



# PM Study Session Notes

Sunday January 20, 2002  
 2 to 5pm  
 2200 X Street, Sacramento, CA

**Type of meeting:** Study Session for PM Exam      **Facilitator:** Holly Ziegler

**Attendees:** Christa Engle, Linn Hom, Colleen Kashiwagi, Stephen Kayner, Norm Masters, Gene SooHoo, Eva Steward, Jim Watkins, Holly Ziegler

**Apologies:** Frank Limacher, Phil Shipley

**Please bring:** PMP Certification Binder, ESI Challenge, ESI Sample Exam book

## ---- Agenda Topics ----

Dates and Format of Sessions	Holly	5 minutes
Knowledge area assignments	Holly	5 minutes
Introductions	All	5 minutes
Overview	Linn	80 minutes
Chapter One	Holly	15 minutes

## Other Information

The group agreed on the dates and format for the study sessions. It was also agreed that one person should facilitate in teaching a Knowledge Area. See the table below for dates and assignments. [Frank: the group volunteered you for Chapter 7: Project Cost Management, since you are so good with formulas and numbers]

Dates	Subject	Facilitator
Jan 20	Overview, Chapter 1: Introduction	Linn, Holly
Jan 27	Chapter 2: The Project Management Context and Chapter 3: Project Management Process	Jim
Feb 3	Chapter 5: Scope and Chapter 6: Time	Ch 5: Colleen; Ch: 6: Holly
Feb 10	Chapter 7: Cost and Chapter 8: Quality	Ch 7: Frank; Ch 8: Norm
Feb 17	Chapter 9: Human Resources and Chapter 10: Communications	Ch 9: Gene; Ch 10: Eva
Feb 24	Chapter 11: Risk and Chapter 12: Procurement	Ch 11: Christa; Ch 12: Steve
Mar 3	Chapter 4 and Miscellaneous books: Principles of Project Management, Organizing Projects for Success and Doing Business Internationally	Ch 4: Jim & Holly; Books: entire group
Mar 10	Formulas, Vocabulary, second request: charts, sigma (Standard Deviation),	Entire group

	Bi-directional communications paths	
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The format of the study sessions will be divided as follows:

First hour	Chapter or pre-determined subject
Second hour	ESI Challenge book
Third hour	ESI Sample Test book

For the first study session, Linn presented an overview of topics covered in the Test Prep classes.

Handouts (Study Notes, Chart of Knowledge Areas, and Questions for the first session) were passed out.

The last part of the session was a review of the book "Principles of Project Management"

One suggestion to make the sessions fun and challenging is to "stump the group".

The group will treat to the lunch the person who is able to come up with the most questions that will stump the group.

Next week's subject: Chapters 2 and 3

§ Thanks to following folks: Holly - coordinating all the efforts, Gene - location of the sessions, Jim - oranges and Eva - candy.