



Portfolio Management Professional (PfMP)[®] Exam Preparation Course Information

Certification: Portfolio Management Professional (PfMP)[®]

Duration: 4 days

Domain: Project and Program Management

Delivery Method: Classroom/Virtual Classroom

PDU/CPD: 30 hours

Accreditor: PMI

Available Languages: English

Purchase Options: Pay per Use

Course Description:

The best way to align projects with organizational strategies requires selecting the right projects, prioritizing work, and providing the needed resources to utilize the knowledge and skills of portfolio management. The core principles of portfolio management balances conflicting demands between projects, resources based on organizational priorities, and manages to achieve the benefits identified.

Obtaining the PMI's Portfolio Management Professional (PfMP)[®] credential demonstrates that you have the experience and education to successfully manage portfolios. Furthermore, the PfMP credential signifies your advanced competency to achieve strategic objectives in the coordinated management of one or more portfolios.

PfMP exam preparation course is intended for participants who would like to successfully complete the PfMP certification exam, as well as individuals who want to learn about Portfolio Management and understand the Portfolio Management concepts. Upon completion of this course, you will have the necessary knowledge and skills to successfully improve the delivery of your organization's strategic goals and objectives.

Audience:

- Portfolio Manager / Program / Project Manager and members
- Business Information Manager / Operations Manager
- Executives (incl. CIO, CSO, CTO, COO)
- IT Security Manager / Auditor / Business Continuity Manager
- Product Owner / Business Analyst / Enterprise Architect
- Process Manager / Capacity Manager / Knowledge Manager
- Change Manager / Risk Manager / QA Manager and members
- Business Relationship Manager / Financial Planning Manager
- Consultants and Contractors

Learning Objectives:

At the end of this course, you will be able to:

- Understand the Portfolio management processes and knowledge areas
- Apply the knowledge and skills learned in this course in your profession
- Demonstrate that you have the capability to manage Portfolios
- Understand and utilize Portfolio tools and techniques
- Explain Portfolio management process groups
- Learn how to align organizational objectives to Portfolio strategy
- Learn Portfolio communication and risk management processes
- Practice how to apply Portfolio knowledge and skills
- Prepare yourself for the PfMP examination*

*The content of this course includes everything listed in the PMI's *Portfolio Management Professional (PfMP)[®] Examination Content Outline* and compliments the *Standard for Portfolio Management – Third Edition*.

Prerequisites:

There are no formal prerequisites for participating in this PfMP Exam Preparation course; however, there are specific prerequisites prior to taking the PfMP exam. It is recommended that the participant have the basic knowledge and understanding of project, program and portfolio management.

PfMP Exam Preparation Course includes:

- PfMP exam preparation course book
- Practice exam questions and answers
- Mock up exam questions and answers
- Case study, daily activities and examples
- Recommended reference materials for the PfMP examination



Course Agenda:

Pre-Course Online Assessment	
Pre-Course Online Mock Exam (20 questions - 1 hour)	
Day 1	Day 2
1. Introduction	4. Portfolio Strategic Alignment
2. Portfolio Management Introduction	5. Portfolio Governance
<i>Lunch</i>	<i>Lunch</i>
3. Portfolio Management Overview and Process Groups	5. Portfolio Governance – Cont'd.
	6. Portfolio Performance
Day 3	Day 4
7. Portfolio Communication	10. PfMP Exam Application
8. Portfolio Risk	Mock Exam
<i>Lunch</i>	<i>Lunch</i>
9. Knowledge and Skills	Review Mock Exam Answers
	Course Recap
Post-Course Online Assessment	
Post-Course Online Sample Exam (170 questions - 4 hours) x 2	



Course Outline:

Module 1: Course Introduction

- Course Learning Objectives
- Overview of Modules Covered in the Course
- Course Agenda and Course information

Module 2: Portfolio Management Overview

- Portfolio and Portfolio Management
- Relationship between Program and Project Management
- Role of a Portfolio Manager
- Portfolio Management and Organizational Strategy

Module 3: Portfolio Management Organization and Process Groups

- Organizational Strategy and Objectives
- Governance and Stakeholders
- Organizational Influences on Portfolio Management
- Process Groups and Process Interactions

Module 4: Strategic Alignment

- Portfolio Strategic Alignment Processes, Inputs and Outputs
- ITTOs, such as Prioritization, Scenario, Interdependency, Gap, Cost – Benefit, Capability and Capacity analysis, Readiness Assessment
- Portfolio Manager's Strategic Alignment Tasks and Activities

Module 5: Governance

- Portfolio Governance Processes, Inputs and Outputs
- ITTOs, such as Elicitation Techniques, Weighted Ranking and Scoring Techniques, Portfolio Manager's Governance Tasks and Activities

Module 6: Portfolio Performance

- Portfolio Performance Processes, Inputs and Outputs
- ITTOs, such as Quantitative and Qualitative Analysis, Value Scoring and Measurement Analysis, Benefits Realization Analysis
- Portfolio Manager's Performance Tasks and Activities

Module 7: Communications Management

- Portfolio Communications Management Processes, Inputs and Outputs
- ITTOs, such as Stakeholder Analysis, Communication Requirements Analysis and Communication Methods, Tools and Techniques
- Portfolio Manager's Communications Tasks and Activities



Module 8: Portfolio Risk Management

- Portfolio Risk Management Processes, Inputs and Outputs
- ITTOs, such as Outcome Probability Analysis, Rebalancing Methods, Investment Choice Tools, Trend and Sensitivity Analysis, Modeling and Simulation
- Portfolio Manager's Risk Tasks and Activities

Module 9: Knowledge and Skills

- Organizational Structures, Benefits Realization, Continuous Improvement
- Risk Probability Analysis, Assessments, Evaluations and Tolerances
- Decision Making Tools and Techniques
- Change Management Techniques and Organizational Change Management
- Stakeholder Engagement Process and Techniques
- Leadership, Coaching, Mentoring, Facilitation and Team Building Techniques
- Strategic Performance Management Tools and Techniques (Balanced Scorecard, Metrics, KPIs)
- Quality, Compliance, Demand, Issue and Opportunity Management
- Collaboration, Negotiation and Conflict Resolution Tools and Techniques

Module 10: PfMP Exam Application

- PfMP qualification and application process
- Requirements for the PfMP certification
- Panel review requirements
- PfMP exam format and content
- Study guide and exam taking tips
- Maintaining the PfMP certificate

Exam Information

Exam Description

The PfMP credential recognizes the advanced experience, skill and performance necessary to manage and align a portfolio of projects and programs. All of which are required to realize organizational strategy and objectives. Through a series of situational and scenario-based questions, the candidate is required to apply project management concepts and experience to potential on-the-job situations.

As portfolio management continues to grow, and the organization demands more of portfolio managers, the PfMP credential holders will gain a distinct advantage in employment and promotional opportunities over their peers.



Exam Facts

Delivery	Computer-based testing (CBT) through Prometric
Format	Closed book, multiple-choice
Language	English only
Duration	4 hours (preceded with optional 15 min tutorial and followed by optional survey)
# of questions	170 multiple choices
Pass Grade	N / A – Based on psychometric analysis result

Exam Prerequisites

Educational Background	Portfolio Management Experience	Professional Business Experience
Secondary diploma (High school diploma, associate's degree or global equivalent)	Minimum seven years (10,500 hours / approx. 85 months) of unique, non-overlapping professional portfolio management experience	Minimum eight years (96 months) of professional business experience
Four-year degree (Bachelor's degree, global equivalent or higher degree)	Minimum four years (6,000 hours / approx. 48 months) unique, non-overlapping professional portfolio management experience	Minimum eight years (96 months) of professional business experience

Exam Location

- At an Authorized Prometric Center through online location selection and scheduling

Exam Planning

- Exams can be taken within 1 year after the successful completion of the application.

Accreditation Requirements

The course is accredited by:

- PMI

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