

# The Solarity Group

Bright Ideas. Clear Solutions.



Description	<p>This course is specifically designed to assist students in preparing for the Project Management Professional exam, given by PMI<sup>®</sup>. This five-day course allows the student focused time to learn and to review the concepts and terms necessary to pass the PMP<sup>®</sup> exam. Included with the class are tips, tricks, and targeted materials that will assist the student in reviewing for and passing the exam. A complete PMP exam simulation at the end of the course helps students determine if they are ready to take the official exam, and gives them insight into specific areas they will need to study in order to succeed. Your instructor will provide you with an Individualized Study Plan with step-by-step instructions for preparing for and taking the exam, along with a recommended target date based on the results of your exam simulation.</p> <p>This course will also prepare students for the Certified Associate in Project Management (CAPM)<sup>®</sup> exam, which requires fewer hours of experience. See the FAQs below for more information.</p>
Length	5 days – <b>40 PDUs<sup>1</sup></b>
Prerequisites <i>See the FAQs below for more information.</i>	<ul style="list-style-type: none"> <li>• 4500 hours of PM experience<sup>2</sup> over the past eight years (for holders of a baccalaureate degree) <b>or</b>,</li> <li>• 7,500 hours of PM experience over the past eight years (for high school graduates)</li> </ul> <p><b>Recommended</b></p> <ul style="list-style-type: none"> <li>• Best Practices in Project Management</li> <li>• Intermediate Project Management</li> </ul>
Materials Included	<p><i>A complete package that provides all that you need to prepare for the course, and know that you are ready to pass the first time!</i></p> <ul style="list-style-type: none"> <li>• PMP<sup>®</sup> Exam Preparation study guide</li> <li>• Transcender PMP<sup>®</sup> Exam Simulation Software (three complete tests, option of checking your answers as you go, select only the questions that relate to areas on which you need work)</li> <li>• Condensed, highly effective study materials created by The Solarity Group to accelerate your understanding of the material needed on the exam.</li> <li>• Other materials included as described in the Rate section below</li> </ul>
Who Should Take This Course	<p>Professionals from any industry who wish to obtain the PMP certification. Professionals who wish to advance their knowledge of Project Management as defined by the Project Management Institute (PMI<sup>®</sup>).</p>
Solarity Guarantee Option	<p>The Solarity Group offers guarantees for students who follow the course's recommended techniques, insuring they will pass on the first exam. If they do not, The Solarity Group will pay for your retake, allow you to re-sit our course, and even refund the course fees if you do not pass consecutive exams.<sup>3</sup> See detailed options and pricing below.</p>

<sup>1</sup> Existing PMPs can take this course to obtain educational contact hours.

<sup>2</sup> Project Management (PM) Experience does not simply mean time spent in the role of Project Manager, but also to time spent working on projects as a team member, "directing and leading tasks."

<sup>3</sup> Available with the Premium package, and *a la carte*—see options below. Recommended techniques are outlined in an Individualized Study Plan (ISP) created for the student at the end of class.



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PMP<sup>®</sup> Exam Preparation

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# PMP® Exam Preparation

Rate	<p><b>Course Options</b></p> <ul style="list-style-type: none"><li>• <b>Basic Course: \$2,195</b><ul style="list-style-type: none"><li>○ 5 day course</li><li>○ PMP Exam Prep courseware (sent to student prior to course)</li><li>○ Solarity Study materials</li><li>○ PMP Practice exam (expires 30 days after registration)</li><li>○ Use of Application Preparation Spreadsheet</li></ul></li><li>• <b>Enhanced Course: \$2,495</b><ul style="list-style-type: none"><li>○ All Basic Course options</li><li>○ Individualized Study Plan (ISP) at end of course, provided by instructor outlining your readiness, and step-by-step guidance on what to do to pass the exam.</li><li>○ PMP Exam Prep flashcards (audio or spiral-bound)</li><li>○ Printed copy of the Guide to the Project Management Body of Knowledge (PMBOK®)</li><li>○ PMP Practice exam (expires 180 days after registration)</li><li>○ Pre-course webinar, with Application Assistance</li><li>○ 30 days of access to email assistance from an instructor from the first day of the course</li><li>○ Exam Pass Insurance for one retake available <i>a la carte</i> (see pricing below)</li></ul></li><li>• <b>Premium Course: \$2,995</b><ul style="list-style-type: none"><li>○ All Enhanced Course options</li><li>○ Course re-sit option (re-sit the class at no additional charge for up to six months)</li><li>○ PMP Practice exam (does not expire)</li><li>○ Exam Pass Insurance. If you do not pass the exam the first time following the ISP guidance, we will pay for the second and third exams. If you do not pass after three attempts, we will refund all of your course cost, excluding a \$750 materials and administration fee.</li></ul></li></ul> <p><b>A la carte pricing</b></p> <ul style="list-style-type: none"><li>• <b>Exam Pass Insurance:</b> available for an additional \$100. If you do not pass the exam the first time, following the guidance in our ISP, we will pay for your second exam (normally \$275 for PMI members). If you wish for us to cover the possibility of a third exam re-take, we will charge an additional \$100.</li><li>• <b>Course re-sit option:</b> Students use materials from their original class<ul style="list-style-type: none"><li>○ \$500 if you choose to re-sit the class within six months of your class</li><li>○ \$750 if you choose to re-sit the class between 7-12 months</li><li>○ \$1,000 if you choose to re-sit the class between 13-24 months</li><li>○ A 10% discount will be made available to prior students who retake the class after two years.</li></ul></li><li>• <b>Pre-course webinar with Application Assistance</b><ul style="list-style-type: none"><li>○ \$75 per student</li></ul></li><li>• <b>Instructor Coaching</b> (support from a certified PMP instructor)<ul style="list-style-type: none"><li>○ \$100: one hour of email/telephone</li><li>○ \$220: three hours of email/telephone</li><li>○ \$250: five hours of email/telephone</li><li>○ \$125: one hour of in-person coaching</li><li>○ \$300: three hours of in-person coaching</li><li>○ \$500: five hours of in-person coaching</li></ul></li></ul>
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# PMP® Exam Preparation

## PMP® Exam Preparation Course Objectives and Content

In this instructor-led course, the PMP® Exam Prep book is used as a guide. Students work through the material together as a class, using different modalities to help connect PMI® terminology and concepts with students' real world experiences. The course uses repetition and strategic exercises that will provide students with structured study materials that they can retain and review for use on the exam. The first four days cover the basic PM materials, and the fifth day is for final review and practice exams. Customized study recommendations are provided to each student in follow-up to the completed course.

### ***Objectives***

Students will understand

- The requirements for the PMP® credential, the application process, and learn about the exams, examples of their content, and how to study for them.
- Keys to answering PMI's® questions, tricks for exam-taking, practice and learning exercises are included.
- The PMBOK® Interpretation Matrix, Project Management Framework, Project Management Process
- The five Project Management Process Groups, and their key inputs and outputs.
- The nine Knowledge Areas of Project Management (Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement), and the processes related to each one, with their related inputs, tools & techniques, and outputs.
- Professional and Social Responsibility

Students will also have access to webinars that help them prepare their application for the PMP®, and other sessions devoted to review.

### ***Methodology***

For the delivery of this course, we will use the PMP® Exam Prep book as a guide. We work through the material together as a class using different modalities to help relate PMI® terminology and concepts with students' real world experience. We use repetition, and strategic exercises that will provide you with structured study materials that allow you to review and retain the information for use on the exam.

The first four days cover the basic PM material. The fifth day will cover any remaining material, and then go through a review session. In the afternoon, we simulate the PMP® Exam, which will give students a good understanding of what they need to continue to study before the actual exam.

Students who wish to re-sit the class may do so at a minimum cost (to cover facilities), providing space is available in the course.



# PMP® Exam Preparation

## *Schedule*

### **Day 1**

Introduction  
Understanding the Project Management Framework  
Understanding the Project Management Process  
Understanding Integration Management

### **Day 2**

Understanding Scope Management  
Understanding Time Management

### **Day 3**

Understanding Cost Management  
Understanding Quality Management

### **Day 4**

Understanding Risk Management  
Understanding Human Resource Management  
Understanding Communications Management

### **Day 5**

Understanding Procurement Management  
Understanding Professional Responsibility  
Complete any remaining sections, if necessary  
Review for PMP® Exam Simulation  
1:00-5:00 – PMP® Exam Simulation



## Frequently Asked Questions (FAQs)

### ***What is the Project Management Professional (PMP®) Credential?***

The Project Management Professional (PMP®) credential indicates that a Project Manager has experience, can pass a test of comprehensive Project Management knowledge, and has committed to an ethical code of conduct. Because of its rigor, it is one of the most highly-desired certifications in many industries (including government, IT, construction, and health care). This five-day course prepares you for taking the Project Management Professional certification test, and exceeds the 35 hours of formal project management training PMI® requires to take the PMP® exam. You will learn terminology, ways to approach the exam, and will take a full practice PMP® exam at the end of the week to learn what you need to focus on before taking the actual exam. See [http://www.pmi.org/info/PDC\\_PMP.asp](http://www.pmi.org/info/PDC_PMP.asp) for more information.

### ***What are the requirements to obtain the PMP® Credential?***

The PMP® requires that you have experience directing work on projects, whether that is work as an overall project manager or work that is assigned to you (such as creating a brochure, gathering requirements, or installing a server) to direct and lead.

PMP® Requirements for those with a Bachelor's Degree	PMP® Requirements for those with a High School Diploma or its equivalent
<ul style="list-style-type: none"><li>• 4,500 hours of Project experience</li><li>• Three years of PM experience over eight years.</li><li>• 35 hours of Project Management education.</li><li>• Pass a 200 question written exam</li></ul>	<ul style="list-style-type: none"><li>• 7,500 hours of project management experience</li><li>• Five years of PM experience within the past eight years</li><li>• 35 hours of Project Management education.</li><li>• Pass a 200 question written exam</li></ul>

### ***What if I don't meet the requirements to obtain the PMP®?***

This course will also prepare you for an exam that requires less experience. The **Certified Associate in Project Management (CAPM)** is a credential designed for people who have less experience in formal projects. This test consists of only 150 questions, and is a good stepping stone to the PMP®.



# PMP® Exam Preparation

CAPM Requirements for those with a Bachelor's Degree	CAPM Requirements for those with a High School Diploma or its equivalent
<ul style="list-style-type: none"><li>• 1,500 hours of Project Experience over two years.</li><li>• 23 hours of Project Management education.</li><li>• Pass a 150 question written exam</li></ul>	<ul style="list-style-type: none"><li>• 2,500 hours of project management experience over two years.</li><li>• 23 hours of Project Management education.</li><li>• Pass a 150 question written exam</li></ul>

## ***How do I apply for the PMP® exam?***

- Read the instructions in the in the PMP® Handbook (found at [http://www.pmi.org/info/PDC\\_PMPHandbook.pdf](http://www.pmi.org/info/PDC_PMPHandbook.pdf)).
- Document your project management experience according to the instructions. You should expect to spend anywhere between 5-40 hours documenting this information, depending on the number and complexity of the documentation.
- Submit your application at [www.pmi.org/CertApp](http://www.pmi.org/CertApp), even if you don't have all the requirements yet (e.g., education hours), you can start the application process, and come back to finish it later.
- Once your application is submitted and approved (which usually takes between 4-72 hours), you will receive an authorization code, which will allow you to sign on to the PMI® site and pay for your exam.
- You may be randomly selected for a verification audit. Your notification will come very shortly after you submit the application online. If selected, you must have your verification references sign forms, which you will need to submit along with a copy of your college transcripts (if applicable) and a certificate showing your educational hours.
- Contact a Prometric Learning Center ([www.2test.com](http://www.2test.com)) and schedule your exam.
- Once you complete the computer-based online exam at the center, you will know whether you passed or failed within a few minutes. If you fail, you can retake the exam two more times. If you fail all three times, you will need to wait for one year from the last exam to reschedule.

## ***How much does the exam cost and how much does it cost to join PMI®?***

- If you are a member of PMI®, the cost of the exam is \$405; otherwise the cost to take the PMP® exam is \$555—a difference of \$150.
- To join PMI® as of April 2007, you will need to pay a fee of \$119, with a first-time join fee of an additional \$10, bringing the total to \$129—it pays to join PMI® if you take the PMP® exam.

## ***How should I study for the PMP® exam?***

Here are some proven techniques that will help you to ensure that you pass the exam on the first try.

- Sign up for the PMP® Exam class. It is possible to study for the exam on your own, but you will be able to reduce your study time, and increase your chances of passing by taking this class with other people.
- Read through the [PMP® Exam Prep](#) book once before taking the PMP® Exam Prep class, and then at least once more after the class, for a total of three times.



# PMP® Exam Preparation

- Use the Hot Topics flashcards to review your knowledge.
- Skim through the Project Management Body of Knowledge, focusing on
  - the inputs, tools & techniques, and outputs for each knowledge area
  - the glossary, looking for unfamiliar terms, and learning them by going back to the section that covers them
  - the process information
- Create a study sheet on your own.
- Take the exam simulations, and then go through the answers when you've completed it. Read each explanation to understand why your answers were correct or incorrect.

## ***What materials do I need for the class?***

- You should receive the following items from the Learning Solutions department:
  - PMP® Exam Prep course book
  - Hot Topics flashcards
  - We will provide a notebook, index cards, highlighters, and study cards.
  - Please bring a pen, and dress in layers, as the temperature may vary in the room.
  - Do not bring a computer until the last day. During the class you will receive an exam simulation, which you will take on the last day of class. If you have a laptop, bring it on that day and we will install the PMP® Exam Simulation application for you (assuming you have rights to install software). We can provide instead a 180 license for a web-based exam simulation.
  - If you do not have a computer, let us know, and we will provide one for you.

## ***What should I do to prepare for the PMP® class?***

We highly recommend that students follow these steps before sitting the PMP® course.

- Completely read through the PMP® Exam Prep book at least once before the course.
- Work to set aside other activities for that week as much as possible. You will have long days and we will not be able to guarantee the passing of the PMP® exam if the students do not sit the entire class, and spend the appropriate time studying each night.
- Complete the online PMP® application as much as possible before taking the class so that they can schedule your exam soon after. Students can create a logon id and start the process by going to [www.pmi.org/CertApp](http://www.pmi.org/CertApp).
- Visit the PMP® Certification Site: [http://pmi.org/info/PDC\\_CertificationsOverview.asp?nav=0401](http://pmi.org/info/PDC_CertificationsOverview.asp?nav=0401) for more information about the exam.

## ***Now that I have my PMP®, what's next?***

In order to maintain your PMP® credential, you will need to obtain 60 Professional Development Units (PDUs) within a three year period. You obtain these PDUs from doing project work, attending meetings, presenting project-related speeches and workshops, and attending continuing education. For more information, see the Continuing Certification Requirements information at [http://pmi.org/prod/groups/public/documents/info/pdc\\_pmpccr.asp](http://pmi.org/prod/groups/public/documents/info/pdc_pmpccr.asp).

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