

Objective of the Programme

The programme is designed with the objective to assist participants understand PMI's standard for Project Management with the view to prepare the participants to sit the PMP certification exam administered by PMI.

Eligibility to enroll in the programme

1. Applicants must have 35 hours of specific project management education.
2. With a Bachelor's Degree (or the global equivalent): Applicants must have a **minimum three years' professional project management experience**, during which **4,500 hours are spent leading and directing project tasks**, up to eight years from the time of application.
3. Without a Bachelor's Degree (or the global equivalent): Applicants must have a **minimum five years' professional project management experience**, during which at least **7,500 hours are spent leading and directing project tasks**, up to eight years from the time of application.
4. Must register as a member with PMI and schedule the certification exam by the stipulated date.

Endorsement

This programme is endorsed by the University of the West Indies Open Campus Saint Lucia.

Course Duration

The programme will be taught on an eighty four (84) hour schedule.

Days and Times for Classes

Classes will be held on Monday and Wednesdays from 5:30 p.m. to 8:30 p.m. Review classes will be held on alternate Saturdays from 2:00 p.m. to 5:00 p.m.

Location of Classroom

Sir Arthur Lewis Community College, Morne Fortune, Castries.

Room assignments will be provided before the commencement of classes.

Payment

All payments are made through the Government Treasury using an "**A FORM**", completed and stamped (by SEDU), which **MUST** be obtained from the office of the Small Enterprise Development Unit.

Payment Plan

Option 1: Participants pay the total course fee EC\$2000.00 prior to the start of the course.

Option 2: Participants must pay 50% prior to the start of the course, the next 25% by the 15th of the second month and the final by the 15th of the third month of the course.

PMI fees are paid directly to PMI.

Refunds

Refunds for an enrolled course will be done provided the participant has informed **SEDU** during the first **two (2) weeks** into the programme. For refunds person(s) **must** present the following:

Letter with request for refund for said course

National ID for copying

Original receipt

Note: Refunds are not possible on the same day of submission.

Repeat Students

Students who have attempted the PMP certification exam and failed will be allowed to join the next cycle at a fee of \$1000.00.

Graduation

Participants will graduate based on successful completion of assessments, attendance and financial obligations.

Responsibilities

SEDU

- Develop schedule, logistics and administration of the programme
- Provide group and site numbers for exam registration
- Provide course verification letter for PMI audit.
- Notify students of changes in the programme. Information will be communicated mostly via email and telephone calls.
- Uphold PMI code of conduct..

Responsibilities

Student

- Obtain PMI membership
- Registration for PMI exam by the prescribed date
- Payment for the programme as prescribed
- Provide accurate, verifiable information to determine eligibility
- Preparation, attendance and meaningful participation at class
- Uphold PMI code of conduct

Course Content

- Introduction to Project Management
- Project Life Cycle & Organization
- Project Management Process for a Project
- Project Integration Management
- Project Scope Management
- Project Cost Management
- Project Time Management
- Project Quality Management
- Project Human Resource Management
- Project Procurement Management
- Project Communication Management
- Ethics and Professional Responsibility
- Project Risk Management
- Course Reviews
- Mock Exams
- Scheduled PMI PMP Exams

PMI Registration

- Please register with PMI as a member. Fee \$129.00US. Visit www.pmi.org
- Register for the exam when your membership has been confirmed. \$250US for the paper based exam for members. SEDU provides the information necessary for registration: **Site Code; Test date; Group examination number; Location :**

Special Note

To participate in this event all candidates must have their applications reviewed, approved and payment submitted to PMI . PMI allows for a 5 day review period for all applications. All information must be submitted to PMI within 35 days of the commencement of the programme.

PMP Credential Examination

This four-hour examination is composed of 200 multiple-choice questions which measures your ability to apply knowledge, skills and techniques used in project management.

PMP Credential Award

Approximately six (6) weeks after the exam date, examination results are available online at PMI credential registry. The Ministry of Commerce, Industry and Commerce Affairs awards each candidate who has attained the PMP designation with a plaque at a special ceremony.



**MINISTRY OF COMMERCE, INDUSTRY
AND CONSUMER AFFAIRS**

**SMALL ENTERPRISE
DEVELOPMENT UNIT (SEDU)**

PMP COURSE STUDENT INFORMATION

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***Small Enterprise Development
and U
Ultimately National Prosperity***