must wait one year from the date of last examination you took to reapply for the credential. Reexamination fee apply to the second and third attempts to pass the examination. If your eligibility period expired without you passing the exam, you must reapply for the credential.

### ⇒ Recertification program

Once you obtained PMP Credential, you must participate in CCR (Continuing Certification Requirements) program to maintain an active certification status. The PMP Certification cycle lasts three years. During this time you must attain no less than 60 professional development units toward Credential maintenance. The CCR program supports the ongoing educational and Professional Development of PMI's Credential holders. Additionally you must submit \$150 fee for the recertification (for PMI® members - \$60).

## BASIC CONTENT OF PMP® EXAM

The examination questions contain all project management processes based on PMBoK®. The percentage of questions contained in project management process group:

PMBoK® Guide	Exam questions [%]
I. People	42%
II. Process	50%
III. Business environment	8%
<b>Total</b>	<b>100%</b>

Detailed information upon PMP® credential can be found in Credential Handbook: [https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/pmp-examination-content-outline.pdf?v=f0e0f245-6295-4b1d-aae3-896a7f742604&sc\\_lang\\_temp=pl-PL](https://www.pmi.org/-/media/pmi/documents/public/pdf/certifications/pmp-examination-content-outline.pdf?v=f0e0f245-6295-4b1d-aae3-896a7f742604&sc_lang_temp=pl-PL)

## STRUCTURE AND SCOPE OF PMP® TRAINING

The PMP® training course has been fully prepared and adapted to the examination requirements of PMI® and global project management standards.

The PMBOK® Guide 6th edition was used as the basis for the programme. Students of the course will gain basic knowledge and understanding of the relevant issues in both theory and practical operation of all stages of project management.

The training is organised as a compulsory 3-day series of didactic classes (classes last 7 clock hours per day) + 2 days of workshops preparing technically for the certification (Exam Prep®). The didactic classes conducted in Polish are designed to cover the substantive area of project management issues. The Exam Prep® part, conducted on materials in English, serves as technical preparation for the exam organised by PMI® and is mandatory for all participants who wish to obtain the certificate required by PMI®.

Only participation in 5 days of training (35 clock hours) entitles you to receive the special confirmation required for registration for the PMI® exam.

The detailed structure and scope of the training topics are presented later in the offer.

## TRAINING PROGRAM

### Module I – Project Management based on PMBoK®

1. Project management as a tool to realize organizational aims:
  - / Project and operation of an organization
  - / From a project to project portfolio
  - / Definition and a project, program and portfolio management,
  - / Directing a project
  
2. The structure of project management:
  - / Structure of project organisation and stakeholders, a definition of main project roles: project manager, members of steering committee, project assurance, project management office, project team members – their roles and responsibilities
  - / Project lifecycle according to *PMBOK® Guide*
  - / 'Common' project problems, why projects don't work and why systematic approach is needed in project management
  - / Sponsor in project
  
3. Project process groups according to *PMI®*:
  - / Integration management
  - / Scope management
  - / Time management
  - / Cost management
  - / Quality management
  - / Human resource management
  - / Communication management
  - / Risk management
  - / Procurement management
  - / Management project stakeholders (new area in the PMBoK® Guide)
  
4. Initiation of project and Sponsor's role in starting up project:
  - / Project aims: needs, argumentation, benefits, aims and SMART technique
  - / Project charter as a document defining a project
  - / Sponsor's role and tasks in starting up Project

## Module II – Exam Prep preparation in PMP®

- / Introduction to a training
- / Application for an examination
- / Integration management
- / Scope management
- / Time management
- / Cost management
- / Quality management
- / Resource management
- / Communications management
- / Risk management
- / Procurement management
- / Stakeholders management
- / Tips & Tricks
- / Mock exam checking a preparation level to an exam
- / Questions and discussion
- / Review of test's results
- / Preparing individual plan of a study

## METHODS AND BENEFITS FOR PARTICIPANTS

The program was prepared based on years of trainers experience in project management and individual development of Project Managers. The training is conducted in the form of a lecture, exercises and workshops and additionally also contains a lot of innovative teaching methods. Through detailed descriptions, many good advices and the final test, the training participants will be able to effectively prepare for an exam and complete it.

## BENEFITS

- / Support of the trainers with years of experience in the development of Project Managers,
- / getting to know of the key guidelines for learning and completing the exam,
- / getting to know the PMI® ethical code standard demanded on the examination,
- / Possibility to exchange experience during inspiring discussions

## KEYNOTE SPEAKER

**MACIEJ BODYCH, (MBA, PMP) Trainer**

Expert in project and project portfolio management. He leads IT and consulting projects and project office implementations. He has repeatedly taken part in assessing the project maturity of organisations (e.g. OPM3®, CMMI). He has been implementing project and project portfolio management IT systems in companies for many years.

Since 2003, he has been associated with the Project Management Institute (PMI®), where he served, inter alia, as the President of the Warsaw branch, the President of the Polish branch and the Chairman of the Association's Audit Committee. Since 2010 he has been working at PMI® headquarters (USA) as a mentor responsible for the Eastern European branches. He has been a certified PMP® since 2005. & North Thames members committee as well as a Member of South West Herts members branch.

## TRAINING DETAILS

<b>DURATION:</b>	5 live on-line training days
<b>DATE:</b>	Module I: 25-17.03.2024 Module II: 11-12.04.2024
<b>TIME:</b>	9:00 - 15:30
<b>LANGUAGE:</b>	Polish/English
<b>PLACE:</b>	Microsoft Teams platform
<b>PRICE:</b>	Modul 1 – 2 850 PLN net + VAT Modul 2 – 1 950 PLN net + VAT Total – 4 650 PLN net + VAT  For registration until 20 February 2024 / <b>10%</b> - individual discount / <b>15%</b> - group discount – 2 people or more

### Price includes

- / Study materials – containing all elements of the PMBoK® required for the exam,
- / PMBoK® in hard copy and Rita Mulcahy's book - „PMP® Exam Prep”, included only in the full training fee,
- / Consultation with the trainer in the techniques of knowledge assimilation,
- / Certificate of attendance for each participant.