

# Enabling Transformation

we just don't teach! we coach!!



**“Synergy School of Business”** An initiative of CADD Centre Training Service, **One of the World's Largest R.E.P. of Project Management Institute (PMI)**<sup>®</sup> is established to design and deliver a strategic mix of business related skills to enhance productivity and process improvement.

With over 31 years of experience in training industry, and over 18+ years of expertise in Project Management related productivity improvement training, **Synergy School focus on career excellence** through its Network of 75 + centres in India and Abroad.

In order to disseminate knowledge in a more orderly and clear fashion, important disciplines are focused exclusively as separate schools.

- **Synergy School of Project Management**
- **Synergy School of Operational Excellence**
- **Synergy School of People Skills**

These three Verticals together forms “ Synergy School of Business”

## OUR BUSINESS PARTNERS



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## Synergy School of Project Management



### Why Project Management?

Project Management plays a vital role in ensuring the project success. Project management enables us to innovate and plan strategically to achieve the desired goal.

### What is a 'Project'?

Project is the sequence of tasks, planned from beginning to end and executed to get a unique product, service or a result.

A project is a temporary endeavor undertaken to create a unique product service or result in order to achieve an outcome.

### What is Project Management?

Project Management is the discipline of planning, organizing and managing resources in a way that allows a project to be completed within defined scope, quality, time and cost constraints. Project Managers are consistently in high demand

in a growing number of industries around the world.

Project Management is a critical skill that forms the base building blocks of successful project delivery as it prevents failed projects.

### Why are software tools essential to managing projects?

Managing the project is made more effective with the suite of Project management tools built exclusively for maintaining the project.

As the complicity of the projects are increasing day by day, the use of software tools is becoming mandatory.

The most globally accepted tools for strategic project planning are...

- **Microsoft Project**
- **Oracle Primavera**
- **Asta Powerproject**

## Project Planning & Management Concepts



An organization's success is dependent on understanding high project performance - projects completed on time, on budget and meeting original goals. Organizations need to focus on the development and training of their talent in order to achieve superior project performance, successful achieve superior project performance, successful strategic initiatives and become high performers.

### Highlights:

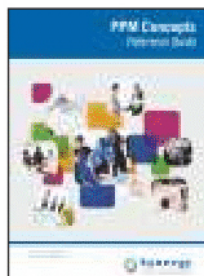
- Project Management Framework
- Integration Management
- Scope Management
- Schedule Management
- Cost Management
- Quality Management
- Resource Management
- Communication Management
- Risk Management
- Procurement Management
- Stakeholder Management

**Duration : 24 Hours**

**Based on  
Project Management  
Body of Knowledge**

***(PMBOK® Guide)***  
**6<sup>th</sup> Edition**

### Courseware Issued:



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# Microsoft Project Complete



## Features of MS Project - Foundation

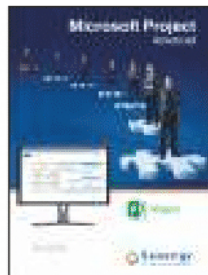
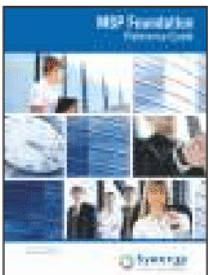
- Scheduling
- Cost Estimation
- Resource Management
- Tracking Project Progress
- Forecasting the Project
- Report Generation

## Course Content:

- Project Creation
- Calendar
- Work Breakdown Structure
- Time Estimation
- Project Critical Path
- Cost Estimation
- Tracking the Project Progress
- Project Forecasting Status
- Text and Graphical Reports

**Duration : 40 Hours**

## Courseware Issued:



## Features of MS Project Advanced using Project Online

- Quick and flexible online solution
- Can work virtually anywhere
- Project Portfolio Management
- Attractive Dashboards
- Guaranteed up times

## Course Content:

- Introduction to Project Online
- Enterprise Project
- Resource Management
- Time and Task Management
- Risk and Issue Management
- Custom Field
- Reports and Alerts

**Duration : 24 Hours**

## Beneficiary of MS Project

- Project & Program Manager
- Project Team Members
- Field Engineers
- Functional Managers

# Primavera Complete (Primavera EPPM)



## Primavera Foundation

- Project Structure
- Project Creation
- Work Breakdown Structure
- Relationships and Constraints
- Activity Codes
- Resource Analysis and Leveling
- Tracking the Project Progress
- Reporting Performance
- Check in & Check out
- Reflection

**Duration : 40 Hours**

## Primavera Tracking Professional (Primavera - TP)

- Budgeting
- Funding
- Portfolios
- Dashboards
- Time Sheet
- Team Member
- Risk Management
- Issue Management

**Duration : 16 Hours**

## Primavera Application Administration ( Primavera - AA)

- Managing Primavera users
- Managing Project Structure - EPS, OBS
- Resource Administration
- Customization of Portfolios & Dashboards.

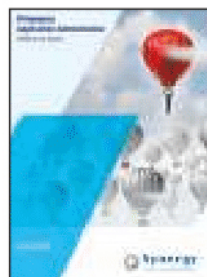
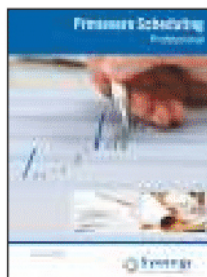
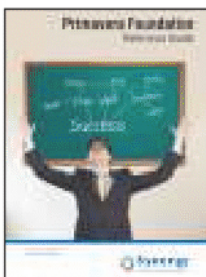
**Duration : 8 Hours**

## Primavera Scheduling Professional (Primavera - SP)

- Precedence Diagramming
- Representing Project Schedules
- Resource Optimization Techniques
- Schedule Compression Techniques

**Duration : 16 Hours**

### Courseware Issued:



ORACLE

Workforce  
Development Partner

ORACLE®

PRIMAVERA

# Asta Powerproject



## Features of Asta Powerproject

- Effective Resource Planning
- Accurate Progress Reporting
- Line of Balance
- Manage Complex Projects
- Jagged Progress View
- Lock Progress Periods
- Cost Estimation
- Baselines
- Tracking the Project Progress
- Reports
- Use of Formulae

## Course Content:

- Creating a Project
- Linking Tasks
- Reschedule
- Code Libraries
- Annotations
- Cost Centre
- Resource Modeling
- Resource Histogram

Duration : 40 Hours

## Courseware Issued:



## Beneficiary of ASTA Powerproject

- Project Program Manager
- Project Team Members
- Field Engineers
- Project Engineers
- Functional Managers



## Project Management Institute (PMI)<sup>®</sup> Certification



### About PMI<sup>®</sup>

Project Management Institute is the world's leading not-for-profit professional membership association for the project, program and portfolio management profession. Founded in 1969, PMI<sup>®</sup> delivers value for more than 2.9 million professionals working in nearly every country in the world through global advocacy, collaboration, education and research.

You can apply for any certification that matches your qualifications, and no certification serves as a prerequisite for another.

### Certified Associate in Project Management (CAPM)<sup>®</sup>

PMI<sup>®</sup> - Certified Associate in Project Management (CAPM)<sup>®</sup> is a valuable entry-level certification for project practitioners. Designed for those with little or not project experience, the CAPM<sup>®</sup> demonstrates your understanding of the fundamental knowledge, terminology and processes of effective project management.

### Project Management Professional (PMP)<sup>®</sup>

PMI<sup>®</sup> - Project Management Professional (PMP)<sup>®</sup> credentials is the most important industry-recognized certification for project managers. Globally recognized and demanded, the experience, educational and competency to lead and direct projects.



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# Project Management Professional (PMP)<sup>®</sup> Preparatory Certification



## Eligibility Criteria

| Educational Background                                | PM Experience   | PM Education                         |
|---|---|--------------------------------------|
| H.S / Diploma, Associate Degree, or Global Equivalent | Minimum 5 years / 60 months and 7,500 hours of PM experience  | 35 contact hours of formal education |
| <b>or</b>   |   |                                      |
| Bachelor's Degree or Global Equivalent                | Minimum 3 years / 36 months, and 4,500 hours of PM experience | 35 contact hours of formal education |

## PMP<sup>®</sup> Preparatory Program Content

- Project Management Framework
- Standard of Project Management
- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Project StakeHolder Management
- Professional Social Responsibilities

**Duration : 40 Hours**

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# 12 STEPS

To attain Project Management Professional (PMP)<sup>®</sup> Certification

- 1 Project Management Institute (PMI)<sup>®</sup> Membership**

Enables you to access PMI<sup>®</sup> related standards, articles etc., Concession in exam fees is possible with membership. And to save the money in the exam fee.
- 2 Teaching - 4 Days Training**

Preparatory program gives you an insight into Project Management Body of Knowledge (*PMBOK<sup>®</sup> Guide*), knowledge regarding Project Management and the confidence required to face the exam
- 3 Template for Application**

During training, an excel template will be sent to you via mail, which you are required to fill and send after the training has been completed
- 4 Study Plan**

By the end of the 4th day, a Study plan will be provided to the participants by the Trainer.
- 5 Online Practice Sessions**

By the end of the training, the login id and password for Synergy's Benchmark - online exam portal will be sent to your mail id.
- 6 Coaching - Revision**

After considerable preparation, you can schedule your slot for the monthly Coaching Session, where the questions are discussed along with revision.
- 7 Submission of Application**

You will fill the online application form and submit for PMI<sup>®</sup> review.
- 8 Application - Review**

Upon submitting the Application, you will receive an email from PMI<sup>®</sup> on the review of Application Accuracy and Completeness.
- 9 Random Audit (if any)**

There is a possibility, your application will be selecting for random auditing, if your application is selected for auditing, you will have to send the relevant documents to PMI<sup>®</sup>, after which you will get the approval mail from PMI<sup>®</sup>
- 10 Exam Fees & Eligibility Code**

Submit the PMP<sup>®</sup> Exam fees, you will be receiving the Review email and will receive an Eligibility Code via email from PMI<sup>®</sup>. This code is essential for scheduling the exam
- 11 Scheduling the Exam**

Using the eligibility code, you can schedule the exam date in the nearest Prometric centre, online.
- 12 Getting PMP<sup>®</sup> Certified**

Sit for the 4 hours examination with Confidence and Succeed with PMP<sup>®</sup> Certification

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# 5 WAYS TO PREPARE YOURSELF FOR

## Project Management Professional (PMP)<sup>®</sup>

### Preparatory Training



#### Live Online Training

- 32 hours of online classes
- One day online revision
- 60 days Benchmark exam portal

#### Classroom Regular PMP Training

- 4 days of class by Synergy certified PMP<sup>®</sup> trainer
- One day online revision
- 60 days Benchmark exam portal

#### Online Video Streaming Module

- 16 days of access to video recording module of PMP<sup>®</sup>
- 60 days Benchmark exam portal

#### Live Online Training - PMP<sup>®</sup> P3

- 32 hours of online classes
- One day online revision
- 90 days Benchmark exam portal
- 100 days handholding
- 100% pass guarantee\*

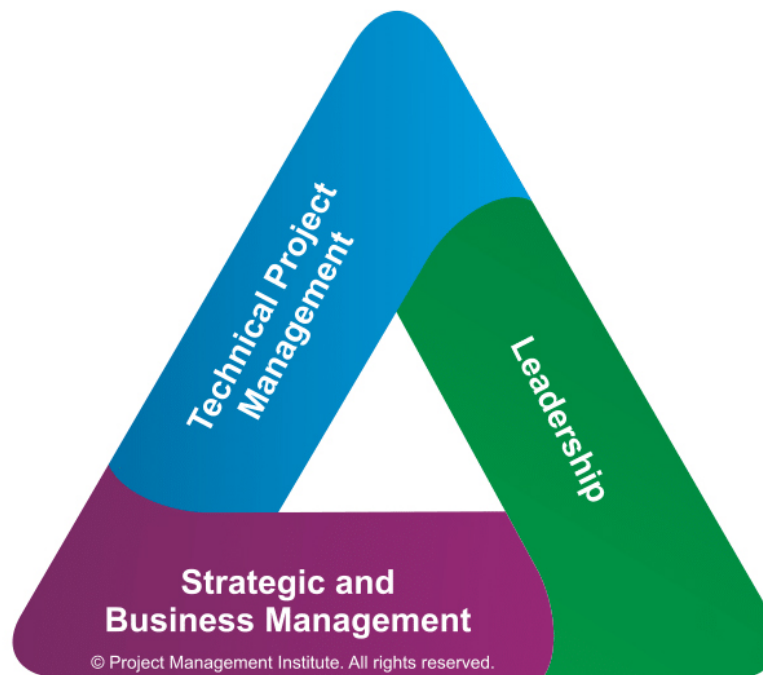
#### Classroom PMP<sup>®</sup> Power Pack Program - PMP<sup>®</sup> P3

- 4 days of class by Synergy certified PMP<sup>®</sup> trainer
- One day online revision
- 90 days Benchmark exam portal
- 100 days handholding
- 100% Pass guarantee\*

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\* Conditions apply

# PM Elite - A perfect tools to gain knowledge as per PMI Talent Triangle®



## Now 60 PDU's should be gained in the following ways

### a. Education – Minimum of 35 PDU's

- I. The education PDU's should be under the following 3 category
  1. Technical - Domain Expertise
  2. Leadership - Competency in guiding and motivating
  3. Strategic Business Management Skills - Business Oriented Skills

### b. Giving Back – Maximum of 25 PDU

- I. Volunteering
- ii. Creating Knowledge
- iii. Working as Professional - Maximum of 8 PDU's.

## PM Elite

1. Technical - 44 PDU's
2. Leadership - 08 PDU's
3. Strategic Business Management Skills – 08 PDU's

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## Benchmark Exam Portal



### Why Benchmark?

Taking Benchmark's online mock tests helps you judge your ability to meet the requirements of the certification exam, and supportively assist your study and preparation. Besides helping you evaluate your preparedness, the mock tests can enhance your understanding of the certification process.

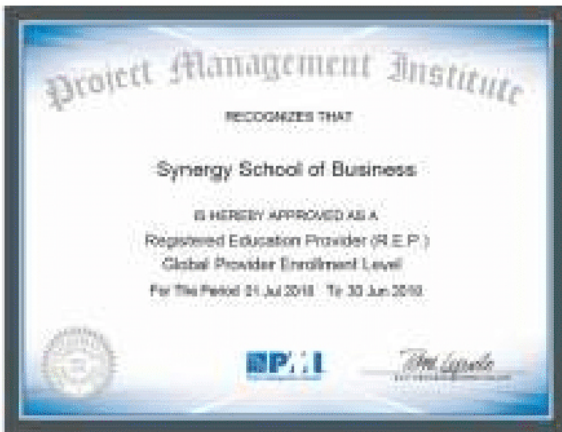
### A Full Fledge Question Bank provided by experts.

- More than 3200 PMP® sample Questions
- Developed by certified professional.
- Upgraded once in every 15 days.
- Can be accessed from anywhere at any time
- Practice questions with both Knowledge area and Process group wise questions along with answer and justification.
- 6 full mock with answer key which can enhance your skills to become PMP® in first attempt.
- Every day PMP®-Tips with one question



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# Synergy Affiliation



## Keep in touch with us

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