

PROJECT MANAGEMENT | COURSE BROCHURE

Preparation for Project Management Professional (PMP)® Certification

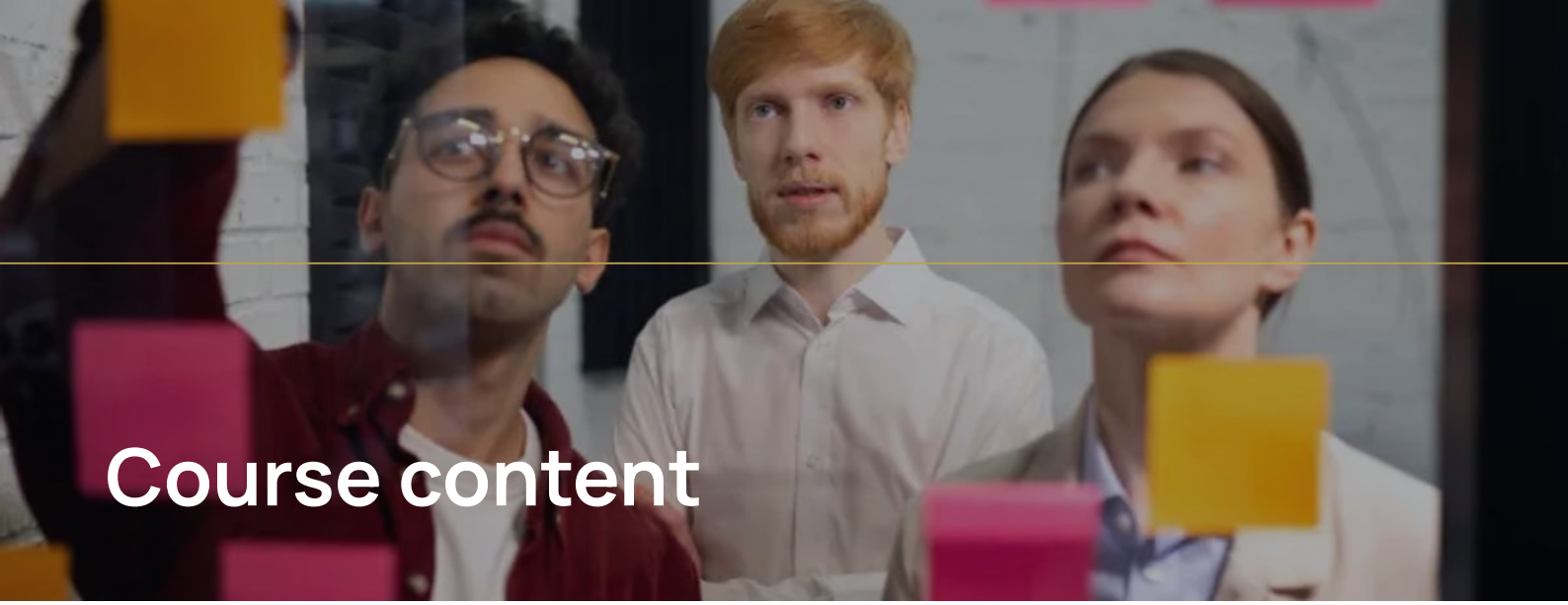
5 days | Classroom training | English

SMART HORIZON

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Amsterdam
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Course content

Why attend

This course prepares participants for the Project Management Professional (PMP)® Certification by covering key project management concepts, tools, and methodologies. Participants will engage in practical exercises and simulations to enhance their understanding and application of project management principles in real-world scenarios.

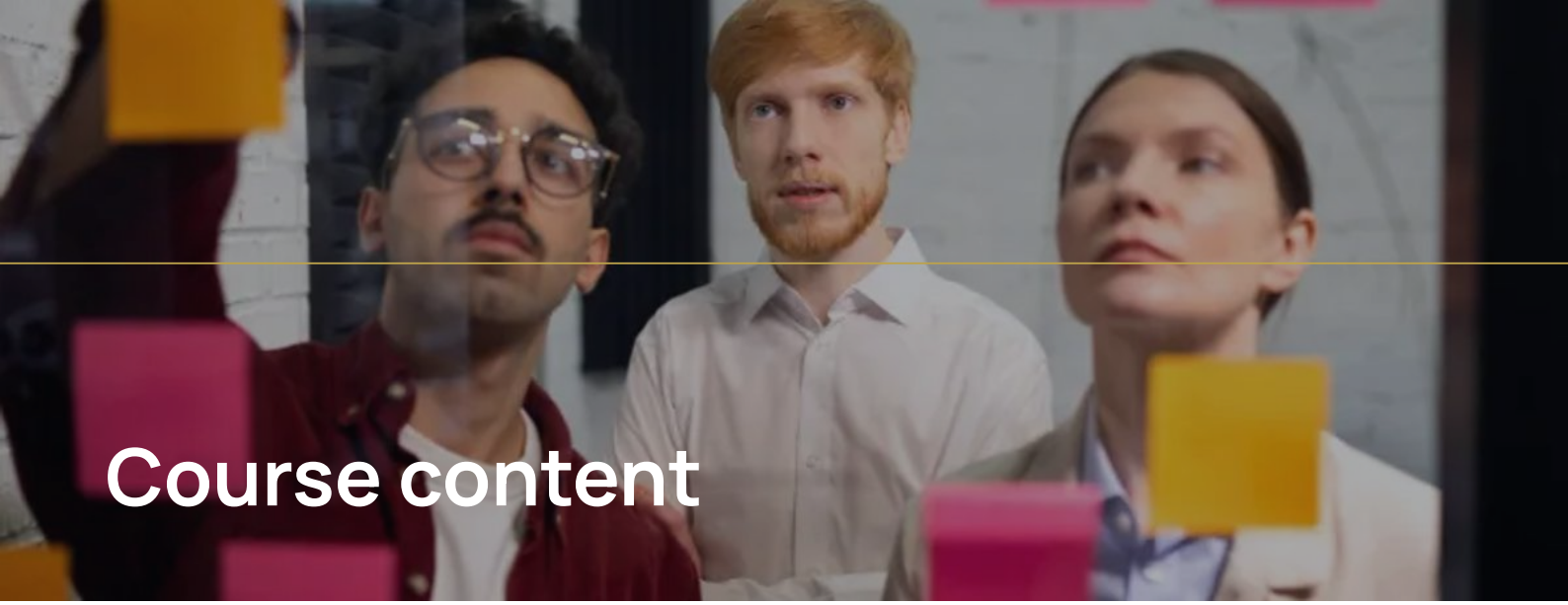
Project managers often face challenges in aligning project goals with organisational strategy, managing stakeholder expectations, and ensuring project delivery within defined scope, time, and budget constraints. These challenges can lead to project failures, increased costs, and missed opportunities, making PMP certification essential for career advancement and organisational success. Obtaining this certification demonstrates a commitment to best practices and the ability to lead projects effectively, which is crucial in a competitive landscape. Participants will learn to navigate complex project environments, make informed decisions, and apply proven methodologies that enhance project outcomes, thereby increasing their value to employers and clients alike.
Developing practical capabilities in project planning, risk management, and resource allocation is vital for project success. Participants will engage in decision-making exercises that simulate real project scenarios, enabling them to apply theoretical knowledge to practical situations. This hands-on approach ensures that participants are well-prepared for the PMP exam and can effectively manage projects in their workplaces. Mastering these skills enhances their ability to communicate with stakeholders, resolve conflicts, and lead teams towards successful project outcomes. By the end of the course, participants will possess the confidence and competence needed to tackle real-world project challenges and drive projects to successful completion.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of instructional methods, including case studies, group discussions, and hands-on simulations. Participants will engage in role-playing scenarios to practice stakeholder management and conflict resolution. Each session culminates in a practical exercise where participants create project management documents, such as a project charter or risk management plan, providing tangible evidence of their learning and readiness for the PMP exam. Additionally, participants will use project management software tools to simulate real-world project environments, reinforcing their understanding of integration and application of project management principles. This approach ensures that participants not only learn the theory but also gain practical experience that can be directly applied in their professional roles.



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Course objectives

By the end of this course, participants will be able to:
• Analyse project scope and objectives to create a comprehensive project charter.
• Calculate project timelines using Gantt charts and critical path method to ensure timely delivery.
• Diagnose potential project risks and develop effective mitigation strategies to minimise impact.
• Compare different project management methodologies and their applicability to various project types.
• Design a stakeholder engagement plan that addresses communication needs and expectations.
• Prioritise project tasks based on resource availability and project constraints to optimise efficiency.
• Assess project performance using key performance indicators (KPIs) to ensure alignment with goals.
• Construct a comprehensive project management plan integrating all knowledge areas for successful execution.

Target audience

This course is suitable for:
• Aspiring project managers seeking PMP certification to enhance their credentials and career prospects.
• Current project managers aiming to formalise their expertise with a recognised certification to advance in their roles.
• Team leaders responsible for managing projects and leading project teams to achieve strategic objectives.
• Business analysts involved in project planning and execution who wish to deepen their project management knowledge.

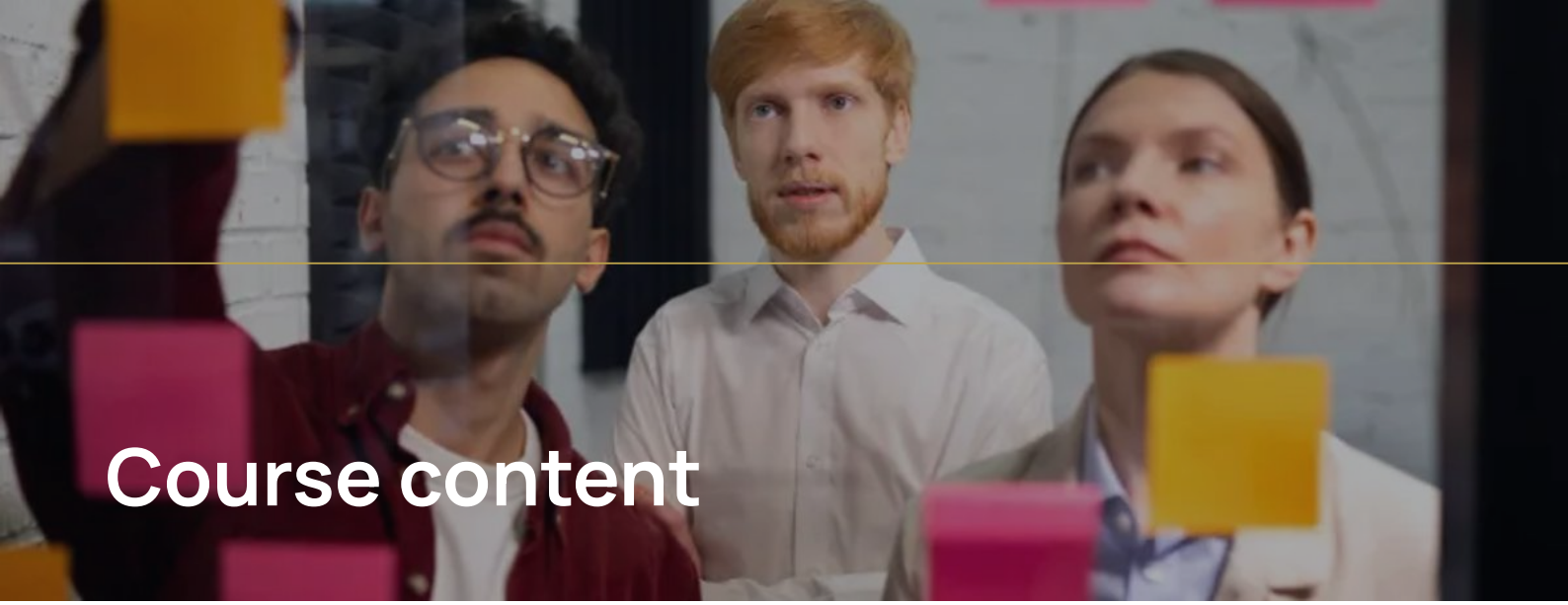
Target competencies

Participants will develop competencies in:
• Developing project charters and defining project scope effectively.
• Creating and managing project schedules and budgets to ensure delivery.
• Identifying and mitigating project risks effectively through strategic planning.
• Engaging stakeholders through effective communication strategies and conflict resolution.
• Utilising project management software tools for planning and tracking project progress.
• Evaluating project performance and implementing corrective actions based on data.

Course outline

Day 1: Understanding Project Management Fundamentals

Applied activity: Participants will create a project charter for a fictional project, outlining its objectives, scope, stakeholders, and initial risks. They will work in groups to discuss and refine their charters based on peer feedback and instructor guidance.
Output: A completed project charter document that includes defined objectives, scope, and stakeholder analysis.



Course content

09:00–09:54	Overview of PMP certification requirements and exam structure, including eligibility criteria.
09:54–10:48	Key project management concepts: scope, time, cost, quality, and stakeholder management.
10:48–11:00	Introduction to the PMBOK® Guide and its knowledge areas, including process groups.
11:00–11:30	**Coffee break**
11:30–12:12	Introduction to the PMBOK® Guide and its knowledge areas, including process groups. (continued)
12:12–13:06	Understanding project life cycles and methodologies: predictive, agile, and hybrid approaches.
13:06–14:00	Roles and responsibilities of a project manager in leading teams and projects.

Day 2: Planning and Scheduling Projects

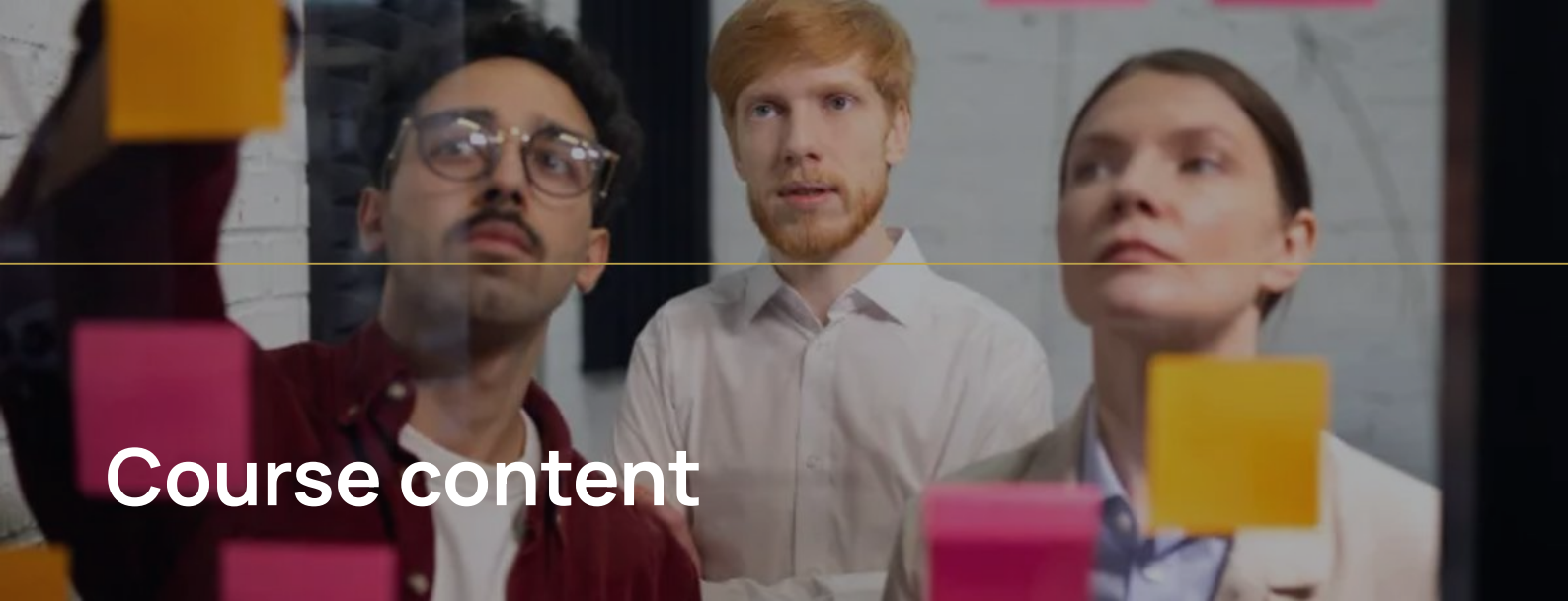
Applied activity: Using a provided project scenario, participants will develop a WBS and create a Gantt chart to schedule project tasks, ensuring resource availability and task dependencies are considered. They will present their schedules to the group for critique.
Output: A detailed Gantt chart and WBS document that outlines project tasks and timelines.

09:00–09:54	Developing a project management plan and its components, including scope, schedule, and budget.
09:54–10:48	Creating WBS (Work Breakdown Structure) for project tasks to ensure clarity and accountability.
10:48–11:00	Utilising Gantt charts for project scheduling and visualising task dependencies and timelines.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising Gantt charts for project scheduling and visualising task dependencies and timelines. (continued)
12:12–13:06	Calculating project timelines using the critical path method to identify essential tasks and deadlines.
13:06–14:00	Resource allocation and management techniques to optimise team performance and project delivery.

Day 3: Risk Management in Projects

Applied activity: Participants will conduct a risk assessment for their project, identifying potential risks and developing appropriate mitigation strategies in groups. They will present their findings and strategies to the class, fostering discussion and feedback.
Output: A risk management plan outlining identified risks, their impacts, and response strategies.

09:00–09:54	Identifying project risks and their potential impacts through brainstorming and analysis techniques.



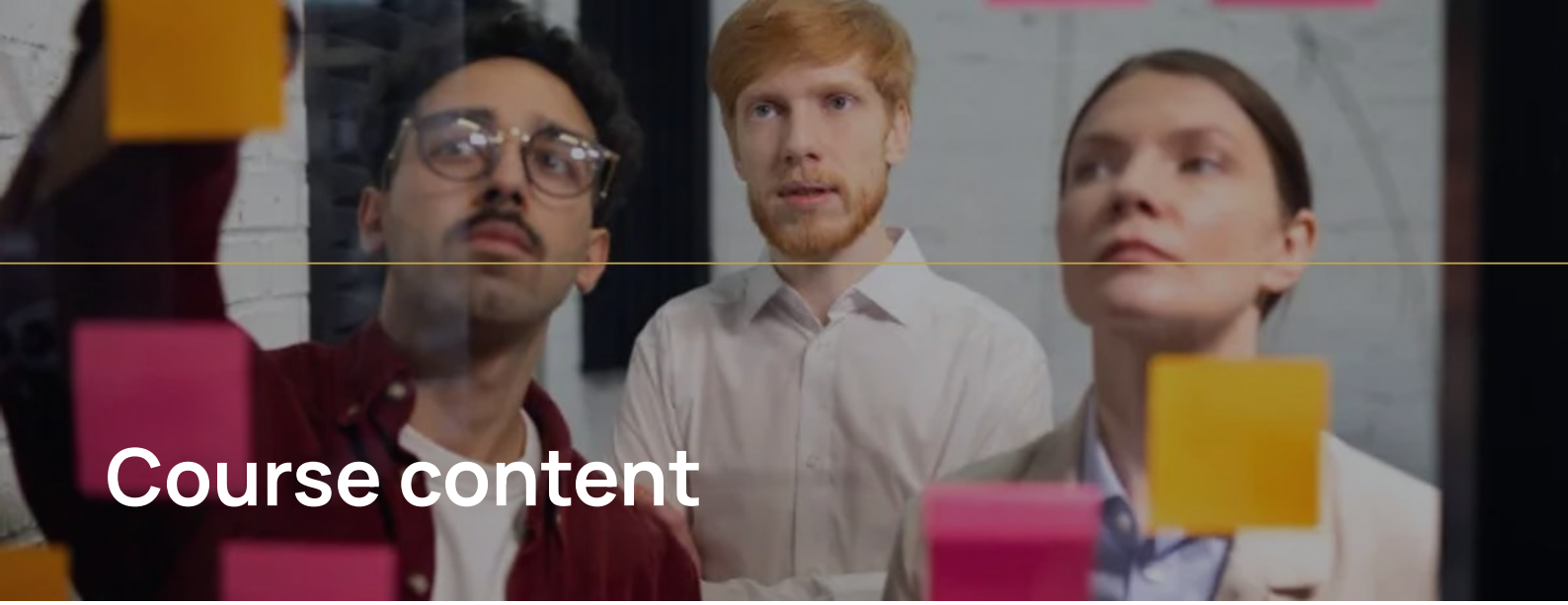
Course content

09:54–10:48	Qualitative and quantitative risk analysis techniques to assess risk severity and likelihood.
10:48–11:00	Developing risk response strategies and contingency plans to address identified risks effectively.
11:00–11:30	**Coffee break**
11:30–12:12	Developing risk response strategies and contingency plans to address identified risks effectively. (continued)
12:12–13:06	Monitoring and controlling project risks throughout the project life cycle to ensure proactive management.
13:06–14:00	Tools and techniques for effective risk management, including risk registers and response matrices.

Day 4: Stakeholder Engagement and Communication

Applied activity: Participants will create a stakeholder engagement plan for their project, identifying key stakeholders, their interests, and communication strategies to ensure engagement. They will role-play stakeholder interactions to practice their engagement strategies.
Output: A comprehensive stakeholder engagement plan that includes stakeholder analysis and communication strategies.

09:00–09:54	Identifying project stakeholders and their influence on project success through stakeholder analysis.
09:54–10:48	Developing a stakeholder engagement plan that outlines communication strategies and engagement techniques.
10:48–11:00	Effective communication strategies for project success, including reporting and feedback mechanisms.
11:00–11:30	**Coffee break**
11:30–12:12	Effective communication strategies for project success, including reporting and feedback mechanisms. (continued)
12:12–13:06	Managing stakeholder expectations and conflict resolution through negotiation and collaboration techniques.
13:06–14:00	Tools for stakeholder analysis and communication, including RACI charts and communication matrices.



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Day 5: Integrating Project Management Knowledge Areas

Applied activity: Participants will integrate all components developed throughout the course into a final project management plan, simulating a real-world project scenario. They will present their plans to the class, receiving feedback on their integration and execution strategies.
Output: A complete project management plan incorporating all knowledge areas, ready for presentation.

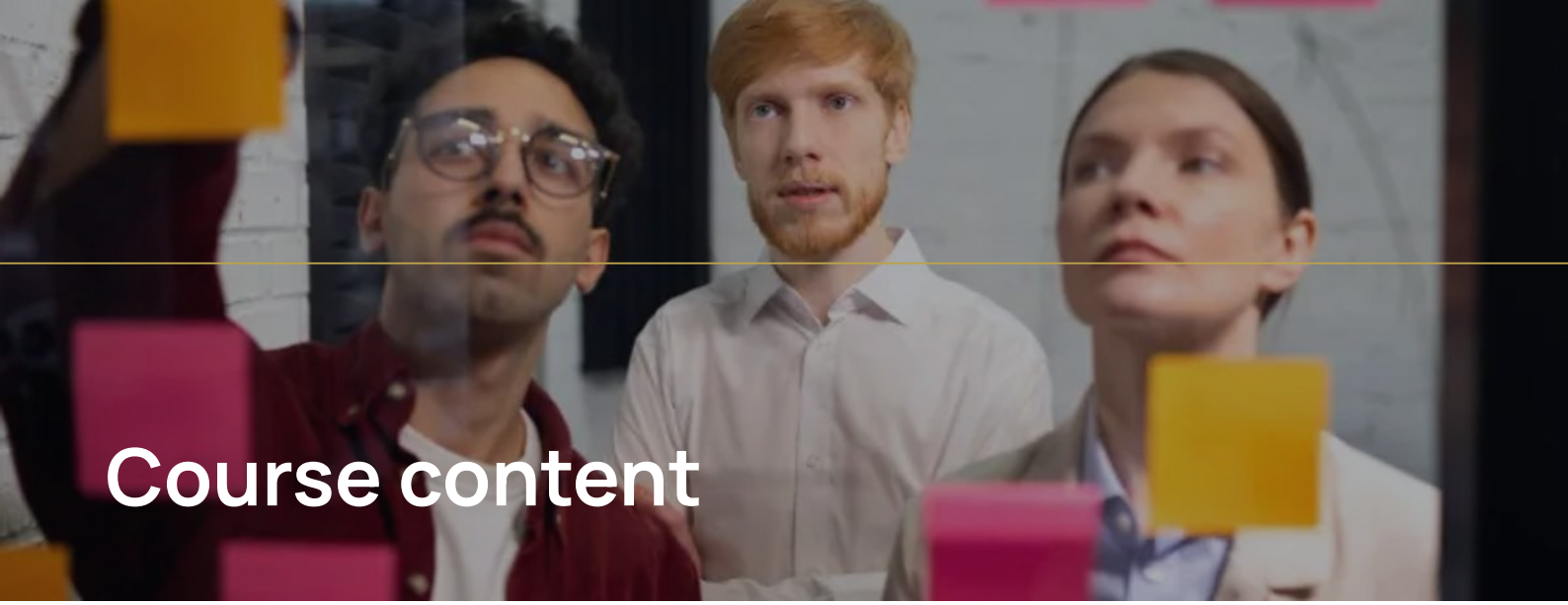
09:00–09:54	Understanding the integration of project management processes and knowledge areas for cohesive project execution.
09:54–10:48	Developing a comprehensive project management plan that incorporates all aspects of project management.
10:48–11:00	Utilising project management software for integration and tracking project progress effectively.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising project management software for integration and tracking project progress effectively. (continued)
12:12–13:06	Evaluating project performance using KPIs and metrics to ensure alignment with project goals.
13:06–14:00	Preparing for the PMP exam: tips, strategies, and resources for successful completion.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

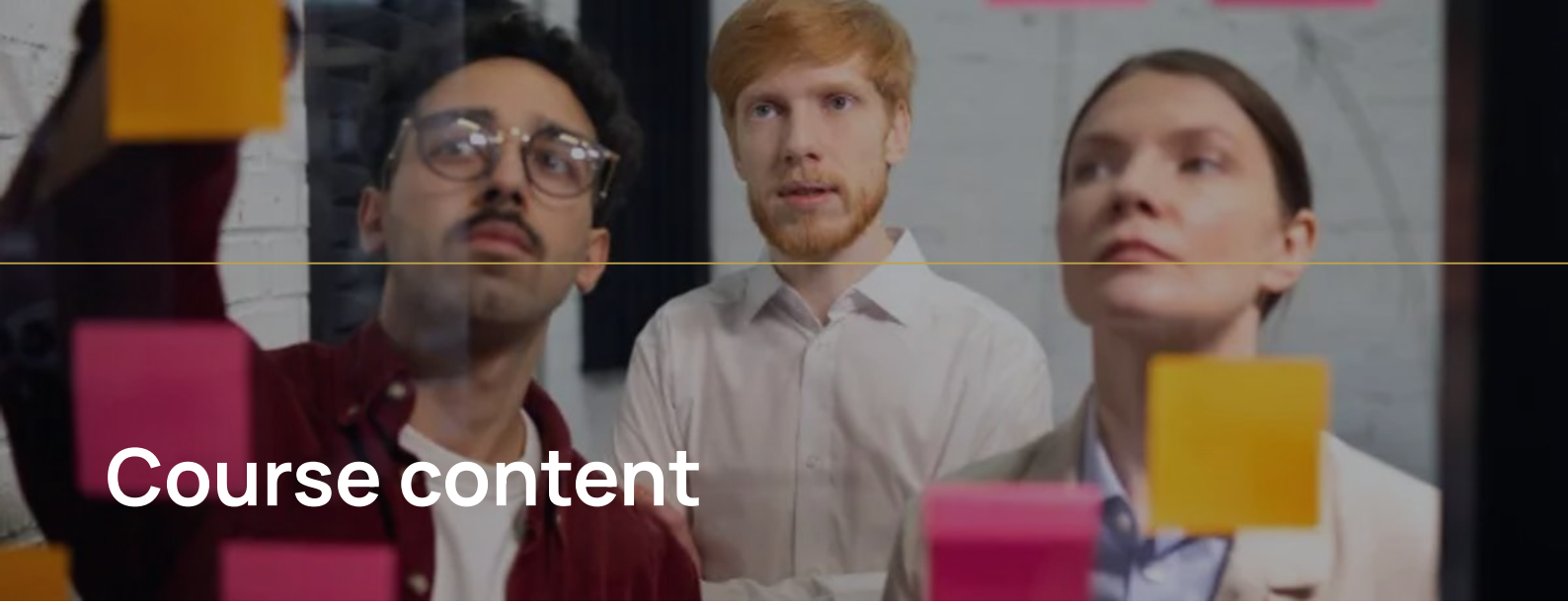
Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	16 Nov 2026	20 Nov 2026	**€3,150.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.-**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,650.-**



Course content

Dates, venues and fees (continued)

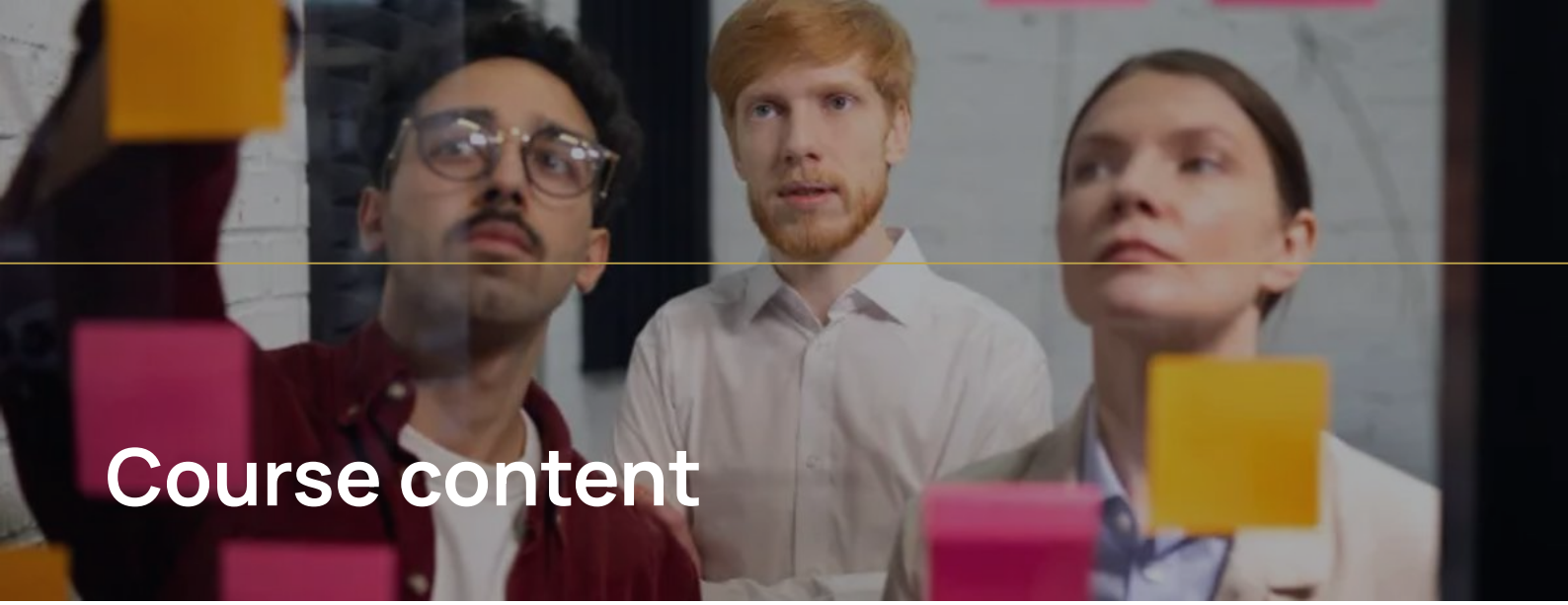
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.-**
Kuala Lumpur Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,450.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Paris Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,860.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Rome Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,450.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Istanbul Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,650.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**



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Dates, venues and fees (continued)

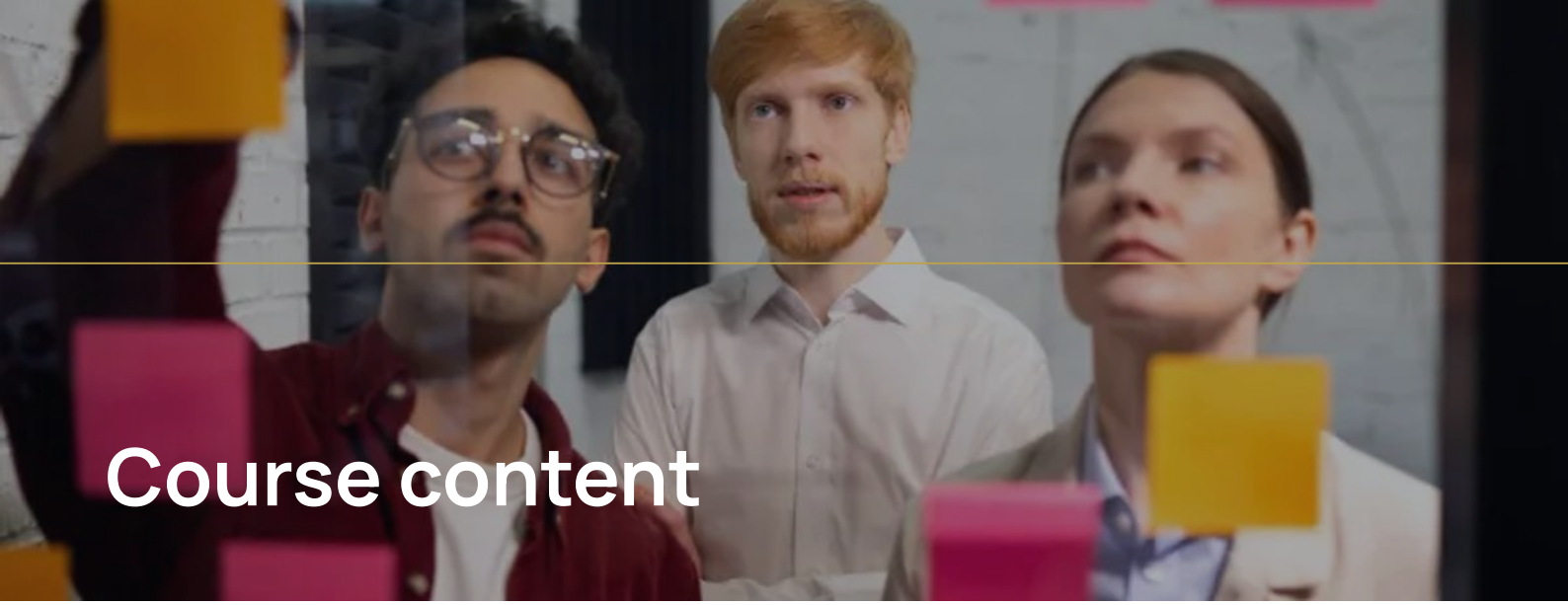
Venue	Start date	End date	Fee (EUR)
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,540.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Singapore Confirmed dates	15 Feb 2027	19 Feb 2027	**€2,820.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.-**
London Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,450.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.-**
Cape Town Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,890.-**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.-**
Dubai Confirmed dates	15 Mar 2027	19 Mar 2027	**€3,150.-**



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Dates, venues and fees (continued)

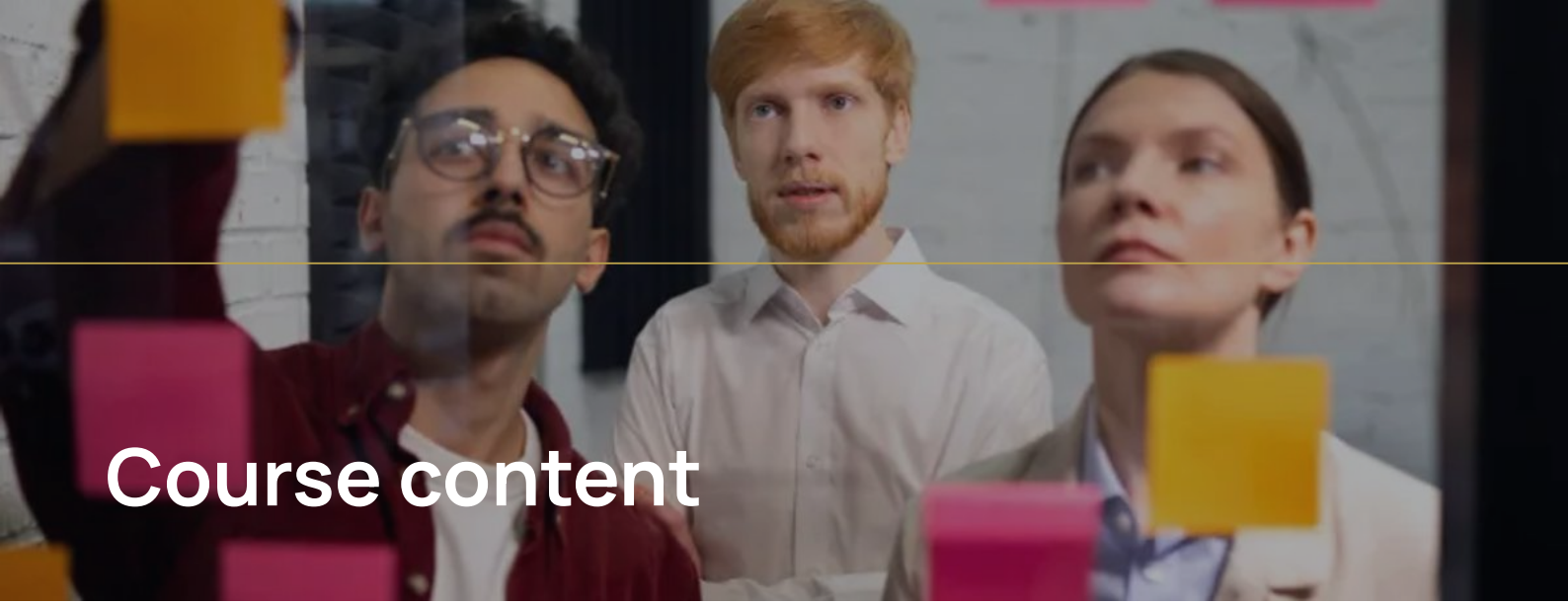
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.-**
Frankfurt Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,650.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,450.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.-**
Paris Confirmed dates	3 May 2027	7 May 2027	**€2,860.-**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.-**
Vienna Confirmed dates	10 May 2027	14 May 2027	**€2,940.-**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.-**



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Dates, venues and fees (continued)

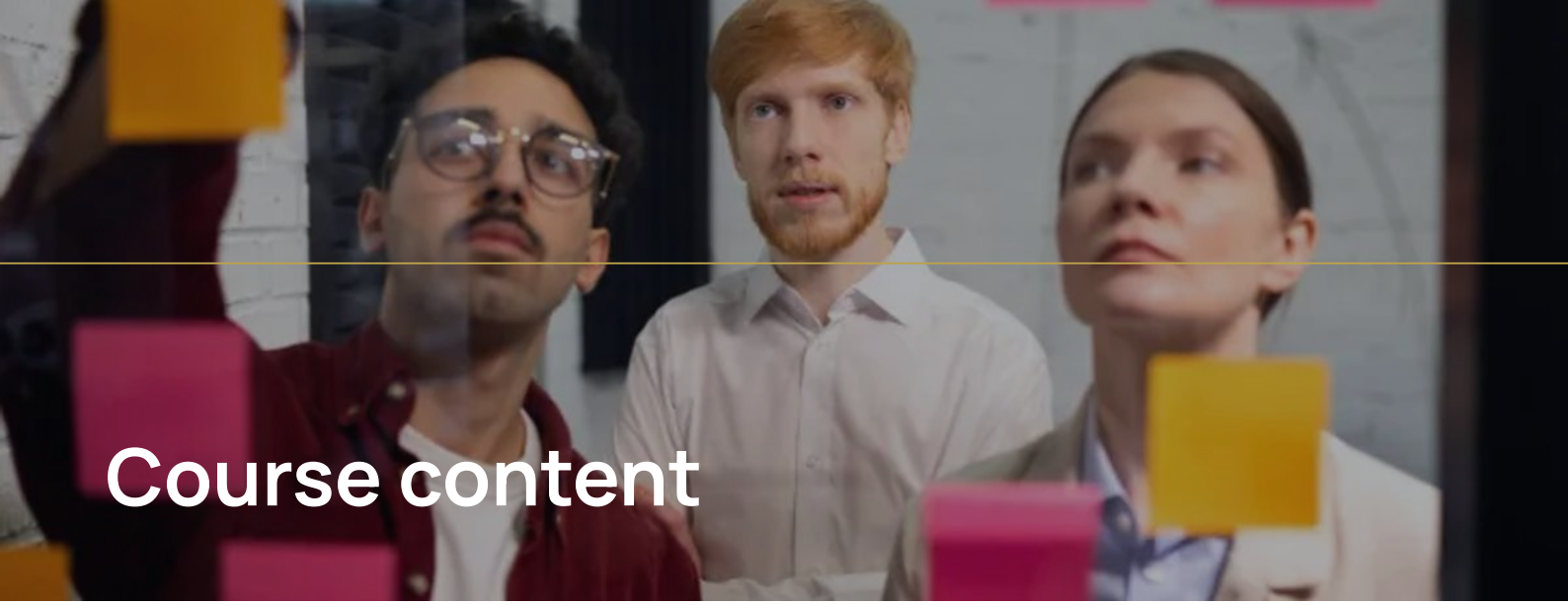
Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	17 May 2027	21 May 2027	**€2,650.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Singapore Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,820.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
London Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,450.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Rome Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,450.-**



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Dates, venues and fees (continued)

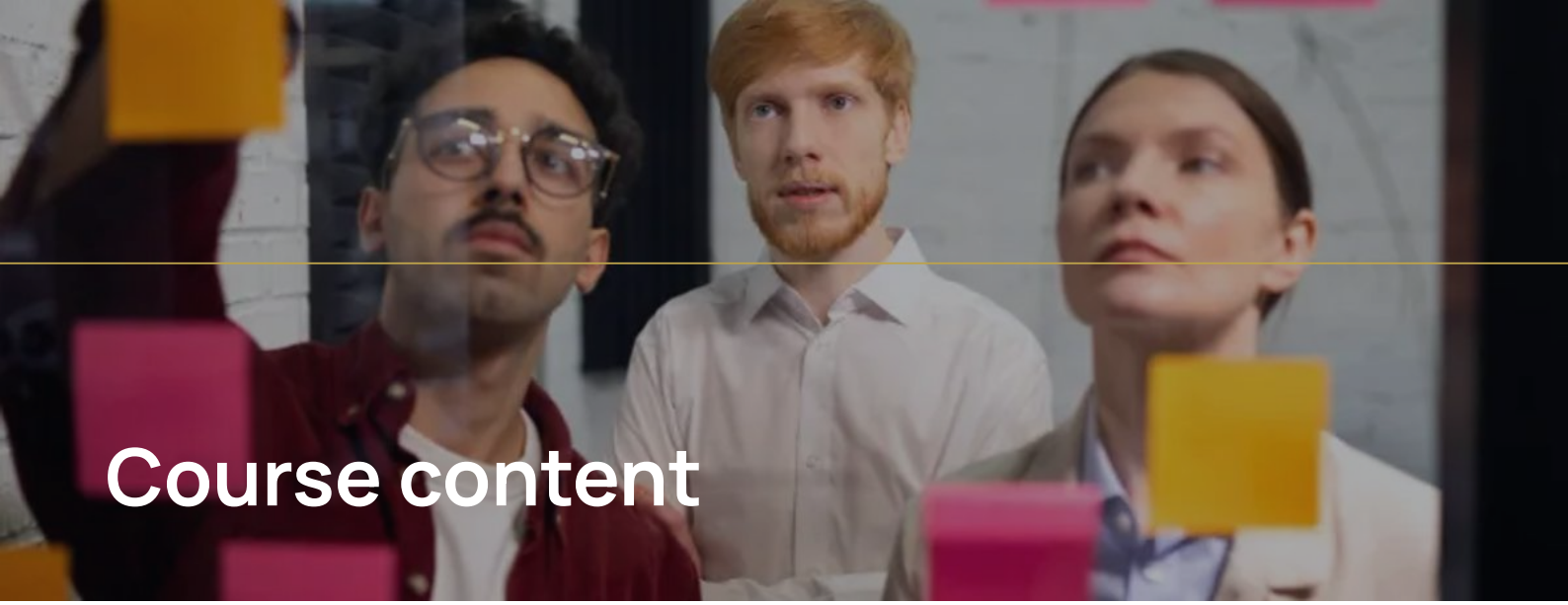
Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Dubai Confirmed dates	19 Jul 2027	23 Jul 2027	**€3,150.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Frankfurt Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,450.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**



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Dates, venues and fees (continued)

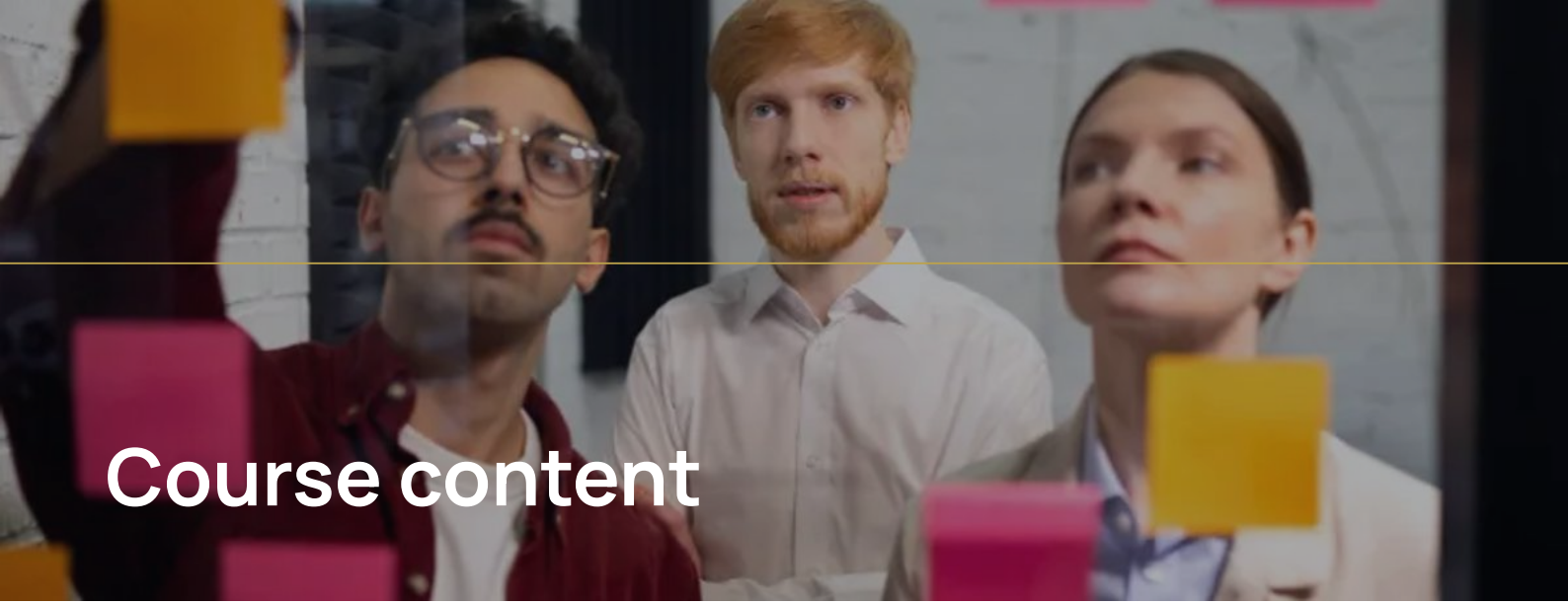
Venue	Start date	End date	Fee (EUR)
Cape Town Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,890.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Istanbul Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,650.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,540.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
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Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
London Confirmed dates	1 Nov 2027	5 Nov 2027	**€2,450.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.–**
Dubai Confirmed dates	15 Nov 2027	19 Nov 2027	**€3,150.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.–**
Barcelona Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,840.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.–**
Frankfurt Confirmed dates	6 Dec 2027	10 Dec 2027	**€2,650.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,450.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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