



Project Management Certificate

Module Descriptions

Module 1: Project Management Concepts

This first module will introduce the Project Management framework to students by defining a project, describing the lifecycle of a project, differentiating the impact of organizational structure on project management, and explaining the relationship between the project management process groups, project management knowledge areas and project management processes. The module will cover the first project management process group – project initiation and two key aspects of project management – team effectiveness and leadership.

Module 2: Project Planning I

The Project Planning I Module will provide an overview of the project planning process group in addition to learning the first key steps of project planning: creating a project management plan, defining the scope of a project, and developing a Work Breakdown Structure. In addition, students will learn how to define activities, sequence activities, and finally, estimate the duration and resource burden for project activities.

Module 3: Project Planning II

The second Project Planning Module builds on Module 2. Students will learn how to develop the project schedule by utilizing Microsoft Project. In addition, project costs and resource leveling will be introduced as well as the role of project management in the contracting process. Following the completion of Module 3, students will understand quality planning and the importance of quality metrics in a project plan. The steps in development of a risk management plan will also be covered.

Module 4: Project Execution, Control, and Closure

This module will provide an overview of project execution, project control and monitoring, and project closure process groups. Students will learn how to use the project management plan to optimize execution, develop and manage a highly effective project team, calculate earned value, and implement course corrections. Following the completion of the module, students will understand the difference between quality control and quality assurance and how to construct a control chart. Finally, the module will describe how to close a project or project phase and explain the project manager's role in project closure.

Module 5: Special Topics in Project Management

This final module will discuss the unique challenges and issues project managers face in leading a project team. Topics will include communication management, negotiation, conflict management, and leading and influencing without authority. Additionally, the role of a Project Management Office and project management standards in an organization will be discussed.