



PMP® and CAPM® Preparation Program

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Your objective

You want

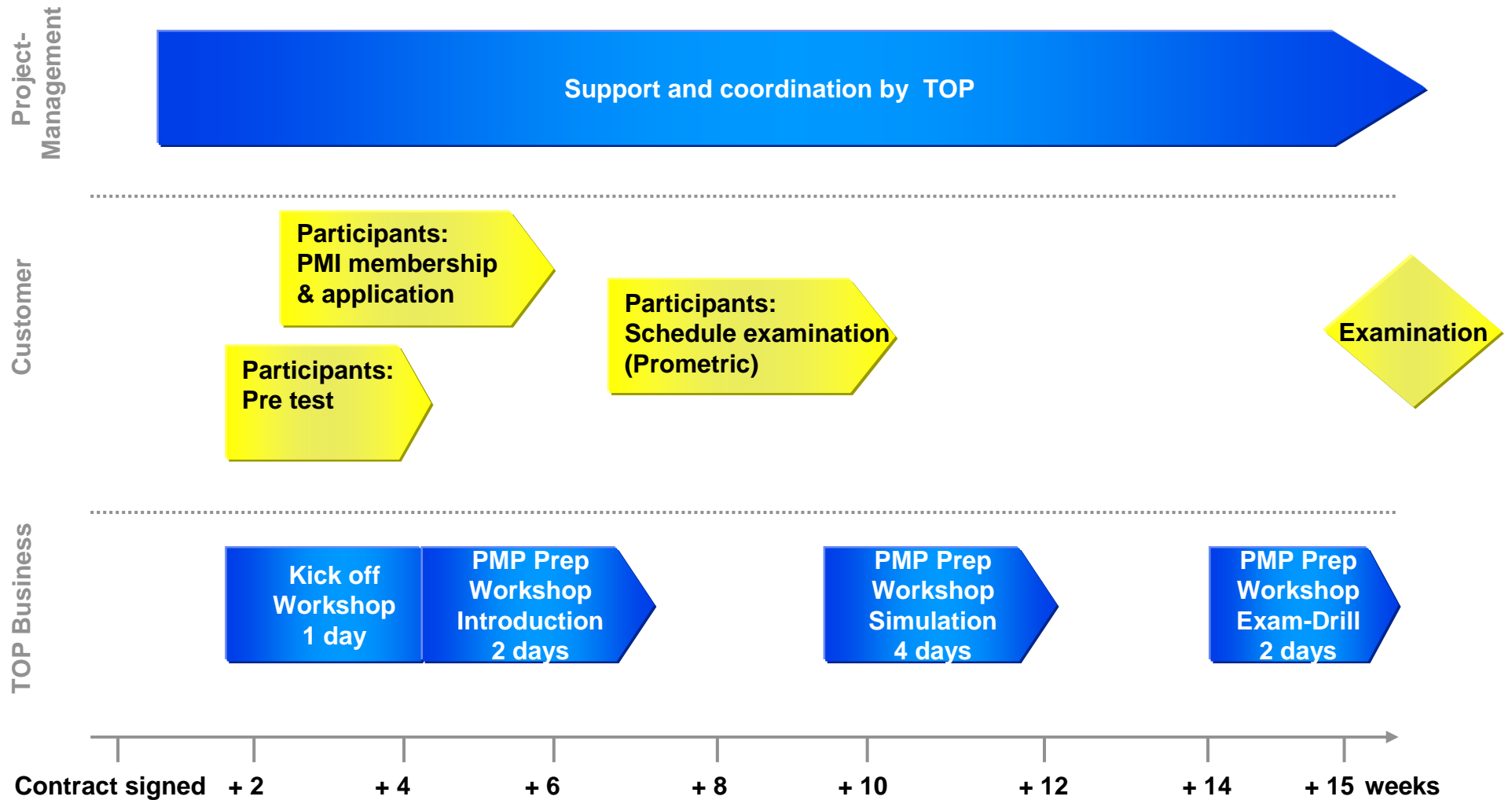
- 15 experienced project managers certified as PMP® or CAPM® according to PMI® standard,
- the candidates ideally prepared for the PMP® and CAPM® exam with the required project management education,
- the program executed in a time frame of max. 4-6 months with max. 15 participants per group
- training location: to be fixed

Our program

To help you achieve your objective we offer you...

- a customized 9-day PMP Prep Program (8-day training & 1-day kick-off) per group,
- you take upon yourself all coordination of PMI® membership, examination application and registration,
- and you schedule the examination appointments with a local Prometric testcenter subsequent to the Prep Program,
- we take care that every participant has a complete set of books for this Prep Program

Project schedule



The major elements of the project

	Content	Your benefit
	<ul style="list-style-type: none">■ Setting the scene: briefing of participants about necessary administrative activities in application and certification process; Pre-Test.■ Buying in the training process: setting a clear contract between delegates, trainer and Lucent management■ Introduction into <i>PMBOK</i>[®] Guide	<ul style="list-style-type: none">■ Efficient completion of all formalities■ No time delays■ High level commitment for training objectives■ Clear expectations■ Realistic objectives
	<ul style="list-style-type: none">■ Participants are supported permanently; project management and quality assurance.	<ul style="list-style-type: none">■ Focus on the relevant topics■ Ease the burden of participants■ Time and cost efficient

Actions to be done in advance of Module 1

The following measures are executed by the customer:

- PMI membership registration (on web-site www.pmi.org)
- Application to PMP examination (on web-site www.pmi.org/certification)
- Pre test to evaluate participant group`s level (part of the kick-off!)
- Preparation of the participants with the books (the books ordered via TOP Business shall be delivered to a local contact person or directly to the training location)

Eligibility Criteria

CAPM

- High school diploma or equivalent
- and 1,500 hours of work on a project team
OR 23 hours of formal education in projectmanagement skills according to PMI standards

PMP

- High school diploma or equivalent
- 4.500 hours (without diploma 7.500 hours in 60 months) in a position of responsibility leading and directing specific tasks
- and 35 hours of formal education in projectmanagement skills according to PMI standards

For more details visit http://www.pmi.org/info/PDC_CertificationsOverview.asp

Your contact person

■ *Tobias Wunsch*



■ Christoph-Probst-Weg 3
D - 20251 Hamburg

■ fon 0049 40 – 46 07 95-0
fax 0049 40 – 46 07 95 23

■ mail tobias.wunsch@topbusinessag.com