

PROJECT MANAGEMENT PROFESSIONAL PROGRAM

This comprehensive program provides hands-on experience in managing complex projects and prepares participants for the Project Management Professional (PMP) certification exam administered by the Project Management Institute (PMI).

Course 01022

Modules:

1. Project Management – The Nine Elements To Success (selected modules; Introduction and Scheduling)
2. Managing Project Scope
3. Project Cost Management
4. Quality Management and Continuous Process Improvement
5. Communications Management
6. Project Leadership and Team Management
7. Project Risk Management
8. Contract and Procurement Management
9. Project Management Professional Review

These courses cover, in-depth, the nine project management body of knowledge (PMBOK) areas tested in the PMP certification exam, including:

- Defined Project Life Cycle and Milestone
- Stable Requirements and Scope
- Defined Organization, Systems, Roles
- Leadership
- Planned Commitments
- Performance Measurement
- Quality Assurance
- Change Control
- Issue Resolution & Corrective Action

RECOMMENDED FORMAT

Each module varies in the required hours of instruction. The program typically runs over 23 sessions, meeting a half-day

per week for 20 weeks and concluding with 3 full-days of PMI Exam Prep Review. It is normally delivered to groups ranging from 10-25 participants

The course blends lectures with up-to-date participatory learning techniques. Classes mix discussions, case presentations, team projects, simulations and role playing, which strengthens practical skills in defining issues, applying sound analytical techniques, formulating and evaluating alternatives, making decisions and communicating plans to others.

TARGET AUDIENCE

Project management personnel responsible for new products, corporate planning or relocation, system or software development, research and development, and engineering and construction; individuals who desire to become project management professionals; or newly formed project teams

PMI – Project Management Institute awards 120 PDU (Professional Development Unit) hours for this program.



PROGRAM OUTLINE

PROJECT MANAGEMENT – THE NINE ELEMENTS TO SUCCESS (SELECTED MODULES)

These modules provide highly interactive instruction in fundamental concepts and techniques of project management. They cover the key concepts and methodologies of project management, enabling participants to schedule activities, allocate resources, and staff any project they are called upon to handle.

PROJECT MANAGEMENT PROFESSIONAL PROGRAM

PROGRAM OUTLINE (continued)

MANAGING PROJECT SCOPE

This module provides intensive and highly interactive instruction in developing, reporting and controlling project scope. The process of scope development and control is covered sequentially – from concept development to design and development of work breakdown structures to managing and controlling scope changes. Concepts, tools and techniques presented in the course allow participants to charter a project team, plan a kick-off meeting and establish the scope of work.

PROJECT COST MANAGEMENT

This module presents a broad overview of the differing perspectives of cost within a project and an organization, financial techniques and factors influencing cost data and control methods. It also examines the three project constraints that compete for resources – performance, cost and time -- that must be considered simultaneously to adequately control a project. The course provides highly interactive, experiential learning and emphasizes understanding the budgeting and cost tracking processes within a project framework.

QUALITY MANAGEMENT AND CONTINUOUS PROCESS IMPROVEMENT

This module focuses on qualitative and quantitative approaches project managers use to ensure projects and ongoing operations meet quality requirements and cost and schedule demands. Participants will learn to use quality tools to ensure project quality. Continuous process improvement techniques are emphasized as a means of improving productivity and performance within an organization.

COMMUNICATIONS MANAGEMENT

This module examines the communication links required to complete a project successfully. Concepts, tools and techniques

presented in this course allow participants to establish and implement a project communications plan.

PROJECT LEADERSHIP AND TEAM MANAGEMENT

This module examines the art and science of directing and coordinating human resources throughout the life of a project. Participants will understand the “art of project leadership” in addition to applying practical tools to enhance team effectiveness.

PROJECT RISK MANAGEMENT

This module studies ways to identify, analyze, quantify, mitigate and manage project risks. Included is analysis of the decision-making process involved in planning alternative actions in order to minimize risk. The concept of using mathematical probability to quantify risk is introduced and explained. Also treated are human behavioral factors involved in dealing with risk.

CONTRACT AND PROCUREMENT MANAGEMENT

This module provides project managers an understanding of the phases of procurement: planning, solicitation, source selection, contract administration and contract closeout. Information addresses commercial, government and subcontracting requirements and emphasizes regulatory differences and systems applications.

PROJECT MANAGEMENT PROFESSIONAL REVIEW

This module provides a comprehensive review of the nine Project Management Body of Knowledge (PMBOK) areas covered on the Project Management Institute’s Project Management Professional (PMP) exam. It is recommended that participants already have a strong background in project management practice and techniques either through experience or prior education.