Online Project Management Certification Syllabus

Overview

Project management has evolved into a business practice that is closely aligned with the organizational and strategic goals of today's companies. No matter what product or service a business offers, it has projects that must be delivered on time, on budget within scope and with much greater predictability. Project management provides established and proven methods which offer a more complete and systematic framework for defining and controlling a project as well as helping with less tangible but vital areas like establishing good communication, clarifying roles and building strong teams.

The Online Project Management Certification will provide students with a foundation of competencies critical to the successful participation and advancement through the levels of project management roles.

Upon completion, student will acquire a common terminology consistent within project management and a more in depth understanding of the project management processes and how they are interlinked. This will be very useful when communicating with project stakeholders and other team members.

Program Requirements

There is no prerequisite to begin the program. The Project Management Certification Program consists of five topic and techniques based courses and wraps up with an interactive applied project management workshop, for a total of six courses. Courses will comprise a combination of video lectures, assigned readings, case study reviews, online discussions, quizzes, and exams. The program is 24 weeks in length, with each of the six courses being four weeks in length. Students will complete the program in a group (cohort) format with a defined start date and completion date. Students will have a course moderator to facilitate the program. For certification, students will be required to attain an overall exercise, quiz, exam and Discussion Board score of 70 percent or higher in each of the six courses. In addition, students will be required to successfully participate in planning technique known as Fast Start for Projects™ which will require the student to develop a project scope, schedule and resource/cost baseline plan.
Course Moderator

There will be a course moderator for each of the six courses available to answer any questions about the course materials and assignments. Contact information will be available on the syllabus for each course within the Online Project Management Certification Program.

Course Descriptions and Topics Covered:

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<tr>
<th>Project Management Overview</th>
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<tr>
<td>This course provides the participant with an overview of the processes, competencies, and terminology common to project management organizations and prepares the student to understand and participate in the more advanced courses in the Project Management Certification program.</td>
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<tr>
<td>Course topics include:</td>
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<tr>
<td>- Introduction to the project management process.</td>
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<td>- The benefits of project management.</td>
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<td>- Industry standards for project management.</td>
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<td>- The five process groups of the project management life cycle.</td>
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<td>- Project management roles.</td>
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<td>- The nine project management knowledge areas.</td>
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<tr>
<th>Requirements, Quality, Configuration Management</th>
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<td>This course provides the student with an understanding of requirements management and its application in the project organization. Competencies learned include what makes a good requirement, how to generate good requirements at the appropriate level of abstraction (Leveling), and methods for requirements traceability and requirements change management. Participants develop project requirements and learn to apply them to project deliverables, organization, and project quality assurance.</td>
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<td>Course topics include:</td>
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<td>- Customer/User requirements identification and flow-down.</td>
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<td>- Rapidly and effectively creating and evolving objective and functional requirements.</td>
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<td>- The application of configuration management in controlling project scope.</td>
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<td>- The relationship between requirements, deliverables, and project organization.</td>
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<td>- Project quality management techniques</td>
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<th>Scope, Schedule &amp; Cost Planning</th>
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<td>The course focuses on those subjects of the highest importance for successfully planning a project. The student will understand the importance of the planning process and its implications to scope and risk management. The course translates theory into practical application through lecture, case study application and exercises.</td>
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<td>Course topics include:</td>
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<td>- Project planning statistics and benefits.</td>
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<td>- Project scope definition.</td>
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<td>- The work breakdown structure.</td>
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- Developing the project schedule.
- Critical Path Method.
- Resource and cost planning.

### Risk Management

This course presents and engages students in the learning objective of how to use risk management as a practical tool to enhance project success. Embedded in the course is an interactive case study that enables the students to practice risk management techniques as the course progresses. The course demonstrates how to reduce risk impact to projects.

Course topics include:

- How risk management is a value-added activity.
- Risk and opportunity management.
- Qualitative and quantitative risk management processes.
- Risk handling strategies, mitigation and control.
- Risk and contingency relationship.

### Analysis, Performance Measurement & Reporting

The course provides the fundamentals of project scope, schedule and cost variance identification, variance analysis, and earned value management. The class work illustrates how variance analysis and earned value management is a part of an overall project management system.

Participants will learn:

- The performance measurement baseline.
- Identifying and analyzing schedule variances.
- Cost and resource tracking and analysis.
- Variance thresholds.
- The 32 ANSI Earned Value Management System Guidelines.
- Calculating cost and schedule variances and indices.
- Predictive performance calculations.
- Performance reporting techniques.

### Integrating & Managing the Successful Project

This course emphasizes the application of project management knowledge and skills to real world project situations. The course equips participants with the framework to properly anticipate and respond to situations they will encounter in planning, integrating, controlling, executing and closing projects. The overall learning objective is to prepare the participant to be able to recognize and critically think through situations that occur during the project life-cycle in order to achieve a successful project outcome.

In this course the participant will:

- Apply the competencies learned in the first five classes through interactive workshops and scenarios.
- Practice a planning technique known as Fast Start for Projects™ which will requires the student to develop a project scope, schedule and resource/cost baseline plan.
Required Textbooks and Software

Students are required to purchase the textbooks and software necessary for success in the program. Textbooks and software are not included in the program fee.

Software: MS Office, Adobe Reader

Textbooks: (Textbooks are available at most bookstores or online)

Program Deliverables

Each course will require weekly participation through discussion boards and exercise submissions. There will be several quizzes throughout the program and an exam/project at the end of each course. There will not be a comprehensive program exam. The program will wrap up with the completion of a project plan to be submitted on the final day of Course 6.

Typical weekly requirements include:
- Video Lectures 1-2 hours.
- Exercises and Case Study Analysis.
- Interactive topic and case study discussion board participation.
- Reading Assignments.

Student participation is essential to the learning process. Students must achieve a minimum score of 70 points in each of the six classes in order to qualify for the Project Management Certification. Each course is weighted as follows:

- Exercise Participation (30 points): Students will post an answer for each exercise. This measure is concerned with active participation, not necessarily correct answers. Points are equally divided by the number of exercises in the class. For instance, if the class has 3 exercises, each are worth 10 points.
- Quiz (20 points): Students will complete one quiz per course.
- Exam/Project (50 points): Students will complete one exam/project per course.

For example:

- Exercise participation: 20/30
- Quiz: 18/20
- Exam/Project: 44/50
- TOTAL: 82%

Students can earn up to 10 additional points by meaningful participation in the discussion board in addition to the required exercise postings. This can take the form of sharing lessons learned, asking questions, sharing positive and negative experiences, providing feedback on challenges that have faced or overcome in the workplace, adding best practices, etc.

Students who meet the program requirements will receive a certification in Project Management from the Ira A. Fulton Schools of Engineering at Arizona State University.
Professional Development

The online Project Management Certification program is offered by Arizona State University, in partnership with PM tec, Inc., a project management solutions provider with a record of success in achieving measurable results. PM tec, Inc has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI). Curriculum for the Project Management certification program is consistent with PMI project management standards, as well as other national and international project management standards. Participants will be eligible to receive Professional Development Units (PDUs) or Continuing Education Units (CEUs) registered with PMI.

Technical Support

Students in the Project Management Certification program will have access to technical support by emailing cpdtechsupport@asu.edu.

Questions

For questions about the Project Management Certification program, please contact:

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Global Outreach & Extended Education
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