CERTIFICATE IN PROJECT MANAGEMENT

DESCRIPTION OF CERTIFICATE

Project management is a core competency in our rapidly changing environment. The *Certificate in Project Management* introduces participants to the fundamentals of project management and discusses and dissects topics such as what is a project, what defines success, management of stakeholders, communication, leadership, project lifecycles, risk, budgets, and schedules. This Certificate program emphasizes agile and change management skills which are important in today's environment.

The *Certificate in Project Management* contains six courses over seven days. At the completion of this Certificate program, participants will have the knowledge and skills to plan, manage and complete a project of any size.

COURSE STRUCTURE

The delivery method for this course is in-person; "Foundations of Project Management" lasts two days (twelve hours total), and the remaining five courses are each one day (six hours) long. On the next page is a point-form description of the six courses:

FOUNDATIONS OF PROJECT MANAGEMENT *(TWO DAYS)*

Topics discussed:

- » What is a project?
- » What is project management?
- » What defines the success of a project?
- » Typical challenges of a project (quality vs time vs cost)
- » Project governance (portfolios, programs, projects)
- » The project lifecycle:
  - Startup and planning
  - Project delivery
  - Project completion and evaluation

PROJECT LEADERSHIP *(ONE DAY)*

Topics discussed:

- » Monitoring budget and project schedule
- » Meeting targets and deadlines
- » Managing financial and budgetary constraints
- » Managing risk and creating risk response strategies
- » Problem-solving techniques
- » Managing and inspiring excellence in team performance
- » Leadership "soft skills"

CHANGE MANAGEMENT *(ONE DAY)*

Topics discussed:

- » Leading individuals and teams through change
- » The role of a leader in change management
- » Putting people first
- » Addressing barriers to change
- » Attitudes toward change in the workplace
- » Managing the predictable elements of change

PROJECT COMMUNICATION *(ONE DAY)*

Topics discussed:

- » Create an effective communications plan
- » Vendor/Contractor communications – managing procurement
- » Communicating with your teams
- » Engaging with stakeholders
- » Proactive communication
- » Scenario training – apply these concepts to real-world scenarios

INTRODUCTION TO AGILE PROJECT MANAGEMENT *(ONE DAY)*

Topics discussed:

- » Planning and communicating within uncertainty
- » Agile project management frameworks
- » Agile estimating techniques – budgeting and scheduling
- » Managing individuals who are resistant to change

PROJECT STARTUP, PLANNING, AND COMPLETION *(ONE DAY)*

Topics discussed:

- » Practical planning tools
- » Estimating costs and budget – tools and techniques
- » Building your teams
- » Defining your project scope
- » Managing project completion
- » Debriefing – fostering continuous improvement