



التحضير لشهادة PMP: إتقان عمليات إدارة المشاريع ومعايير PMI



**AGILE LEADERS**  
Training Center

## التحضير لشهادة PMP: إتقان عمليات إدارة المشاريع ومعايير PMI

### Course Overview:

This course is designed for professionals aiming to become certified Project Management Professionals PMP and excel in project leadership using PMI standards. It provides a full journey through the project life cycle—from initiation to closing—based on the PMBOK Guide and the latest practices in PMP exam prep. Through real-world applications and mock exam simulations, participants will gain deep knowledge of project integration, scope, time, cost, quality, risk, procurement, stakeholder, and resource management. Key terms such as PMP certification, PMP course, PMP exam prep, PMI certification, and project management course are covered thoroughly. Learners will leave the course equipped not just for the exam, but for effective and professional project delivery across any industry.

### Target Audience:

- Project Managers and Coordinators
- Team Leaders and Supervisors
- Engineers transitioning into project roles
- Business Analysts
- IT and Software Project Leads
- PMO team members preparing for the PMP exam

### Targeted Organizational Departments:

- Project Management Office PMO
- IT and Systems Development
- Operations and Supply Chain
- Engineering and Construction
- Finance and Strategy Units
- Risk and Compliance Teams

### Targeted Industries:

- Engineering and Construction
- Information Technology
- Energy and Utilities
- Public Sector and Government
- Financial and Banking Institutions
- Healthcare and Pharmaceuticals

## Course Offerings:

By the end of this course, participants will be able to:

- Apply project management concepts aligned with PMI and the PMBOK Guide
- Use tools like WBS, risk registers, and cost estimation models
- Prepare scope, schedule, and cost baselines for projects
- Perform earned value analysis and performance monitoring
- Lead project teams and manage stakeholder expectations
- Navigate professional responsibility in global project environments
- Confidently sit for and pass the PMP certification exam

## Training Methodology:

This training combines instructor-led discussions, real-life case studies, collaborative workshops, and PMP exam-simulations. Participants will analyze complex project scenarios, solve planning and risk problems, and apply PMI aligned tools and templates. Interactive sessions, group feedback, and reflective debriefs ensure active learning. Each module uses PMI PMBOK terminology and practices to match what candidates will encounter in the PMP exam, making the course both practical and exam-focused.

## Course Toolbox:

- Digital course workbook aligned to the PMBOK Guide
- WBS templates and risk register samples
- Schedule and budget estimation worksheets
- Glossary of PMP terms
- PMP exam simulator access with mock questions
- Study plan template
- Case-based exercises and role-play activities

## Course Agenda:

### Day 1: Foundations of Project Management & Initiation

- What is a Project? Concepts, Stakeholders, and Organizational Structures **Topic 1:**
- Project Management Framework and Process Groups **Topic 2:**
- Understanding PMI Standards and PMP Certification Path **Topic 3:**
- Creating the Project Charter **Topic 4:**
- Conducting Stakeholder Analysis and Engagement Strategies **Topic 5:**
- Defining Constraints, Assumptions, and Preliminary Scope Statement **Topic 6:**
- Initiating projects effectively using PMI standards **Reflection & Review:**

## Day 2: Scope, Time & Cost Planning

- Developing the Project Scope Statement Topic 1: •
- Creating the Work Breakdown Structure WBS Topic 2: •
- Activity Definition and Sequencing Topic 3: •
- Estimating Activity Durations and Resources Topic 4: •
- Developing the Project Schedule using Network Diagrams Topic 5: •
- Estimating Costs and Developing the Project Budget Topic 6: •
- Linking scope, time, and cost into a cohesive project plan Reflection & Review: •

## Day 3: Quality, Human Resources & Risk Planning

- Planning for Quality and Identifying Quality Metrics Topic 1: •
- Developing the Human Resource Plan and Defining Roles Topic 2: •
- Building and Managing Project Teams Topic 3: •
- Identifying Project Risks and Qualitative Risk Analysis Topic 4: •
- Quantitative Risk Analysis and Risk Response Planning Topic 5: •
- Procurement Planning and Contract Types Topic 6: •
- Managing risk, teams, and quality within planning processes Reflection & Review: •

## Day 4: Project Execution, Communication & Stakeholder Management

- Direct and Manage Project Work Topic 1: •
- Acquire and Develop the Project Team Topic 2: •
- Manage Communications and Information Distribution Topic 3: •
- Perform Quality Assurance during Execution Topic 4: •
- Engage Stakeholders and Manage Expectations Topic 5: •
- Professional and Social Responsibility Code of Ethics Topic 6: •
- Executing projects with integrity, quality, and clear communication Reflection & Review: •

## Day 5: Monitoring, Controlling & Closing the Project

- Measuring and Controlling Project Performance EV, SPI, CPI Topic 1: •
- Integrated Change Control and Scope Verification Topic 2: •
- Controlling Costs and Schedules Topic 3: •
- Administering Contracts and Closing Procurements Topic 4: •
- Formal Project Closure and Lessons Learned Topic 5: •
- PMP Exam Simulation and Test-Taking Strategies Topic 6: •
- Ensuring control and successful closure of the project lifecycle Reflection & Review: •

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

Participants should ideally have 3 to 5 years of project-related experience and must have completed 35 hours of formal project management education. Basic knowledge of project concepts is helpful.

How long is each day's session, and is there a total number of hours required for the entire course?

Each session lasts 4 to 5 hours with interactive segments and breaks. The full course covers approximately 25 instructional hours over five days.

What's the difference between a scope statement and WBS in project planning?

The scope statement outlines the high-level deliverables and objectives, while the WBS breaks those deliverables into actionable, measurable work packages for cost and schedule estimation.

### How This Course is Different from Other PMP Certification Prep Courses:

Unlike typical PMP prep courses that focus solely on passing the exam, this program bridges theory and practice. It provides real-world scenarios, team simulations, and project templates used by actual professionals. It incorporates PMI's knowledge areas with case-based application, stakeholder engagement strategies, and risk response planning workshops. Participants also gain a structured study plan, mock exams, and expert coaching. This results in deeper comprehension, confident test-taking, and readiness to apply PMP principles in real business contexts.

## فئات الدورات التدريبية

|                                                    |                                                     |
|----------------------------------------------------|-----------------------------------------------------|
| الدورات التدريبية في مجال البيئة والاستدامة        | دورات إدارة الجودة وتطوير العمليات                  |
| دورات إدارة و تحليل البيانات ودورات علم البيانات   | دورات إدارة و تطوير الموارد البشرية                 |
| دورات الذهن السيرياني ودورات تقنية المعلومات       | دورات الاتصال الجماهيري و السياسات والعلاقات العامة |
| دورات التدريب القانوني والهشتريرات والتعاقدات      | دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات |
| دورات الحوكمة وإدارة المخاطر والامتثال             | دورات السكرتارية و إدارة المكاتب                    |
| دورات الصحة والسلامة والذهن المهني                 | دورات الصيانة ودورات المجالات الهندسية المتنوعة     |
| دورات المحاسبة و التهويل و دورات الإدارة المالية   | دورات المهارات الشخصية وتطوير الذات                 |
| دورات في مجالات القيادة والإدارة                   | دورات معتمدة من قبل هيئات دولية                     |
| دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقية |                                                     |



## معدن التدريب

|                                      |                                         |                                    |
|--------------------------------------|-----------------------------------------|------------------------------------|
| أكرا<br>غانا                         | أثينا<br>اليونان                        | أبوظبي<br>الإمارات العربية المتحدة |
| الجبيل<br>المملكة العربية السعودية   | استنبول<br>تركيا                        | أهستردام<br>هولندا                 |
| الرياض<br>المملكة العربية السعودية   | الدوحة<br>قطر                           | الدار البيضاء<br>المغرب            |
| المنامة<br>مملكة البحرين             | الكويت<br>الكويت                        | القاهرة<br>مصر                     |
| بانكوك<br>تايلند                     | باكو<br>أذربيجان                        | باريس<br>فرنسا                     |
| برلين<br>ألمانيا                     | برشلونة<br>إسبانيا                      | براغ<br>جمهورية التشيك             |
| تيليسي<br>جورجيا                     | بوكيت<br>تايلاند                        | بورتو<br>البرتغال                  |
| جنيف<br>سويسرا                       | جاكارتا<br>جمهورية إندونيسيا            | تورنتو<br>كندا                     |
| روما<br>إيطاليا                      | دبي<br>الإمارات العربية المتحدة         | جوهانسبرغ<br>جنوب أفريقيا          |
| سنغافورة<br>سنغافورة                 | سان دييغو<br>الولايات المتحدة الأمريكية | زنجرار<br>تنزانيا                  |
| شيكاغو<br>الولايات المتحدة الأمريكية | شرم الشيخ<br>مصر                        | سيول<br>كوريا الجنوبية             |
| طوكيو<br>اليابان                     | طشقند<br>أوزبكستان                      | طرابزون<br>تركيا                   |
| فرانكفورت<br>ألمانيا                 | عن بعد<br>منصة زووم                     | عمان<br>المملكة الأردنية الهاشمية  |



## مدن التدريب

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|--------------------------|---------------------------------------|--------------------|
| كيب تاون<br>جنوب افريقيا | كوالالمبور<br>ماليزيا                 | فيينا<br>النمسا    |
| لندن<br>المملكة المتحدة  | لشبونة<br>البرتغال                    | لانكاوي<br>ماليزيا |
| مسقط<br>سلطنة عمان       | هدريد<br>اسبانيا                      | ماربيا<br>اسبانيا  |
| ميونخ<br>ألمانيا         | ميلان<br>إيطاليا                      | مونترو<br>سويسرا   |
|                          | نيويورك<br>الولايات المتحدة الأمريكية | نيروبي<br>كينيا    |