

Course Description

Building a Foundation in Project Management Certificate AMS178

91 Professional Development Units
91 Education Hours



Overview

This certificate program is specifically designed for individuals who wish to build a solid foundation in applying the basics and industry best practices of the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK®) 3rd edition, 2004. The program leads the practitioner through a complete life cycle approach to practical project management with an emphasis on being "deliverable focused" and "best practice oriented". For skill-set transfer and learning retention, participants are expected to bring a current project (or projects) to the program that they will apply tools, techniques and best practices to in a "hands-on" fashion.

The program covers both the "science and art" aspects of project management to give the participant a real-world view of the challenges inherent in today's quick-hit, complex and constrained project efforts. Particular attention will be paid to practical and insightful lessons on the leadership and "intrapreneurial" skills required to consistently rally and motivate oneself and project team members in time constrained and resource over-allocated environments.

Beginning with a comprehensive self-assessment of each participant's level of specific PMBOK® knowledge points, the program then progresses through the process of initiating, planning, executing, controlling and closing a project. At each point, participants are provided with best practices and tools that will fill the gaps identified by the results of the PMBOK® Skills Assessment. The program culminates with a preparation module for the Project Management Professional (PMP®) examination.

Curriculum Courses

This certificate program includes the following courses:

- Introduction to the Project Management Practice
- Project Initiation: Initial Scope Definition and Project Start-Up
- Project Planning: The Project Plan and Detailed Scope Development
- Project Execution: Science and Art Considerations
- Project Monitoring/Control and Closure: Managing the Project Baselines
- Preparing for the PMP® Exam

Overview of Introduction to the Project Management Practice

This initial 2-day introduction course will set the stage for the participant's entry into the certificate by creating a proper context for the practice. Topics include the history and evolution of the project management industry, definition of the practice and surrounding topics, and the integration of project management practice with today's organizational planning efforts.

At the end of this course, participants will be able to:

- Review, explain and discuss the "Foundation" Curriculum objectives and mechanics
- Explain the relevant history and evolution of the project management practice
- Define and explain the Project Management Institute's Guide to the PMBOK® (3rd edition, 2004) and its use as a process and practice guide
- Outline and explain the best practice approach in the PMI's OPM3 model
- Define and contrast the elements of project and program management
- Explore the various complexities, requirements and nuances of the project manager's role
- Discuss and understand the various characteristics, considerations and critical success factors involved in various industry project management life cycles
- Define and discuss project management's place at the organizational and strategic planning tables

Overview of Project Initiation: Initial Scope Definition and Project Start-Up

This 2-day course takes the participant through the processes of a project request, requirements gathering, expectation definition, as well as preliminary planning, development and presentation of the project's scope statement. It is designed to assist the participant in developing and presenting a robust Project Charter, Preliminary Scope Statement and Preliminary Project Plan (project strategy). The class will act as the initial peer review committee to assess the initiation deliverables for clarity and development completeness.

At the end of this course, participants will be able to:

- Understand and develop the project chartering process
- Discuss stakeholder management including requirements and the management of project expectations
- Understand the objectives and boundaries of preliminary scope development
- Understand the dynamics of the triple constraint and how to communicate its ramifications early and often
- Understand the roles the preliminary scope statement and preliminary project plan play in initial project definition and set-up
- Understand the preliminary estimating and risk assessment processes and their roles in developing initial project clarity
- Discuss and understand the various project selection approaches
- Develop and present a clear and compelling scope statement to the class peer review committee

Overview of Project Planning: The Project Plan and Detailed Scope Development

This 3-day course takes the participant through the core processes and best practices of project management planning, estimating, scheduling, risk assessment and the development of a definitive, functional and integrated project plan. This is a roll up the sleeves session and the participant should bring a project that would benefit from a thorough traverse through best practice planning practices.

At the end of this course, participants will be able to:

- Understand the connection between the scope statement and the work breakdown structure (WBS)
- Develop the project WBS
- Understand the various estimate classifications and methods to move from preliminary to definitive status
- Develop the project dependency diagram and schedule
- Develop the project's definitive risk assessment
- Develop the definitive project plan and its subsidiary management plans
- Develop the project scope and change management approach
- Understand the elements and practices of procurement management
- Develop and present the definitive scope statement to the class peer review committee

Overview of Project Execution: Science and Art Considerations

This 2-day course deals with a range of project execution issues including verifying and ensuring the practical integration of quality mechanisms in the project scope prior to the beginning of execution, project team development, alignment, and management. It also addresses communication that makes a difference and leadership insights for effective team performance.

The course focuses on practical and meaningful quality, communication and human resource best practices.

At the end of this course, participants will be able to:

- Understand how to integrate practical quality management practices into the project scope to ensure adherence to expectations
- Understand and recognize the project's human resource management requirements
- Develop a practical understanding of the dynamics and practices of team development, alignment and management
- Discuss and develop the project's communications management plan requirements
- Discuss and understand the dynamics and mechanics of effective and rigorous interpersonal communication
- Understand the critical elements of project management leadership and entrepreneurship
- Design your personal leadership development program

Overview of Project Monitoring/Control and Closure: Managing the Project Baselines

This 2-day course in discusses the proper elements to maintaining the project's baselines from execution to closeout. This "execute-ability" lies in a lack of understanding regarding the set-up course we will discuss the basics of implementing practical project controls and effectively closing the successful project.

At the end of this course, participants will be able to:

- Understand the many variables involved with effective project controls
- Understand and implement project control for small projects
- Understand the life cycle considerations for realistic small project control
- Understand and implement milestone monitoring
- Understand and implement formal change control processes
- Develop a practical project controls approach
- Understand the steps needed to effectively close a project
- Develop an understanding of an effective closeout/transfer plan

Overview of Preparing for the PMP® Exam

This 2-day course prepares the individual to take the PMP® Certification Examination.

At the end of this course, participants will be able to:

- Review the 9 knowledge areas of PMBOK®
- Prepare for the PMP® Certification Examination
- Identify areas where further study is necessary to achieve a passing grade on the exam

Format

This program is highly interactive and adaptive. A lecture/discussion approach is used and is accompanied by individual and team exercises. All program tools, processes and best practices are illustrated by actual project examples (documentation) and are accompanied by a full suite of supportive forms that will allow the participant to develop a comprehensive and documented project approach to their own specific program project that will be frequently "peer reviewed" over the duration of the program.

Duration

13 day program

Who Should Attend

Project managers, team members and other professionals of all experience levels who want to expand their knowledge of basic project management, improve their job performance and excel at managing projects would benefits from this program. The program is tailored to those who wish to take the PMP Exam.