



Project Management

40 hours

Course Overview/Description

Project management as a profession has grown exponentially over the last 30 years. Many organizations recognize the value of project management as an effective way to achieve business results. Project management standards and practices can be found in all industries (i.e. construction, manufacturing, aerospace, and telecommunications) and all disciplines (i.e. engineering, information technology, human resources, and product development) worldwide. As the interest and demand for project management standardization increases, so does the demand for highly qualified project management practitioners.

The purpose of this course is to improve your knowledge and skills in project management and prepare you for the next step in your professional development. You will learn the terminology associated with this profession and the practical application of these concepts in the day to day planning and execution of projects. The course material is presented in ten separate modules covering all of the essential aspects of project management such as:

- Initiating a new project and developing the project scope
- Identifying work efforts and developing the schedule
- Defining measurable quality metrics for the project
- Understanding how procurement applies in the project framework
- Identify, assess and mitigate project risks
- Create a project management plan
- Identify resource requirements and negotiate for team members
- Develop a communications plan to meet the stakeholders' needs

You will have reading assignments followed by on-line course materials. The on-line course modules present the material by following a story about a project. The story shows how project management is applied in the "real world". As with any real project, you will be presented with situations or problems that you will deal with and solve. You will be given opportunities to test your project management knowledge.

Interested in getting certified in project management? The Project Management Professional® (PMP) certification, offered through the Project Management Institute, is the industry standard. It requires formal project management education as a pre-requisite



to sitting for the examination. This course will meet or exceed the educational requirement and is compliant with the current edition of the Guide to the Project Management Body of Knowledge (PMBOK) ®. To learn more about the requirements for the PMP certification, please visit the Project Management Institute's website: www.pmi.org.

Course Objectives

Upon successful completion of the Project Management program, students should:

- List and describe the nine knowledge areas of project management
- Describe the steps required to plan a project
- List and describe the primary planning documents for a project
- Define the characteristics of a project and its deliverables
- Describe the most common phases of a project life cycle and the typical project management tasks associated with each
- Meet the 35 hour education requirement for the PMP® certification exam.

Course Outline

- I. Project Management Introduction and Framework
 - a. What is a project
 - b. Understanding project life cycles
 - c. Understanding project process groups
 - d. Identifying project stakeholders
- II. Project Management Integration
 - a. Project management integration skills defined
 - b. Project charter
 - c. Developing the Project Management Plan
- III. Project Scope Management
 - a. Developing the Scope Statement
 - b. Creating the Work Breakdown Structure (WBS)
 - c. Establishing the project boundaries
- IV. Project Time Management
 - a. Defining and estimating activity requirements
 - b. Establishing activity dependencies
 - c. Developing the schedule
 - d. Monitoring and controlling schedule performance
- V. Project Cost Management
 - a. Estimating project costs

- b. Developing the project budget
- c. Monitoring and controlling cost performance
- VI. Project Quality Management
 - a. Defining and planning for quality
 - b. Establishing project quality standards
 - c. Monitoring and controlling product / project quality
- VII. Communication Management
 - a. Understanding the communication needs of stakeholders
 - b. Defining the distribution process
 - c. Communicating project performance information
- VIII. Project Human Resource Management
 - a. Acquiring the project team
 - b. Developing the project team
 - c. Managing the project team
- IX. Project Risk Management
 - a. Creating a risk management plan
 - b. Risk Identification
 - c. Assessment risks
 - d. Developing a mitigation strategy
- X. Project Procurement Management
 - a. Planning for procurements
 - b. Selecting qualified sellers
 - c. Managing the contractual relationships

Prerequisites/Audience

There are no specific requirements for this course; however, if you plan to take the PMP Exam, you will need a Bachelor's degree and 4500 hours of project management experience in addition to this course, or a High School Diploma or GED and 7500 hours of project management experience in addition to this course.

The Project Management program is designed for professionals who wish to improve their project management knowledge and skills or are seeking one of the project management certifications.

PC Requirements/Materials Included

This course is compatible with the Windows Vista operating system.

This course can be taken from either a Mac or a PC. There are no specific computer



requirements other than a high speed Internet connection (DSL or Cable) and email capabilities. This program also includes audio, so you will need headphones or speakers to listen to the presentation. Please view the demo to verify your computers compatibility with the presentations (http://www.gatlineducation.com/pm_demo/pm_Demo.html).

Adobe Flash Player and Adobe Acrobat Reader are required for this course.

Go to <http://get.adobe.com/reader/> to download the Acrobat Reader.

Go to <http://get.adobe.com/flashplayer/> to download the Flash Player.

The required textbooks for this course will be provided. Each student will receive a copy of *A Guide to The Project Management Body of Knowledge, 4th Edition* by the Project Management Institute, 2008, and *PMP® Exam Prep Book, 6th edition* by Rita Mulcahy, PMP, 2008.

Instructor Bio

Nikki Choyce, PMP, is a seasoned project management practitioner with over 15 years experience working as a consultant and instructor in the field of project management. She has worked in the United States as well as Switzerland and is an avid traveler. Nikki is the president of Infotech Management, a Fort Worth-based project management services firm that provides training, consulting, and assessments. She also has her coaching certificate and is a project management coach for teams and individuals. In addition to her work responsibilities, she is an active volunteer within PMI, currently serving as an officer in the local PMI chapter.

Frank Greenwood has managed projects for many years in North America, Africa, and Southeast Asia. Author of "Meeting the Challenges of Project Management", and a Project Management Professional, he is listed in Who's Who in America and Who's Who in Science and Engineering.

Following a stint in the international oil business, Greenwood earned a Ph.D. from UCLA and eased into academia. As professor and computer center director, he authored/co-authored eight books and many published articles. Married, with three grown children, he and his wife live near Detroit, Michigan.

Erica Kirwan currently works for a Fortune 200 Financial Services company as a Senior Project Manager implementing technological and operational projects. She has more than seven years experience in process & project management methodologies and holds a Master of Public Administration degree, a Bachelor of Science degree in Computer Information Systems and a Certificate in Project Management. She is PMP certified.