

Overview

Project Management Certification & Fundamentals

Time: Afternoon Series, 13 Tuesdays, Starting April 3rd – June 26th from 3:00pm to 6:00pm

Course Description: This course provides practical guidance by highly experienced and certified instructors on both project management and exam preparation, emphasizing key points that are typically included in the PMP and CAPM exams

This course combines instructor presentation with interactive team exercises and one-on-one mentoring to teach the Project Management fundamentals needed on the job. The course is designed to help develop and practice critical project management skills in an environment that is both fun and conducive to learning. The new skills learned in this course can be used immediately allowing students to experience more success as a project manager in their day-to-day job responsibilities. Class interaction and exercises are featured in every session, and students evaluate sessions on a regular basis to enhance instructor-student communications.

This course also prepares you to take the Project Management Institute's (PMI) Project Management Professional (PMP) certification. The PMP is the most widely known, professionally recognized project management certification. Having this certification will help you establish a student's experience and skills in the eyes of hiring managers and peers. In addition, this course helps students prepare for PMI's Certified Associate in Project Management (CAPM) certification. In order to fully prepare students for the certification exam, practice exams are used throughout the course. For information and certification requirements for either one of these certifications please go to www.PMI.org. ****Exams are not included with this class but can be added for an additional charge.***

Prerequisites

This course contains 13 afternoon sessions that are 3 hours each. It is conducted in 13 weeks (one class per week). Classes run from 3:00pm to 6:00pm on Tuesdays. The 39 contact hours of training meet the requirements for certification.

Audience

This 13-session instructor-led course is for those managing, or soon to manage projects in the workplace whose goal is to improve their project management skills and become certified as a PMP or CAPM.

Outline

Class One - Course Overview

- Course Overview
- Class Exercise - Ice Breaker
- PMI Overview
- Certification Overview
- Class Exercise - Student Survey
- PMBOK Overview
- PM Lifecycles
- ***Homework: ~ 150 pages of reading***

Class Two - Scope Management

- Homework Review
- Team Project Overview
- Class Exercise - Choose a certification
- Integration Management
- Project Charter
- Scope Management
- Sponsors & Stakeholders
- Scope Statement
- Team Exercise - Scope Statement
- ***Homework: ~ 40 pages of reading***

Overview

Class Three - Work Breakdown Structure

- Test - Integration
- Homework Review
- Planning Pain Curve
- Scope Creep
- WBS PMBOK
- Team Exercise - WBS
- Template research
- **Homework: ~ 50 pages of reading and template search**

Class Four - Requirements and Communications

- Test - Scope
- Requirements
- Team Dynamics
- Team Exercise - Establish Team Norms
- Communications Management
- Team Exercise - Build Communications Plan
- **Homework: ~ 50 pages of reading and template search**

Class Five - Time

- Time PMBOK
- Activity Definition
- Team Exercise - Task List
- Activity Sequencing
- Team Exercise - Network Diagramming
- **Homework: ~ 80 pages of reading**

Class Six - Estimating & Critical Path

- Test - Communication
- Estimate Activity Duration
- Team Exercise - Estimate Project
- Critical Path Method
- Team Exercise - Critical Path
- **Homework: ~ 30 pages of reading and template search**

Class Seven - Human Resource Management

- Test - Time
- HR PMBOK
- Conflict Management
- Resource Management Staffing Plan
- RACI or RAM
- Schedule Development
- Team Exercise - Schedule for Project
- **Homework: ~ 50 pages of reading and template search**

Class Eight - Quality Management Cost Management

- Test - HR
- Cost PMBOK
- Budgeting
- Team Exercise - Staffing Plan and Budget
- Quality PMBOK
- **Homework: ~ 60 pages of reading and template search**

Class Nine - Risk Management

- Test - Quality
- Risk PMBOK
- Team Exercise - Build Risk Management Plan

Class Ten - Procurement and Earned Value

- Test - Risk
- Earned Value
- Team Exercise - Prepare for Team Presentation
- Procurement PMBOK
- **Homework: ~ 70 pages of reading**



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Course Outline

Learning Services

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Class Eleven - Certification Exam Preparation

- Test - Cost
- Ethics Review
- Certification Exam Preparation
- Team Exercise - Certification Attainment Plan
- Earned Value Review
- Certification Exam Tips
- Team Exercise - Prepare for Team Presentation
- ***Homework: ~ Procurement test and study for Practice Certification Exam***

Class Twelve - Certification Exam

- Procurement Review
- Practice Certification Exam
- ***Homework: ~ Prepare for Team Presentation***

Class Thirteen - Team Presentations

- Exam Review
- Team Presentations
- Closing