College of Continuing and Professional Education

Course Syllabus

Project Management Certificate

Prerequisite(s): Some college and professional experience in managing projects.

Required Materials/Texts:	**ISBN:**
• *PMBOK® Guide* 5th Edition	978-1935589679
• *Managing Across Cultures: The 7 Keys to Doing Business with a Global Mindset* 1st Edition	978-0071605854
• *The PMP Exam: How to Pass on Your First Try* 5th Edition	978-0982760857
• *The PMP Exam: Quick Reference Guide* 5th Edition	978-0982760895

Web access required. Lecture power point decks, complimentary articles, and sample templates will be posted to KSU's Moodle web site for download. Class participants may either print hard copies for class or bring personal laptops in order to work with soft copies. KSU will *not* provide printed materials for class. Wireless Internet is available in all classrooms.

Course Description:
The Project Management Professional (PMP®) certification is the profession's most globally recognized and respected certification credential based on the Project Management Institute's (PMI®) well-known Project Management Body of Knowledge (PMBOK®). Upon successful completion of this certificate program, participants who meet PMI® exam requirements (see www.pmi.org) will be prepared to take the PMP® exam. Topics covered include project integration, scope, time management, cost management, project control, human resource management, risk management, quality management, procurement management, communications management, professional responsibility, and PMP® test preparation.

Course Length:
The Project Management Certificate course is scheduled to meet on Tuesdays and Thursdays, from 6:00PM to 9:00PM for 12 weeks.

Criteria for Successful Completion: Successful completion requires 80% attendance **and** 70% or better grade.

Instructors:
Pete Schestopol, PMP
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Learning Outcome(s):
- Recognize the 9 Project Management knowledge areas with key inputs, tools and techniques, and outputs.
- Fully understand the PMI® policies and procedures required to fulfill your Professional Responsibility.
- Share "Best Practices" of the 9 Project Management knowledge areas through open class discussions.
- Preparation for PMI® Certification Exam (PMP® Certification) through a combination of lecture, class exercises, discussion, self-study, quizzes, and practice exams.

- Apply Project Management principles through class exercises in project scope management, project time management and teaming.
- Complete Pre-Assessment and Post-Assessment of Project Management skills.

Assessment of Learning Outcomes:
Through in-class exercises, quizzes and final Post-Assessment, each student will demonstrate the ability to:

- Successfully identify the PMBOK® processes
- Successfully utilize tools and techniques to demonstrate an effectively planned project
- Analyze project flow, resources, timelines and budget requirements
- Strategize contingency and fall-back plans
- Show preparedness for the PMP® test

Methodology:
Class discussion, class assignments, A/V presentation, real-life experience, classroom exercises, and self-study.

Course Outline:

- Exam Preparation
  - What to expect
  - Exam Environment
  - Learning Strategies
  - Passing Strategies

- Project Management Framework
  - Introduction to the PMBOK
  - Organizational Structures
  - Project Management Roles
  - Overview of Projects

- Project Integration Management
  - Project Management Framework
  - Project Integration Management Process
  - Project Plan Development
  - Project Manager Skills
  - Project Charter
  - Project Sponsors
  - Templates
  - Tools and Techniques
  - Sample Exam Questions

- Professional Responsibility (Ethics)
  - Ensuring Integrity and Professionalism
  - Project Management Knowledge Base
  - Enhancing Individual Competence
  - Balancing Stakeholder Interests
  - Interactions with Team Members and Stakeholders
  - Templates
  - Tools and Techniques
  - Sample Exam Questions

- Project Scope Management
    - Project Scope Management Processes
    - Work Breakdown Structure (WBS)
    - Project Planning and Cost Controls
    - Statement of Work (SOW)
    - Customer Approvals and Reviews
    - Scope Change Control
    - Project Management Offices
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Time Management
    - Project Time Management Processes
    - Activity List
    - Project Network Diagram Methods
    - Duration Estimating Methods
    - Critical Path
    - Pert
    - Schedule Development
    - Crashing
    - Fast Tracking
    - Resource Allocation and Leveling
    - Slack/Float
    - Variance Management and Earned Value
    - Schedule Control
    - Dependencies
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Cost Management
    - Project Cost Management Processes
    - Resource Requirements
    - Cost Estimating Methods
    - Cost Budgeting
    - Types of Costs
    - Budgets
    - Contingency/Management Reserve Funds
    - Earned Value Concepts
    - Earned Value Analysis and Management Reporting
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Quality Management
    - Project Quality Management Processes
    - Overview of Quality Concepts
    - Deming/Juran/Crosby
    - Quality Planning /Assurance/Control
    - ISO Standards
    - PDCA Model
    - Cost of Quality
    - Quality Control Systems
    - Statistical Process Control
    - Flowcharting/Control Charts
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Human Resources Management
    - Project Human resource Management Processes
    - RAM (Responsibility Assignment Matrix)
    - Motivational Theories
    - Conflict Management Methods
    - Types of Power
    - Types of Organizational Structures
    - Roles and Responsibilities
    - Managing Change Techniques
    - Performance Evaluations
    - Leadership Styles and Assessments
    - Project Team Building Exercise
    - Project Manager Assessments
    - Project Manager Successful Skills
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Communications Management
    - Project Communications Management Processes
    - Communications Model
    - Types of Communication
    - Project Manager Communications
    - Effective Team Communications and Exercises
    - Management Styles and Skills
    - Documentation/Archives
    - Performance Reporting
    - Status and Functional Reporting
    - Lessons Learned
    - War Room Communications and Presentations
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Risk Management
    - Project Risk Management Processes
    - Risk Defined
    - Types of Risk
    - Risk Factors
    - Risk Identification
    - Sources of Risk
    - Risk Quantitative Analysis
    - Risk Qualitative Analysis
    - Risk Response Strategies
    - Prioritizing Risk
    - Contingency Planning
    - Workarounds
    - Expected Value
    - Decision Trees
    - Templates
    - Tools and Techniques
    - Sample Exam Questions

- Project Procurement Management
    - Project Procurement Management Processes
    - Make / Buy Decisions
    - Elements of a Contract
    - Contract Types
    - Spectrum of Risk
    - Contract Management
    - Purchasing Cycle
    - Acquisition Process
    - Types of Specifications
    - Negotiations
    - Contract Administration
    - Statement of Work / Contracts
    - Proposals
    - Templates
    - Tools and Techniques
    - Sample Exam Questions