

PMI Professional Development Unit (PDU) Training

Sharpen your project leadership skills with this PMI-aligned PDU course. Designed for PMP, CAPM, and other PMI-certified professionals, this training strengthens your PMBOK knowledge, improves project governance, and helps you apply modern planning tools to real work. Earn PDUs that qualify with PMI to renew your certification and stay current. Walk away ready to lead smarter, communicate better, and deliver stronger project outcomes.

[CBT Nuggets course material](#) →

WEEK 1

OPAs and EEFs

- Common OPAs
- Change Control Procedures
- Risk, Quality and Closure
- Some Final OPAs
- Enterprise Environmental Factors
- Subtle EEFs
- Final EEFs
- Test Your Knowledge!

Project Plans

- Skill Intro
- Plan Components Overview
- Common Plan Elements
- Strategic Plan Components
- More Strategic Plans
- Tactical Plans Intro
- Tactical Plan Pairs
- The End of Plans!
- Test Your Knowledge!

Project Management Tools

- Let's Talk Tools!
- A Brief Background
- Data Gathering Tools
- Data Analysis Tools
- Data Representation Tools!
- Which Tools are the Best?

Other Variables

Methodology Tools

Test Your Knowledge!

Downloadables!

Project Documents

Skill Introduction

PMBOK 6 Documents

PMBOK 7 Artifacts and Radiators

WEEK 2

Value Delivery Map Example

Document Selection

Document Combinations

Important Document Content

Document Information Flow Examples

Practical Tips

Test Your Knowledge!

Download Section

The Project Charter

Introduction

Pre-Charter Creatures

Charter Problems = Project Problems!

A Charter is Born!

Charter Template

Charter Authority

The Domino Effect of a Bad Charter

Practical Tips

Test Your Knowledge!

Downloadables!

Early Planning

Introduction

Post Charter Planning

Bigger Charter = More Stuff!

Follow the Yellow Planning Road!

Planning for The Plan!

The Cascade Effect

Tips to Avoid the Ditch!

Test Your Knowledge!

Downloadables!

The Work Breakdown Structure

Introduction

What is the WBS?

The Basic WBS

Creating Your Own Problems

Building It From the Bottom Up!

WEEK 3

The Wonderful World of Work Packages

The WBS Dictionary

Final Thoughts and Musings

Test Your Knowledge!

Downloadables!

The WBS Workshop

Introduction

Downloadables!

Charter Scenario Walkthrough

Requirements Gathering Meeting

Scope Statement Scenario

Mini Traceability Matrix Exercise

Requirements Documentation

Picking Your Parents!

Work Packages

Test Your Knowledge!

Project Scheduling

Introduction

PMBOK 6 to PMBOK 7 Comparison

So What's the Plan?

Schedule Activities

The Cool Tools!

Activity Quirks, Odds and Ends

Schedule Examples

Test Your Knowledge!

The Scheduling Workshop

Introduction

Precedence Diagramming (PDM)

PDM Example 1

PDM Example Walkthrough

Calculating the Critical Path

Critical Path Example

Critical Path Example Walkthrough

Calculating Float AKA Slack

Exercise Walkthrough

Forward and Backward Pass

Forward and Backwards Pass Exercise

Exercise Walkthrough

WEEK 4

Smartsheet Example

Test Your Knowledge!

Project Budgeting

PMBOK 6 to PMBOK 7 Comparison

Bottom-Up Budget Creation

Top-Down Budgets

Cool Tools

Budget Components and Traps!

Test Your Knowledge!

Earned Value Management Workshop

Introduction

The Big 4 Calculations

Big 4 Exercise

Big 4 Exercise Solution

Variance and Index Calculations

Variance and Index Exercise

Variance and Index Exercise Solution

Forecast Calculations

Forecast Exercise

Forecast Exercise Solution

To-Complete-Performance Index

TCPI Exercise

TCPI Exercise Solution

The Final Boss EMV Exercise!

Final Boss Exercise!

Final Boss Exercise Solution

Test Your Knowledge!

Stakeholder Management

Introduction

Stakeholder Identification

Stakeholder Classification

Stakeholder Artifacts

Dealing with Negative Stakeholders

Test Your Knowledge!

Change Management

Introduction

PMBOK Comparisons

Change Management Wins and Losses

Change Justification

Change Options

Test Your Knowledge!

Bonus Documents!

Project Leadership

Introduction

Leadership Theories

Motivation Techniques

The Forms of Power

Team Development

Test Your Knowledge!

Project Communications

Introduction

PMBOK Comparisons

Communications Tailoring

The Comms Plan!

Soft Skills that Killz!

Test Your Knowledge!

Quality Management

Introduction

PMBOK 6 Projects

PMBOK 7-Friendly Projects

PMBOK 6 Cool Quality Tools!

PMBOK 7 Cool-er Tools

Quality Pitfalls

Test Your Knowledge!

Project Planning Chaos

Introduction

When Things Go As Planned

Ready or Not; Here We Go!

The Perfect Storm Has Arrived!

Crisis Communications

WEEK 5

Survey Tool

Test Your Knowledge!

Resource Management

Introduction

PMBOK Comparison

Resource Tools

Resource Dynamics

Elastic vs Fixed Resources

Improve Your Ability to Manage Resources

Test Your Knowledge!

Risk Management

Introduction

PMBOK Comparisons

Cool Risk Tools!

Risk Appetite, Tolerance and Threshold

Tips & Tricks by Project Type

Risk Mistakes to Avoid

Test Your Knowledge!

The Risk Workshop-Part 1

Introduction

Risk Planning

MetroConnect Scenario

Risk Identification and Prompt Lists

The Risk Register

Test Your Knowledge!

The Risk Workshop- Part 2

Introduction

Alternative Tools

Quantitative Analysis

Decision Trees

Bonus Section!

Test Your Knowledge!

The Risk Workshop- Part 3

Introduction

Positive Risks AKA Opportunities

Opportunity Case Study

Negative Risk AKA Threats

Risk Monitoring

Risk Reporting

Test Your Knowledge!

Procurement Management

Introduction

PMBOK Comparisons

Contract Types

Understanding a Contract

Contract Language Landmines

Contract Exercise!

Bulletproof Your Contracts!

Test Your Knowledge!

Project Recovery Lab

Introduction

Scenario 1-Budget's on Fire!

Scenario 2- Behind the Curve!

Scenario 3- The Blob!

Scenario 4- It Just Hit the Fan!

Scenario 5- Looks Good to Me!

Final Scenario- The Iceberg!

Test Your Knowledge!

Leadership Lab

Introduction

"The Agile Meltdown"

"On the Edge!"

"Undisclosed Influence"

"Falling Behind"

"The Last, Last Chance!"

Final and more common Scenarios

Test Your Knowledge!

Execution Excellence

Introduction

Work Management

Performance Monitoring

Change Management

Engaging with Stakeholders

Test Your Knowledge!

Bonus Section!

Project Closure

Introduction

Final Deliverable Validation

Contract and Procurement Closure

Admin Closure

Team Release and Transition

Stakeholder Communications and Final Report

Benefits Realization Planning

Test Your Knowledge!

The Strategic PM

Introduction

Educating the Sponsor

Impacting Organizational Culture

Improving the Project Brand

Growing the Team's Capability

Influencing Policy Changes

Being a Strategic Role Model

Test Your Knowledge!

The PM Survival Guide

Introduction

Planning Tips

Stakeholder Hacks

Risk Advice

Communication Thoughts

Contract Stuff

Quality Quirks

Leadership Lessons

Professional Growth

Test Your Knowledge!