EXCELSIOR COLLEGE®

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CENTER FOR PROFESSIONAL DEVELOPMENT

PROJECT MANAGEMENT (WITH TEST PREPARATION)

80 Hours/12 Months/Instructor-Facilitated
Course Code: **CPD132**

OVERVIEW

Whether you work in business, IT, education, health care or a service industry, managing different projects is a challenging and necessary part of almost every job. Projects are now becoming more complex, requiring numerous teams to contribute different skills to bring a project to completion, not only on time, but also on budget. More companies and organizations are relying on the skills of a Project Manager to ensure that the project is successfully completed.

Excelsior College's online Project Management program takes a practical approach toward project management, with real world examples that take you through the project management process step-by-step. You'll learn the essentials of planning, integration, scope, time management, cost, human resources, communications, and risk management. The program will help you immediately apply what you've learned on the job.

The Test Preparation portion of the program will help prepare you to sit for the Project Management Professional (PMP)® certification examination offered by the Project Management Institute (PMI). PMP certification indicates that you are trained in project management best practices and abide by the highest professional standards. This course is also approved for 25 PDU's.

The Project Management program is available for a general audience as well as with a concentration in a specialized area. Either option covers the same basics of project management with concentrations having specific case studies related to different fields. Each will prepare you to become a project manager.

The Project Management program includes the Project Management Test Preparation course which will help you prepare for the PMP certification exam.

The Project Management Test Preparation course is designed to help you review the Project Management Institute's *A Guide to the Project Management Body of Knowledge* (*PMBOK® Guide*). Each module will help you understand the various processes involved in project management so you can pass the PMP certification exam with the best score possible.

OBJECTIVES

After completing this **Project Management** course, you will be able to:

- Apply concepts from *A Guide to the Project Management Body of Knowledge* (*PMBOK® Guide*) version 5.0 to projects
- Explain the processes that would be applied during the project life cycle

- Describe the importance of scope control for projects and different tools that can be used to manage project scope
- Explain the challenges associated with delivering projects on time
- Differentiate between different techniques for managing the project schedule
- Explain several maturity models and how they can be applied to improve project quality
- Explain various approaches for team building and communicating on projects
- Discuss different sources of project risk and how to manage them

Test Preparation Course

This part of the program is designed to help you review the *PMBOK® Guide* so you can get the best score possible on the Project Management Professional (PMP)® exam offered by the Project Management Institute (PMI). Each module will help you understand the various processes involved in project management. There are also 2 practice exams to further prepare you for the exam.

The program has a second purpose of expanding on the ideas presented in the *PMBOK® Guide* to help you understand how the PMI body of knowledge might be used in practice. Each module has a Best Practices section that explains how the content in that module can be used to improve your project management practices. These sections will ensure that you are able to answer the situational-type questions on the PMP exam. These best practices will also give you new ideas to help you better lead your project team from start to finish, meeting your key objectives to the satisfaction of all stakeholders.

Test Preparation Course Objectives

After completing the Test Prep course, you will be able to:

- Understand how enterprise environmental factors and organizational process assets affect how projects can be managed
- Explain the five stages of a project life cycle and understand how these stages can overlap in time
- Understand how to create a project management plan with subsidiary plans for each of the knowledge areas and explain how progressive elaboration and integrated change management can keep these documents effective and relevant
- Understand the overlapping nature of project activities and practice Project Integration Management to coordinate the various project management processes
- Understand how a project's various baselines (including scope, cost, schedule, quality, risk, procurement, and others) are determined, planned for, and managed
- Understand how to effectively manage human resources and communicate with all stakeholders
- Understand the key methods used to estimate project schedule and cost at the beginning of a project and to forecast cost and schedule variances at any time during the project
- Understand how the project management knowledge contained in the *PMBOK® Guide* can be used in practice
- Review the *PMBOK® Guide* so you can get the best score possible on the PMP certification exam

OUTLINE

Module 1: Introduction to Project Management
Module 2: Project Integration Management Processes for Projects
Module 3: Key Project Scope Management Concepts
Module 4: Time Management Processes
Module 5: Project Cost Management Processes
Module 6: Project Quality Management Processes
Module 7: Human Resources Management
Module 8: Project Communication Management Processes
Module 9: Project Risk Management
Module 10: Project Procurement Management
Module 11: Practice Examination and Exam Strategy Self Assessment

MATERIALS

- *A Guide to the Project Management Body of Knowledge (PMBOK), 5th edition*

COMPUTER REQUIREMENTS

- PC - Windows XP Service Pack 2 or later or Mac OS X or later
- Adobe Flash Player and Adobe Acrobat Reader
- Internet connection (high-speed recommended) and a working e-mail account