



# Vets2PM PMP®/CAPM® Boot Camp

## Course Syllabus

### COURSE SUMMARY

This 35-hour course prepares clients to pass the PMP®/ CAPM® Exam, enter the field of project management, and use proven project management methodologies and processes in any industry.

We use parallel military and civilian project examples, analogies, and terminology to solidify understanding of how to answer behavioral-based PMI exam questions. This course fulfills the PMI requirement for 35 education contact hours.

Our training is specifically designed with the military Member, Veteran, or Retiree in mind. Although most Veterans have a significant amount of project management experience from military service, the disciplined methodology used in effective civilian project management is quite different. This presents the opportunity for us to provide a unique program instructing *by Veterans, for Veterans*, that ensures all necessary connections between personal military experience and the civilian PM career field, are effectively made. The ultimate goals of this course are for you to gain the PMP® and/or CAPM® credential, increase your competitiveness for Project Manager positions, and enhance your ability to positively impact organizational projects.

This course will help clients develop:

1. The practical ability to use the *PMBOK® Guide* on projects and the PMP®/ CAPM® Exam;
2. An understanding of key project management-related concepts, terms, and formulas;
3. Proven, expert exam-preparation and exam-taking skills.

### COURSE MATERIALS

Vets2PM uses the Guide to the Project Management Body of Knowledge (PMBOK Guide).

Clients are provided with full-color, downloadable client guides which are available in the Vets2PM Student Portal. Additionally, Vets2PM provides all learning content, live online classes, and on-demand online classes available to members for an entire year.

The following content is available in the Vets2PM Student Portal:

1. Access to all upcoming, online PMP®/ CAPM® Boot Camp courses
2. Access to all on-demand, online PMP®/ CAPM® Boot Camp courses
3. Digital Client Guide

4. Digital Study Plan
5. Digital PMP®/ CAPM® conceptual presentation (“Snapshots”), and much more!

## Vets2PM PMP®/ CAPM® BOOT CAMP COURSE OUTLINE

(Exact course execution may vary depending on circumstances; variations will be announced)

### Live Online

#### Session 1

- Introduction/Course Overview
- Exam Overview
- PMI Application
- Project Management Fundamentals & Framework

#### Session 2

- Review
- Project Environments
- Role of the Project Manager
- Social & Professional Responsibility
- Project Integration Management

#### Session 3

- Review
- Project Stakeholder Management
- Project Scope Management

#### Session 4

- Review
- Project Schedule Management

#### Session 5

- Review
- Project Cost Management

#### Session 6

- Review
- Project Quality Management
- Project Resource Management

#### Session 7

- Review
- Project Communications Management
- Project Risk Management

#### Session 8

- Review
- Project Procurement Management
- Knowledge Area Review

#### Session 9

- Review

- Course Review (*Tabletop Final Exercises*)
- Branding & LinkedIn
- Class Photo
- Farewell

### Live Onsite

#### Day 1

- Introduction/Course Overview
- Exam Overview
- PMI Application
- Project Management Fundamentals & Framework
- Project Environments
- Role of the Project Manager
- Social & Professional Responsibility

#### Day 2

- Review
- Project Integration Management
- Project Stakeholder Management
- Project Scope Management

#### Day 3

- Review
- Project Schedule Management
- Project Cost Management

#### Day 4

- Review
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management

#### Day 5

- Review
- Project Procurement Management
- Course Review (*Tabletop Final Exercise*)
- Branding & LinkedIn
- Class Photo
- Farewell

## COURSE FEATURES

### Full Package

- 35+ hours of instructor-led live onsite/live online, or on-demand self-paced training
- *PMBOK Guide (current edition)*

- PMI application education (each client will be prepared to submit a PMI-acceptable application using our application translator)
- Full color client guides
- Downloadable templates of project management plan components and project documents
- Hands-on exercises to deliver and reinforce Earned Value Management problem solving
- Parallel military/civilian project examples
- Proven, 30-day study plan
- 1-year access to the Vets2PM Student Portal and all associated content
- 1-year access to all instructor-led live onsite/live online, or on-demand self-paced training
- 1 year of individual or group PMP®/ CAPM® Exam coaching/military transition mentoring
- Lifetime membership to the *Vets2PM Alumni* LinkedIn networking group
- Fulfills 35-hour requirement needed for PMP®/ CAPM® application through PMI
- Professionally written, 2-page, project management-oriented, executive resumé
- 4-hour Interview Skills Workshop, including 2 post-interview debriefs
- Lifetime position placement assistance with Fortune 500 companies to include secure, online posting of your resumé to our extensive network of Employer Partners

## 1-YEAR COURSE GUARANTEE

This course may be taken as many times as desired within 1 year from registration date, onsite or online!

## TO SUCCESSFULLY PASS YOUR PMP®/CAPM® AND BE PLACED AS A PM;

Each Client **must**:

1. Read the PMBOK® Guide cover-to-cover (1) time;
2. Read the PMBOK® Guide Glossary a minimum of (3) times;
3. Know Table 1-4 (p. 25 of the PMBOK® Guide (6th Ed.)) accurately;
4. Know the EVM formulas found on Table 7-1 (p. 267 of the PMBOK® Guide (6th Ed.));
5. Review a minimum of 3,000 exam questions;
6. Achieve a minimum score of 75% on PM PrepCast (OSP International LLC) practice exams
7. Take a minimum of (2) 4-hour, 200-question practice exams to determine fatigue/bathroom/snack-break points, and determine a baseline of knowledge; focus on time hacks and mental thresholds, as they are key.

First attempt failure is a **real** possibility on the PMP®/ CAPM® Exam, and we have found from training hundreds of clients that those who meet these benchmarks tend to succeed. Period.

Train as you Fight, and Fight to Win. Wheels Up!

**/s/** The Vets2PM Team