

Q. What does a project manager do and who is this good for?

A. Think about it this way. One does not wake up on Thanksgiving morning knowing they have their family of 20 gathering for dinner and hope it just comes together. You plan ahead....right? This is a "project." What will you need, how much does it cost, how long will it take, how good will it be, and in what order do you do all of this?,...etc. In project management terms, this is scope, time, cost, quality, HR, Communication, Integration, Risk, and Procurement. Every "project" (professional or personal) focuses on these areas.

A Project manager brings order to chaos by moving any project through a process from planning to implementation. In short, Project Managers determine what the project is about (scope management) by determining the requirements. Project Managers organize, define and schedule activities (time management); they estimate costs and determine a budget (cost management); lead and manage the right people (human resource management); they communicate with multiple people through multiple channels. Project managers keep an eye on any risks to the project (risk management); and deliver a project start to finish with the highest quality with success, on time, AND on budget!! A well managed project will save time and money.

Project management is good for anyone responsible for delivering any kind of project, large or small; small business, large business; in every industry/government sector. Individuals will benefit from knowing, understanding and performing project management.

Q. Are there PMP® and CAPM® Eligibility Requirements?

A. Both Certification Exam Prep courses are designed for individuals who meet the eligibility requirements as established by PMI®.

- To take the Certification Exams, applicants must complete an application at: www.pmi.org and provide documentation of eligibility requirements.

Q. Do I have to become a member of PMI® ?

A. We recommend you join PMI® and here is why: We believe as a credentialed PMP®/CAPM® you have a responsibility to support and participate in professional project management organizations. PMI® is the global professional organization supporting the project management discipline. PMI® provides professional resources, a monthly PM Journal and support whenever needed. As a member, you will receive discounts for certification exams and local PMI® chapter events. Membership to PMI® is \$120 annually.

Q. How much work is involved and can I miss a class?

A. Of course we recommend you attend all classes. This course is only for those serious about passing the PMP® Certification Exam! Participants should be prepared to dedicate approximately 5-8 hours on average each week for outside study.

This 10-week course fulfills the required training hours for the CAPM®/PMP® credential as required by PMI®. To sit for the CAPM® Exam you need 23 contact in class hours of project management training. To sit for the PMP® Exam you need 35 contact in class hours of project management training. If you miss a class it may impact fulfilling these contact hours. More importantly, you will miss in class instruction as well as the assignment for the next week.

Q. Does this certify me to be a PMP® or CAPM®?

A. No it does not. This class prepares you to sit for the CAPM® or PMP® Exam. The CAPM® and PMP® Exams are separate and given at a local testing site. More information on the test location will be provided to you by PMI® when you apply for your exam. This 10-week course fulfills the required training hours for the CAPM®/PMP® credential as required by PMI®.

Q: Why are the PMP® and CAPM® classes taught at the same time?

A: The objective of the PMP® and CAPM® certification training classes is to assist learners in preparing for the certification exam. The exam covers the knowledge areas defined in PMI's Guide to the Project Management Body of Knowledge (PMBOK® Guide). PMI's certification process involves meeting specific guidelines designed to objectively measure experience, education and professional knowledge. Please review the PMP® and CAPM® eligibility requirements noted on our Web site to become familiar with PMI's process.

PMI's Certified Associate in Project Management (CAPM®) credential is designed specifically for high school or global equivalent graduates, college graduates, and/or project team members. It is aimed at improving overall project success by helping to ensure project management knowledge. The Project Management Professional (PMP®) Certification Exam Prep course can be taken to satisfy the educational component of the CAPM® credential, even though it is held over more hours than the minimum required by PMI (35 hours versus 23 hours).

The differences are in PMI's Credential Exams: The CAPM® Exam is testing your knowledge of project management; and the PMP® Exam is testing how you apply your project management knowledge utilizing your experience through scenario-based questions

Q. Does the course registration fee include the cost for becoming a member of PMI®?

A. PMI® membership is not included in the course registration fee. To become a member, visit: www.pmi.org.

Q. Does the course registration fee include the cost for taking the CAPM® or PMP® Exam?

A. The CAPM® or PMP® Exam fee is not included in the course registration fee. The CAPM® Exam fee for PMI® members is \$225 and \$300 for non-members. The PMP® Exam fee for PMI® members is \$405 and \$555 for non-members. We strongly recommend sitting for the PMP® Certification Exam within 1 month after completing the exam prep course

Q. Will I get a Certificate of Completion?

Yes. On the last day of class, you will receive a Certificate of Completion reflecting only the hours of classes you attended.

Q. Can I find out what grade I received on my CAPM® or PMP® Exam?

A. You will be given a Pass or Fail result automatically at the end of the exam.

Q. How do I complete the PMI® application?

A. All credential applications are available on line at: www.pmi.org. Click on the “Apply for a Credential” button on the certification Web pages. Please note that any missing information on the application will delay processing.

Q. How do I register and find out more about this certificate?

A. You may register and contact Continuing Education at Niagara University. Pre-registration and payment is required before you start the class. If you would like to find out more about the instruction you may contact Journey Consulting.

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