Project Management Certificate – Classroom Format

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 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 an effective and knowledgeable project manager.

The 5 process groups include:

1. Initiating: processes that begin the project

2. Planning: processes that create the plans that will govern the work

3. Executing: processes that execute the plans and produce work

4. Monitoring and Controlling: processes that compare the results to the plan and make adjustments for future work

5. Closing: processes that complete the project or a phase or component of a project or procurement, create records, and archive information

The project management certificate program is delivered over a 4 day time period with classes meeting from 8:30 am – 5:30 pm.

Curriculum – Day 1

- Introductions

- The PMP Exam
    - What the exam tests
    - The exam material
    - The exam application process
    - Requirements to apply with and without a college degree
    - Ongoing education
    - The testing environment

- - Time limits
  - Question format

- Foundational Concepts
  - Philosophy
  - Importance
  - Preparation
  - Essential Terms
  - Project Roles
  - Project Context
  - Common inputs, tools, techniques, and outputs

- Process Framework
  - Preparation
  - Essential terms
  - Organization
  - 5 Process Groups

- Integration Management
  - Integration management processes
  - Develop project charter
  - Develop project management plan
  - Direct and manage project work
  - Monitor and control project work
  - Perform integrated change control
  - Close project or phase
  - Integrated management questions and answers

- Scope Management
  - Scope management processes
  - Plan scope management
  - Collect requirements
  - Define scope
  - Create work breakdown structure
  - Validate scope
  - Control scope
  - Scope management questions and answers

Curriculum – Day 2

- Time Management
  - Time management processes
  - Plan schedule management
  - Define activities
  - Sequence activities

- Estimate activity resources and durations
- Develop schedule
- Control schedule
- Special focus: critical path method
- Exercises
- Time management questions and answers

- Cost Management
  - Important concepts
  - Cost management processes
  - Plan cost management
  - Estimate costs
  - Determine budget
  - Control costs
  - Special focus: earned value
  - Exercises
  - Cost management questions and answers

- Quality Management
  - Preparation
  - Quality management processes
  - Quality terms and philosophies
  - Plan quality
  - Perform quality assurance
  - Perform quality control
  - Quality management questions and answers

Curriculum – Day 3

- Human Resource Management
  - Preparation
  - Human resource management processes
  - Plan human resource management
  - Acquire project team
  - Develop project team
  - Manage project team
  - Human resource management questions and answers

- Communications Management
  - Preparation
  - Communications management processes
  - Project manager's role in communications
  - Plan communications
  - Manage communications
  - Control communications

- Exercises
- Communications management questions and answers

- Risk Management
    - Preparation
    - Plan risk management
    - Identify risks
    - Perform qualitative risk analysis
    - Perform quantitative risk analysis
    - Plan risk responses
    - Monitor and control risks
    - Quality management questions and answers

Curriculum – Day 4

- Procurement Management
    - Preparation
    - Procurement processes
    - Procurement roles
    - Plan procurement management
    - Conduct procurements
    - Close procurements
    - Procurement management questions and answers

- Stakeholder Management
    - Preparation
    - Identify stakeholders
    - Plan stakeholder management
    - Manage stakeholder engagement
    - Control stakeholder engagement
    - Stakeholder management questions and answers

- How to Pass the PMP
    - Reading the questions
    - A guessing strategy
    - Spotting tricks and traps
    - Exam time management
    - Scratch paper
    - Budgeting your time
    - Managing your time and review
    - Difficulty
    - Managing anxiety

- Practice Exam