



Project Management Certificate Program

Enhance project processes and heighten customer satisfaction with project management training!

NEPIRC is pleased to offer a 10-session **virtual** Project Management Certificate Program, which teaches the basics of project management, such as learning the proper terminology, creating project charters, defining project scope, developing the project plan, understanding work breakdown structures (WBS) using MS Project, and leading and communicating with project teams.

Those who take this course are typically new to project management or in the early stages of their project management careers. However, any professional can benefit from efficient and effective project management. After completing the program, participants will know how to set realistic expectations with project teams, build schedules, allocate resources, lead change and manage budgets. **This course will satisfy the 35-hour requirement to sit for the PMP designation.**

This 10-session program runs from **Tuesday, January 12th through Tuesday, April 13th from 8 until 11:30 a.m.** via Microsoft Teams. Participants will receive the access link via email a day or two before the course begins.



Investment per person:

\$1,695.00

[To easily register, click here!](#)

Please see the reverse for the course outline.

Course Outline

Session 1

- Project Management Basics – Terms and Definitions
- Project Management Process Groups & Processes
- Code of Ethics & Professional Conduct
- Case Study: *The Challenger Disaster*
- Creating a Project Charter
- Project & Team Assignments

Session 2

- Team Project update
- Project Stakeholder Management
- Principles of Leadership
- Emotional Intelligence
- Coaching Skills Inventory

Session 3

- Team Project update
- Multiple choice quiz
- Project Scope Management; Collect requirements and define scope
- Requirements Traceability Matrix
- Create WBS (PMBOK 5.4)
- Creating a Gantt Chart using MS Excel

Session 4

- Team Project update
- Multiple choice quiz
- Project Communication Management
- Delegating
- Communication Forms and Barriers
- Communication Style
- Meeting Facilitation
- Case Study: *New Copier Project*

Session 5

- Team Project update
- Multiple choice quiz
- Project Schedule Management (PMBOK chapter 6)
- Decomposition, Activity List, Sequence, Durations
- Critical Path
- How to Estimate Work
- Case Study: *The Northridge Earthquake*

Session 6

- Team Project update
- Multiple choice quiz
- Understanding Conflict
- Conflict Strategies Inventory
- Video: *"What to Do When Conflict Happens"—The CALM model*
- Difficult Conversations with Case Studies

Session 7

- Team Project update
- Multiple choice quiz
- Project Quality Management PMBOK (Chapter 7)
- High-Performance Team: Building Trust (*The Five Dysfunctions of a Team*)
- Transparency and Trust
- Teamwork (*Sub-Arctic Survival*)

Session 8

- Team Project update
- Multiple choice quiz
- Project Risk Management (PMBOK chapter 11) – *Risk Register & Risk Matrix*
- Project Procurement Management (PMBOK chapter 12)
- Case Study: *Five Rules for Managing Large, Complex Projects*

Session 9

- Team Project update
- Multiple choice quiz
- Project Cost Management
- 7.4.2.2 Data Analysis - *Earned Value Analysis*
- Close Project (4.7 & 12.3.3.1)
- The Change Leadership Journey
- Eight Steps to Leading Change Team Project update

Session 10

- Multiple choice quiz
- Creating a Business Case
- Final Group Project Presentations (Project Charter, RACI, Gantt Chart, and Risk Register)

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[click here!](#)**