



Certificate in Project Management

Overview: Whether or not your organization has a robust Project Management infrastructure in place, the need to successfully manage small to medium-sized projects will play a large role in determining its success. This course focuses on the skills required to plan and implement a project that will fulfill the stated requirements, as well as, meet time and budget constraints. You will be presented a methodology to document project requirements, identify necessary resources, identify and mitigate potential risks, schedule and track project activity, monitor and control project outcomes, and formally close projects. This course emphasizes project management basics including practical tips, tricks, and templates, to facilitate managing small to medium-size projects with a minimum investment in project management infrastructure.

The course focuses on understanding the PMI® Project Management Methodology as described in the Project Management Book of Knowledge® (PMBOK®). Particular emphasis is placed on the vocabulary that PMI® uses in describing the Project Management Framework and Project Management Knowledge Areas, as well as, a theoretical understanding of how the concepts are applied in implementing the project management methodology espoused by the PMI®. The course also discusses strategies to enhance the student's potential to successfully complete the industry examination.

This course can also prepare the student to take the Certified Associate in Project Management® (CAPM®) examination. The material covered for both examinations is similar, the difference is in the expected hands on project management experience level, and the nature of the examination questions - for the PMP® examination there are significantly more hours of project management experience required to be certified to take the examination, and the questions are more situational rather than theoretical. The class does NOT provide the exam.

Certificate Duration: 40hours

Program Tuition: \$1,800.00

Books: \$149.00

Student Assessment: \$20.00

Prerequisites: None.

No formal class requirement is needed to take the class. The student is expected to have met the secondary educational and practical experience requirements established by the PMI® to be certified to take the examination. This course will satisfy the specific Project Management training hours required by PMI® to be certified to take either examination. Taking this class does NOT earn you the official PMI CERTIFICATION.

For information on specific PMI® requirements for certification to take the PMP® industry examination go to http://www.pmi.org/en/Certification/~media/PDF/Certifications/pdc_pmphandbook.ashx for the CAPM® examination go to http://www.pmi.org/en/Certification/~media/PDF/Certifications/pdc_capmhandbook.ashx

Certificate Requirements:

- 2202-1 Preparing for the PMP® Examination and Project Management Framework
- 2202-2 Project Integration Management
- 2202-3 Project Scope Management
- 2202-4 Project Time Management
- 2202-5 Project Cost Management
- 2202-6 Project Quality Management
- 2202-7 Project Human Resource Management
- 2202-8 Project Communications Management
- 2202-9 Project Risk Management
- 2202-10 Project Procurement Management



2202-1 Preparing for the PMP® Examination and Project Management Framework

Strategies for preparing for the examination: study tips, nutrition tips, scheduling the examination with ProMetric, as well as a review of types of exam questions. Project Management Framework defines and discusses the Project Management Disciplines, the Triple Constraint, and Organizational structures. **Prerequisites:** This class has no formal prerequisites. The student should have a basic understanding of project management.

2202-2 Project Integration Management

Project Integration Management discusses the interrelationships between the other eight Project Management Knowledge Areas and how these interactions are reflected in the five Project Management Process Groups- Project Initiation, Project Planning, Project Execution, Project Monitoring and Control, and Project Closing.

Prerequisites: This class requires that you take the 4001-1

2202-3 Project Scope Management

Project Scope Management defines and discusses Requirements Documentation, creation of the Project Scope Statement, creation of the Work Breakdown Structure, and Scope verification and control. **Prerequisites:** This class requires that you take the 4001-2

2202-4 Project Time Management

Project Time Management defines and discusses the creation and control of the project schedule. Particular emphasis is placed on network diagrams and Critical Path Method (CPM). **Prerequisites:** This class requires that you take the 4001-3

2202-5 Project Cost Management

Project Cost Management defines and discusses the creation of the project budget, and comparing actuals to budget projections. Methods of valuing project results are discussed, with particular emphasis on Earned Value Management techniques.

Prerequisites: This class requires that you take the 4001-4

2202-6 Project Quality Management

Project Quality Management discusses how quality is defined in a project context. Emphasis is placed on popular quality theories, as well as, quality planning, control, and assurance.

Prerequisites: This class requires that you take the 4001-5

Project Human Resource Management

Project Human Resource Management discusses human resource management from an individual/supervisor relationship, as well as, from a team perspective. The areas of team creation and development and motivational theory are explored. **Prerequisites:** This class requires that you take the 4001-6

2202-7 Project Human Resource Management

Project Human Resource Management discusses human resource management from an individual/supervisor relationship, as well as, from a team perspective. The areas of team creation and development and motivational theory are explored.



2202-8 Project Communications Management

Project Communications Management discusses the communication planning and implementation of effective communication systems. Emphasis is on designing communication systems that are relevant to the recipients of the information.

Prerequisites: This class requires that you take the 4001-7

2202-9 Project Risk Management

Project Risk Management defines risk and discusses how risks are to be identified, planned for, tracked, and controlled in a project environment.

Prerequisites: This class requires that you take the 4001-8

2202-10 Project Procurement Management

Project Procurement Management discusses procurement strategies and techniques that ensure successful delivery of material and services from outside entities to the project in a timely manner. Emphasis is on working with the organization's procurement department to ensure that legal requirements are met and that performance is tracked to ensure compliance with contract criteria. **Prerequisites:** This class requires that you take the 4001-9.

