



Project Management

40 hours

Course Overview/Description

Project management standards are used worldwide in all industries and in all disciplines, and project managers are in demand. The Project Management Online Training Program will help you improve your knowledge and skills in project management and prepare you for the next step in your professional development, including certification as a Project Management Professional. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

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.

This program will teach you the terminology associated with project management and the practical application of the concepts in the day-to-day planning and execution of projects. The program material covers all of the essential aspects of project management, such as developing the project scope and schedule, creating a project management plan, and developing a communications plan.

You'll have reading assignments as well as online course materials that follow a story about a project, which will demonstrate how project management is applied in the real world. As with any real project, you'll be presented with situations or problems that will give you 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 prerequisite to sitting for the examination. This program meets or exceeds the educational requirement and is compliant with the current edition of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*. 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 Online Training Program, you'll:

- Understand the nine knowledge areas of project management
- Know the steps required to plan a project
- Use the primary planning documents for a project
- Understand the characteristics of a project and its deliverables
- Know the most common phases of a project life cycle and the typical project management tasks associated with each

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 and 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 program; however, if you plan to take the PMP® Exam, you'll need a Bachelor's degree and 4,500 hours of project management experience in addition to this program. If you're interested in the Certified Associate in Project Management (CAPM®) certification, this program will meet the educational prerequisites. You'll also meet the 35 hour education requirement for the PMP® certification exam.

The Project Management program is for you if you're a professional who wants to improve their project management knowledge and skills, or if you are seeking one of the project management certifications.

PC Requirements/Materials

This program is compatible with the Windows Vista operating system.

This program 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 includes audio, so you will need headphones or speakers to listen to the presentation. Please view the demonstration to verify your computer's compatibility with the presentations

http://www.gatlineducation.com/pm_demo/pm_Demo.html



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

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

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

Each student will be provided the following required textbooks for this program:

- *A Guide to The Project Management Body of Knowledge, 4th Edition* by the Project Management Institute, 2008
- *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's 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's 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, PMP®, 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 and project management methodologies and holds a Master of Public Administration degree, a Bachelor of Science degree in Computer Information Systems.