Project Management Certificate Program

Online Format Overview

The Project Management Certificate program is an in-depth, interactive learning experience that thoroughly covers the 5 core process groups included in every project. The program is designed to help prepare students for passing the Project Management Professional (PMP)® certification exam through the Project Management Institute. While some students may choose not to take the exam, the learning achieved will prepare graduates to be effective and knowledgeable project managers.

The training walks through domains, tasks and enablers PMI uses for the PMP© exam, with supporting tools, techniques, and team exercises in class. For ongoing study outside of class, everyone will also receive a PMP® online practice exam and matching printed PMP® Study Guide.

Course Format: The project management online certificate program includes instructor-led online sessions as well as self-paced modules over a 4-week period as follows:

- Week 1 – Orientation & Self-Study
    - Monday, 6:30pm – 7:30pm: Orientation
    - Self-Study (9 Hours): Chapters 1 – 9
        - Email Questions to the Instructor

- Week 2 – Instructor-Led Team Exercises
    - Monday – Friday: 6:30pm – 8:30pm
    - Team Exercises for Chapters 1 – 9, Domains 1 & 2 (part 1)

- Week 3 – Self Study
    - Self-Study (10 Hours): Chapters 10 – 18
        - Email Questions to the Instructure

- Week 4 – Instructor-Led Team Exercises
    - Monday – Friday: 6:30pm – 8:30pm
    - Team Exercises for Chapters 10 – 18, Domains 2 (part 2) and

Material Covered by Self-Study and Instructor-Led Team Exercises

- Introductions

- PMP® Exam Prep Content Outline
    - People
    - Process
    - Business Environment
    - PMP® Online Practice Exam
    - PMP® Printed Study Guide

- Domain 1 – People
    - Manage Conflict
    - Lead a Team
    - Support Team Performance
    - Empower Team Members and Stakeholder
    - Ensure Team Members/Stakeholders are Adequately Trained
    - Build a Team
    - Address and Remove Impediments, Obstacles, and Blockers for the Team
    - Negotiate Project Agreements
    - Collaborate with Stakeholders
    - Build Shared Understanding
    - Engage and Support Virtual Teams
    - Define Team Ground Rules
    - Mentor Relevant Stakeholders
    - Promote Team Performance through the Application of Emotional Intelligence

- Domain 2 – Process (Part 1)
    - Execute Projects with the Urgency Required to Deliver Business Value
    - Manage Communications
    - Assess and Manage Risks
    - Engage Stakeholders
    - Plan and Manage Budget and Resources
    - Plan and Manage Schedule
    - Plan and Manage Quality of Products/Deliverables
    - Plan and Manage Scope

- Domain 2 – Process (Part 2)
    - Integrate Project Planning Activities
    - Manage Project Changes
    - Plan and Manage Procurement

- o   Manage Project Artifacts
- o   Determine Appropriate Project Methodology/Methods and Practices
- o   Establish Project Governance Structure
- o   Manage Project Issues
- o   Ensure Knowledge Transfer for Project Continuity
- o   Plan and Manage Project/Phase Closure or Transitions

- Domain 3 – Business Environment
  - o   Plan and Manage Project Compliance
  - o   Evaluate and Deliver Project Benefits and Value
  - o   Evaluate and Address External Business Environment Changes for Impact on Scope
  - o   Support Organizational Change

- PMP® Exam Application & Payment Process
  - o   Educational Requirements
  - o   Project Management Experience Requirements
  - o   Training Requirements (fulfilled via this program or an active CAPM certification)
  - o   Reporting Experience on the Application
  - o   Testing Day Planning and Readiness

- Group Walkthrough with the Online PMP® Practice Exam