

June 2009

Cheetah Exam Prep[®]

For the PMP[®]

Course Syllabus

PMBOK[®] Guide—Fourth Edition



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CHEETAH EXAM PREP® FOR THE PMP®

The PM Profession's Most Talked About PMP Course ...

“I feel calling your offering a PMP Prep Course is a misnomer. Other courses are prep courses. They spend a couple of days going over WHAT you need to know to sit for the test. Then, you’re on your own. To study, to register, to pass alone. The Cheetah course is different. It isn’t a course, it’s a vehicle—destination PMP. Thanks again for all the support and encouragement. I couldn’t have done it without you guys. You were GREAT!!!!”

Ray Strano, PMP, RCDD Verizon

“... not only were we confident to take the exam, but felt we knew the subject matter and could become effective Project Management Professionals.”

Robert Torres, PMP

“Once again, thank you for putting together a TURBO session. It will be a long time before I forget this experience, perhaps never.”

M. Lakhany, PMP

“Thanks so much for one of the most positive learning experiences of my life.”

Brian Chalhoub, PMP



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INTRODUCTION

We are Cheetah Learning, the industry's recognized leader in providing the most time and cost efficient way for people to take *and pass* PMI's Project Management Professional (PMP) Certification Exam. Our Cheetah Exam Prep® for the PMP® Course fully prepares qualified PMP candidates to pass the exam in just four days of intense immersion with a carefully structured accelerated learning program.

We use proven accelerated adult learning techniques to effectively condense 180 hours of traditional study into a unique four-day learning experience. We run most programs Monday through Thursday coaching candidates through the Cheetah Accelerated Exam Learning Modules. Candidates are encouraged to take the PMP exam on Friday (or the day following their last day of class).

Passing is **GUARANTEED!** We assume the risk.

We offer the Cheetah Exam Prep® for the PMP® Course numerous times monthly through public classes in major cities throughout the world. We also offer the program in-house to organizations who may have the need to prepare a group of project managers to pass the certification exam.

Cheetah Learning is a PMI Registered Education Provider and is also a member of International Association of Continuing Education and Training (IACET) who has approved our organization to offer Continuing Education Units (CEUs). Additionally, the Cheetah Exam Prep® for the PMP® Classroom Course has been reviewed by the American Council on Education (ACE) and ACE has recommended 3 college credit hours for successful completion of the course.

BACKGROUND AND DESCRIPTION

Our accelerated learning course development specialists partnered with content specialists in the PMP certification exam to develop the Cheetah Exam Prep® for the PMP®. During a six month period in 2001, we developed and tested this rapid approach to preparing for and passing the PMP exam.

We incorporate well proven accelerated learning and memorization techniques that allow candidates to master the entire Project Management curriculum in just four days of immersion training. This includes all of the project management material need to pass the PMP Exam ... 381 key definitions, 42 project management processes, multiple sets of Inputs, Tools & Techniques and Outputs ... everything. The learning techniques ensure a practical hands-on working knowledge of the materials and all the information is taught to ensure long-term retention. To achieve the results, we use highly innovative psychoacoustic technology, visual memorization techniques, color recognition, physical conditioning, and multiple intelligences.



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This program is intense, but it's also a lot of fun and stress-free. We structure the four day event to include plenty of break time that includes stress reduction methods which also serve to keep everyone focused, alert, energetic and positive throughout the entire four days. Many people report on Friday that they have never felt better. We run the course nine-hours each day, Monday through Thursday with some homework assignments each night. We arrange nutritious and healthy meals throughout the day that also serve to improve focus and concentration.

Candidates and Cheetah PMP coaches all work together Monday through Thursday. In most circumstances, we limit the class size to under 25 participants to allow plenty of individualized attention. Cheetah Learning facilitators become *personal trainers* for the entire week. Then on Friday morning, candidates actually take the PMP Exam at a local testing center where they had scheduled their test. Candidates remain focused on the Exam. Friday afternoon, candidates become PMP certified. We guarantee it.

PMI has a prerequisite that candidates taking the PMP exam have 35 hours of project management training prior to filing their eligibility application as well as meet guidelines for project management experience. See the full requirements at <http://www.pmi.org>.

PUBLIC CLASSES

We offer the program numerous times monthly in various cities throughout the world. You can register for one of the programs at www.cheetahlearning.com.

IN-HOUSE CLASSES

If you have a group of project managers who need to pass the PMP Exam contact us directly to schedule an in-house program—888-659-2013.

TUITION

Tuition includes all class materials, equipment, snacks and lunch. This price represents very high value. Consider that candidates are spending just one week to complete *all* exam preparation work, including the actual exam. When you factor-in the cost of study materials, class fees and study hours, other exam preparation options are considerably more costly and time consuming. This program is the most time and cost efficient path towards PMP Certification.



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We Guarantee You Will Pass

The Cheetah Exam Prep® for the PMP® classroom program works very well for most people. We guarantee that you will pass the PMP exam after participating in our accelerated PMP exam preparation program provided you come to class pre-approved by PMI to take your exam, have your memory map memorized and participate in all parts of the program. While most people take the exam on the next day after their four day class, you must take the exam within one week* (7 calendar days) of completing the course. If you do not pass the PMP exam, your instructor will create a personalized coaching program to help you shore up your weak areas and will guide you through the process of rescheduling your exam. The second exam must be taken within 30 days of the first exam. If you need to test for a third time, that test must be taken within 30 days of the second exam. We reimburse you the PMI Member cost of \$275.00 USD to retake the exam up to two times. In the event you do not pass the PMP exam after the third attempt, we will fully refund the fee you paid us to take the course upon request.

*In some regions of the world outside of the US, the Prometric Testing Center near the course may not have adequate space to accommodate all our students within seven (7) days of taking the PMP course. In these situations, we allow our students 15 days to take the exam.

35 Hours of Training Needed for Eligibility

The only pre-requisite is you have your PMI® eligibility letter to sit for the exam. This is an intense week of training, so you have to be prepared to completely immerse yourself in the program to be sure you can pass the exam. Candidates applying for the Project Management Professional credential exam must show that they have 35 contact hours of project management education. Included with your paid registration is a 35 hour online PM Basics Course that when successfully completed can be used to satisfy PMI's required 35 hours of PM training prior to applying to take the PMP exam, if you need it. Our online PM Basics class can easily be completed in less than a week. You do the activities as a normal part of your day-to-day life and upon successful completion (awarded a course completion certificate) submit your online application with PMI.

The Ultimate in Risk-Free, Time Efficient Certification Prep

Cheetah Exam Prep® for the PMP® was developed by leaders in accelerated learning, memory and instant recall, along with Project Management professionals. The pre-exam coaching, online course orientation class, and Cheetah's SmartStart™ Guide for the PMP® teach you what you need to know and do to get ready for the exam. And with your coach's input before and during the course, you are fully prepared to take the PMP exam. Our course is an intensive four day immersion approach that ensures you are ready to pass PMI's PMP exam on the fifth day, when you should have your test scheduled at the Prometric Testing Center.

Commitment to Our Students

We reimburse the PMI member cost of the exam two additional times because we're confident that our Cheetah Exam Prep® for the PMP® course thoroughly prepares you to successfully sit for the PMP certification exam. It's our sincere goal to help people become PMP certified, and we stand by our students in their PMP certification pursuit.

Online Course

We also offer a version of the classroom course online. For more information visit:

<http://www.cheetahlearning.com>.



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THE PROGRAM

DAY 1

- PROGRAM INTRODUCTION
- BASELINE EXAM
- EXAM ACCELERATOR MODULE 1
 - ⇒ Exam Taking Strategies and Memory Mapping Exercise
Equations, Mnemonics, Processes
- EXAM ACCELERATOR MODULE 2
 - ⇒ High-Level Project Management Concepts
- EXAM ACCELERATOR MODULE 3
 - ⇒ Introduction to Mind Mapping Techniques
 - ⇒ Project Management Framework Mind Mapping Exercise
 - Introduction to *A Guide to the Project Management Body of Knowledge*
 - Projects
 - Project Management
 - Relationships to Other Management Disciplines
 - Areas of Expertise
 - Project Management Context
 - Project Life-Cycle
 - Projects vs. Operational Work
 - Stakeholders
 - Organizational Influences on Project Management
 - PMO Office
 - Socioeconomic Influences
 - Project Management Processes
 - Project Processes
 - Process Groups
 - Process Interactions
 - ⇒ Subsidiary Mind Mapping Exercise - Project Management Framework
 - ⇒ Introduction to Cheetah COOP Learning Techniques
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Management Framework



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- EXAM ACCELERATOR MODULE 4
 - ⇒ *Alpha Accelerator* Exercise: Key Project Management Terminology
- EXAM ACCELERATOR MODULE 5
 - ⇒ Project Integration Management Mind Mapping Exercise
 - Develop Project Charter
 - Develop Project Management Plan
 - Direct and Manage Project Execution
 - Monitor and Control Project Work
 - Perform Integrated Change Control
 - Close Project or Phase
 - ⇒ Subsidiary Mind Mapping Exercise - Project Integration Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Integration Management
- EXAM ACCELERATOR MODULE 6
 - ⇒ Project Scope Management Mind Mapping Exercise
 - Collect Requirements
 - Define Scope
 - Create WBS
 - Verify Scope
 - Control Scope
 - ⇒ Subsidiary Mind Mapping Exercise - Project Scope Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Scope Management
- EXAM ACCELERATOR MODULE 7
 - ⇒ Day 1 Evening Assignments
 - Mind Map Review
 - Cheetah Sheet Memorization
 - Physical Exercise
 - Alpha Accelerator Exercise



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DAY 2

- DAY 2 BASELINE EXAM
- EXAM ACCELERATOR MODULE 8
 - ⇒ Project Time Management Mind Mapping Exercise
 - Define Activities
 - Sequence Activities
 - Estimate Activity Resources
 - Estimate Activity Durations
 - Develop Schedule
 - Control Schedule
 - ⇒ Subsidiary Mind Mapping Exercise - Project Time Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Time Management
- EXAM ACCELERATOR MODULE 9
 - ⇒ Project Cost Management Mind Mapping Exercise
 - Estimate Costs
 - Determine Budget
 - Control Costs
 - ⇒ Subsidiary Mind Mapping Exercise - Project Cost Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Cost Management
- EXAM ACCELERATOR MODULE 10
 - ⇒ Project Quality Management Mind Mapping Exercise
 - Plan Quality
 - Perform Quality Assurance
 - Perform Quality Control
 - ⇒ Subsidiary Mind Mapping Exercise - Project Quality Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Quality Management
- EXAM ACCELERATOR MODULE 11
 - ⇒ Day 2 Evening Assignments
 - Mind Map Review
 - Cheetah Sheet Memorization
 - Physical Exercise
 - Alpha Accelerator Exercise



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DAY 3

- DAY 3 BASELINE EXAM
- EXAM ACCELERATOR MODULE 12
 - ⇒ Project Human Resource Management Mind Mapping Exercise
 - Develop Human Resource Plan
 - Acquire Project Team
 - Develop Project Team
 - Manage Project Team
 - ⇒ Subsidiary Mind Mapping Exercise - Project Human Resource Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Human Resource Management
- EXAM ACCELERATOR MODULE 13
 - ⇒ Project Communications Management Mind Mapping Exercise
 - Identify Stakeholders
 - Plan Communications
 - Distribute Information
 - Manage Stakeholder Expectations
 - Report Performance
 - ⇒ Subsidiary Mind Mapping Exercise - Project Communications Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Communications Management
- EXAM ACCELERATOR MODULE 14
 - ⇒ Project Risk Management Mind Mapping Exercise
 - Plan Risk Management
 - Identify Risks
 - Perform Qualitative Risk Analysis
 - Perform Quantitative Risk Analysis
 - Plan Risk Responses
 - Monitor and Control Risks
 - ⇒ Subsidiary Mind Mapping Exercise - Project Risk Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Risk Management



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- EXAM ACCELERATOR MODULE 15
 - ⇒ *Alpha Accelerator* Exercise: Key Project Management Terminology
- EXAM ACCELERATOR MODULE 16
 - ⇒ Day 3 Evening Assignments
 - Mind Map Review
 - Cheetah Sheet Memorization
 - Physical Exercise
 - Alpha Accelerator Exercise

DAY 4

- DAY 4 BASELINE EXAM
- EXAM ACCELERATOR MODULE 17
 - ⇒ Project Procurement Management Mind Mapping Exercise
 - Plan Procurements
 - Conduct Procurements
 - Administer Procurements
 - Close Procurements
 - ⇒ Subsidiary Mind Mapping Exercise - Project Procurement Management
 - ⇒ Cheetah Facilitated COOP Learning Exercises - Project Procurement Management
- EXAM ACCELERATOR MODULE 18
 - ⇒ Professional Responsibility Review PMI Code of Ethics and Professional Conduct
 - ⇒ Cheetah Facilitated COP Learning Exercise—Professional Responsibility
- EXAM ACCELERATOR MODULE 19
 - ⇒ Individual coaching sessions and review for in class final exam dress rehearsal.
- EXAM ACCELERATOR MODULE 20
 - ⇒ Final Exam Dress Rehearsal
- EXAM ACCELERATOR MODULE 21
 - ⇒ Final Preparation



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- EXAM ACCELERATOR MODULE 22
 - ⇒ Day 4 Evening Assignments
 - Relax
 - Physical Exercise
 - Optional *Alpha Accelerator* Exercise

Important Notes

We include all topics essential to pass the PMP Exam. In addition to *PMBOK® Guide* concepts and standards, the candidates do extensive practice with the following topics:

- Earned Value Analysis
- Network Diagramming
- Project Scheduling
- General Management Practices
- Change Control Systems
- Work Authorization Systems
- Work Breakdown Structure
- Strategic Business Planning
- Task Interdependencies
- Project Management Acronyms and Definitions
- Communications Management
- Estimating (time, cost, resources)
- General Accounting Standards
- Quality Control Tools
- Motivation Theory
- Conflict Management
- Cultural Factors
- PMP Professional Responsibility
- Contract Administration
- Risk Management
- Procurement Management
- Professional Responsibility
- Project Management Lexicon

During the program, each student completes over 550 sample PMP Exam questions, that closely simulate the actual exam experience.



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| | DAY 1 | DAY 2 | DAY 3 | DAY 4 |
|------|----------------------------------|--------------------------|--------------------------------|---------------------------------------------------|
| 0800 | Introductions Baseline Exam | Day 2 Baseline Exam | Day 3 Baseline Exam | Day 4 Baseline Exam (extended) |
| 0900 | Cheetah Sheet Exam Strategies | PM Time Management | PM HR Management | PM Professional Responsibility Management |
| 1000 | PM Concepts PMBOK Intro | PM Time Management | PM HR Management | Self-Study Prep for final exam |
| 1100 | PM Context PM Processes | PM Time Management | PM Communication Management | PM Definitions |
| 1200 | Lunch | Lunch | Lunch | Lunch |
| 1300 | PM Integration Management | PM Cost Management | PM Risk Management | PM Exam Prep Individual review and coaching |
| 1400 | Pm Integration Management | PM Cost Management | PM Risk Management | Final Baseline Exam |
| 1500 | Alpha Accelerator | PM Cost Management | Alpha Accelerator | Final Baseline Exam |
| 1600 | PM Scope Management | PM Quality Management | PM Procurement Management | Final Baseline Exam |
| 1700 | PM Scope Management | PM Quality Management | PM Procurement Management | Final Preparation |
| 1800 | Wrap Up | Wrap Up | Wrap Up | Wrap Up |
| 1900 | Evening Exercises | Evening Exercises | Evening Exercises | Night Off |
| 2000 | Evening Exercises | Evening Exercises | Evening Exercises | Night Off |
| 2100 | Evening Exercises | Evening Exercises | Evening Exercises | Night Off |
| 2200 | | | | |

For more assistance contact the Cheetah PMP
Career Counselor - rita.soto@cheetahlearning.com

We offer group pricing for ten or more people.

Cheetah Gives You the Best Chance to Pass the PMP Exam, FAST