



## PMI<sup>®</sup> PMP CERTIFICATION PREPARATION

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## WHO AND WHAT IS PROPM-P?

proPM-P is a consortium of three Swiss companies, [GAF](#) - [STS](#) - [VIRAK](#), who bring extensive experience in training, developing and coaching project managers and teams. They have pooled their competencies and resources to offer project managers the best preparation for this demanding exam. We are proud to announce that through our consortium, proPM-P are authorized to deliver PMI's official "PMI® Authorized PMP® Exam Prep" which was developed for the new ATP program.

## YOUR JOURNEY TOWARDS PMP® CERTIFICATION



Preparing for the PMP® certification exam is becoming more challenging. The majority of questions are situational and require an in-depth understanding of the challenges a project manager is likely to face. Even though the PMI® ATP material is extremely comprehensive, on its own it will not enable you to pass this exam.

2021-02

## WHAT PROPM-P OFFER

ProPM-P has created an innovative and creative approach to preparing you. While strictly covering all the [ECO](#) (exam content outline) and reflecting the entire PMI® ATP material, our extremely experienced, certified instructors facilitate class discussions, activities and use case studies to bring the material to life in real project environments. Our training courses are supplemented with extensive e-learning modules. Our courses also include access to a world-leading exam simulation tool – X-AM which includes about 1400 test questions. Of course, our trainers support you until you have passed the exam successfully.

## PUBLIC OR COMPANY-SPECIFIC DELIVERIES

proPM-P provide regularly scheduled public training courses in both Zurich and Geneva. These training courses are normally delivered in two sessions each of two days separated by 3 or 4 weeks. This structure gives participants the time to absorb what they have learned and to begin work with the e-learning tools provided.

proPM-P also provides in-company training solutions. This approach has the added value of scheduling training to meet company requirements and to integrate company-specific methodologies into the training material and classroom discussions.

In both cases, taking into account social distancing restrictions in force, virtual on-line solutions are available. Please consult our website for the latest dates and formats.

## OUR TRAINERS

Our trainers are what make proPM-P special. Between them, they have helped thousands of project managers on their journey to this valuable certification. Feedback from participants repeatedly comment on our instructors' ability to bring this subject to life and to praise their personal accessibility to accompany students until they gain their certification.

Our instructors are PMI® certified trainers within the ATP program. They bring along extensive experience in project management and are accomplished trainers. You can find out more about them on our website <http://propm-p.com/About Us> or consult their LinkedIn profiles here.

- [Anders Pedersen](#)



- [Steven Sloan](#)



## OUR TRAINING APPROACH



Our PMP® training fully covers all topics defined by the PMI® Exam Content Outline [Exam Content Outline](#) and all the lesson contents included in the official “PMI® Authorized PMP® Exam Prep”.

During our training courses, our objective is to not only introduce you to the PMI® standard but also to discuss its application and reasoning with the help of examples, exercises, and case studies. Our trainers emphasize the application of the concepts in practice and make sure that they are well understood by explaining them in real-life contexts. This is critically important to prepare students for the type of situational questions they will find in the PMP® certification exam.

The training is held in English, the trainers speak French and/or German.

## BLENDED LEARNING

proPM-P has a unique solution which combines live training sessions with complementary e-learning modules. These self-paced modules will reinforce important project management topics including Agile. Participants should expect to make a considerable personal investment to prepare for this exam.



All proPM-P participants also get access to our X-AM tool - an online exam simulator which helps candidates -

- to **learn**, consolidate and revise subject matter by answering questions and reviewing explanations;
- to **evaluate** their knowledge level and to follow their progression by means of statistically stored performance measurement;
- to **practice** for the exam under close-to-real conditions.

You can find more information and a demo version of the exam simulator X-AM PMP® at: <http://sts.ch/en/products/certification/x-am-pmp-capm>

## THE CONTENTS OF OUR TRAINING

ProPM-P has designed the course in a way that ensures alignment with the PMP® ECO while covering all topics and themes of the training material provided by PMI® to provide certification candidates with the necessary information and practice to pass the exam. The contents include the following topics<sup>1</sup>:

Module 1: **The framework and context of project management**

Module 2: An introduction to **Agile**

Module 3: The **business considerations** which influence the choice of projects and the benefits expected

Module 4: The **role of the project manager and the project team**

Module 5: The **common tools and techniques** used in project management

Module 6: The **importance of communications**

Module 7: The **effect of projects on the organization** and preparing for effective change management

Module 8: **Getting the project off to the right start** – Initiation

Module 9: **Planning the work** to be done by the project team

Module 10: **Understanding and planning for risks**

Module 11: **Ensuring the quality of the project and the deliverables**

Module 12: **Doing the work and controlling project progress**

Module 13: **Closing the project** and transitioning the solution

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<sup>1</sup> The split of the topics and its presentation during the course are subject to change. proPM-P will assure that all the topics required by the exam outline will be covered during the certification preparation.

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## COURSE MATERIAL

In line with PMI's ATP training approach, each proPM-P participant will have access to PMI's extensive "PMI® Authorized PMP® Exam Prep" containing a student handbook, videos, templates, checklists, and self-assessment tests.

In addition, students will be provided with a copy of the proPM-P modular material used during the training.

Students are highly encouraged to become members of PMI® and to take advantage of the free access to the PMI® PMBOK® *Project Management Body of Knowledge* together with the Agile Practice Guide, both of which are valuable support books for exam preparation.

## ELIGIBILITY REQUIREMENTS

Earning your PMP® Certification is a commitment, and that is why it is valuable. Do you have real-world project management experience? Before you apply, make sure you meet the following set of PMP® Certification requirements:

- A four-year degree
- 36 months leading projects
- 35 hours of project management education/training or CAPM® Certification

— or —

- A high school diploma or an associate's degree (or global equivalent)
- 60 months leading projects
- 35 hours of project management education/training or CAPM® Certification

The proPM-P course fulfils the 35 hours of education requirement.

For more details please refer to the PMI® [PMP® Certification Handbook](#) .

If you are not sure about your experience or eligibility, we can put you in contact with one of our trainers to discuss your experience.

## THE PMI® PMP® EXAM

The exam can be taken in a test center or online.

The PMP® exam is comprised of:

- 180 questions
- 230 minutes to complete the exam – with two 10-minute breaks for computer-based tests.
- Questions will be a combination of multiple-choice, multiple responses, matching, hotspot and limited fill-in-the-blank.

## PRICES

For these training formats – conducted as public courses – the following individual training fee per participant applies:

Item	Price per participant
<b>Face-2-face course:</b> Instructor led training by PMI® accredited trainer incl. “PMI® Authorized PMP® Exam Prep”, digital learning contents, exam simulator, refreshments and lunch during the 4 course days and active help	CHF 3'700.-
<b>Virtual course:</b> Instructor led training by PMI® accredited trainer incl. “PMI® Authorized PMP® Exam Prep”, digital learning contents, exam simulator, and active help	CHF 3'400.-

- The invoice will be issued by proPM-P partner STS Sauter Training & Simulation SA at the same address.
- PMI members receive 5% discount on proof of membership if mentioned with registration
- 5% discount for 2 or more registration at one time (different course dates possible)
- For supplier portals please enter STS as organizing company
- Provide proPM-P with a purchase order for the invoice if required by your company

## DATES

These course dates are guaranteed. Courses take place in Geneva (or Lausanne), in Zurich or on-line on the following dates:

Zurich	Geneva
18-19 January + 11-12 February 2021	See virtual dates below
See virtual dates below	see virtual dates below
20-21 April + 6 -7 May 2021	3-4 May + 27-28 May 2021
7-8 June + 1-2 July 2021	
23-24 August + 16-17 September 2021	26-27 August + 23-24 September 2021
20-21 September + 7-8 October 2021	4-5 October + 4-5 November 2021
1 -2 November + 25–26 November 2021	15-16 November + 6-7 December 2021

Virtual ½-day course	
Kick-off 1hr : 26 April 2021 – 16:30-17:30	session recorded
Mo, 3 + Tu, 4 May 2021 morning – 8:30-12:30 We, 5 May 2021 afternoon – 13:30-17:30 Thursday, 6 May 2021 morning – 8:30-12:30	We, 26 + Th 27 May 2021 morning – 8:30-12:30 Fr, 28 May 2021 all day – 8:30-17:30

- It is possible to combine dates of different venues without additional cost
- Dates of the second session can be changed if advised 2 weeks in advance. Otherwise venue fees might be payable by participant.
- In a virtual course, the number of participants is limited to maximum 15 participants.

## REGISTRATION

To register please complete the supplied registration form and return it to [info@proPM-P.com](mailto:info@proPM-P.com). You will receive your confirmation by return email.



## TERMS AND CONDITIONS

- All prices are in Swiss Francs (CHF).
- VAT applies for delivery in Switzerland and depending on national VAT legislation.
- Payment Terms: advance payment before course begin.
- The prices do not include the certification fees which have to be paid directly to the certifying body.
- Payment by credit card subject to additional fee.
- Rescheduling/Cancelation until 4 weeks before course begin free of charge, venue cost and administration fee may apply for cancelation within 4 weeks of course begin.
- The official “PMI® Authorized PMP® Exam Prep” material is valid for 1 year as of activation. It is individual and cannot be transferred. It is not refundable.
- E-Learning licenses are valid for 12 months. They are individual and cannot be transferred. They are not refundable.
- The exchange between the coach and the certification candidates may be virtual or on-site depending on the availabilities of both parties and the sanitary conditions.
- proPM-P disposes of a series of virtual conferencing tools which are covered in the above-mentioned prices.

We remain at your disposal for any questions and are looking forward to hearing from you.

Lausanne, April 2021

Your proPM-P Certification Team