

SEU133 –Project Management Evening Certificate Program

Course length: 16 sessions - Meets Tues. & Thurs. - 6:00 to 9:00 p.m.

PROJECT-BASED LEARNING USING ADAPTABLE, REAL-WORLD BEST PRACTICES FOR EXPERIENCED PROFESSIONALS

Executives and other leaders clearly need fast, accurate, and efficient project results. No one has time for thick project and program methodologies that bog down both your people and those you and your staff serves. Applying best practices from traditional, agile, and real-world projects using readily available productivity tools can reduce your project costs over 25%. Your people need techniques to reduce their repetitive conversations and status processes that do little to provide senior managers with actionable data and recommendations. The St. Edward's University Professional Education Center Project Management Certificate will enable your people to manage more and higher complexity projects with less time, effort, and conflict.

Description:

This certificate program guides professionals who need to manage or lead projects or operations using flexible, tailorable methods addressing what matters: *RESULTS*. The program empowers and educates through multiple learning channels including direct team-based project experience, best practices discussion, tailoring processes to fit every situation, lecture, exercises, graphics, homework, provided and tailored templates, and frequent presentations complete with multiple feedback channels.

Each real-world, tailored homework assignment is designed to bring experienced professionals in any field through at least one full project life cycle. Reducing the forms, processes, and other low-value activities allow practitioners to focus on actionable efforts leading to immediate improved people and process performance. Experiencing effective discussion to quick consensus and planning for risk and variance outcomes enable fast and low conflict adjustments to your processes and priorities.

Teams perform key project processes including creating an integrated project presentation which serves as both best practice templates and addresses one of the biggest challenges leaders face: motivating others to perform processes they are unfamiliar with. This focus fosters higher levels of accountability. Every attendee brings back real-world, proven templates and processes to apply immediately on the job. Each attendee receives one complementary PMP Exam application review and one on-the-job document or process review under non-disclosure.

Program instructors are practicing project, program, and operational managers with years of project experience. The program uses The Guide to the Project Management Body of Knowledge (**PMBOK®**),

The Guide to the Business Analysis Body of Knowledge (**BABOK**®) and other industry standards fundamentals and brings participant experience to a new level of tailored best practices. The **CMMI**® (Capability Maturity Model® Integration), and other industry standards fundamentals and brings participant experience to a new level of tailored best practices.

Topics:

- Product, Program, and Project Management lifecycles and their integration
- Tailoring your project lifecycle
- 4 “Hard Questions” to ask early
- Estimates that stick and make sense
- Building a realistic schedule
- Negotiating with sponsors and teams
- Reducing project documentation
- Scope and Requirements Management
- Managing change including processes
- Priority setting and consensus
- Agile & Integrated Project Management (**A&IPM**®) concepts and how to apply them for maximum results
- Risk, Contingency, and Mitigations
- How to gain and keep commitment
- Budgets and procurement
- Why, how, and when to tailor processes
- Setting default corrective actions
- Integrating project Risk, Quality, Performance, and Status communications
- Proactive issue management

Target Audience:

Experienced professionals: technical and other subject matter experts, team leads, project leads, project and program managers, executives, operations managers, business analysts, staff, and those who wish to dramatically improve their project results and deepen their ability to deliver value through projects and operations.

Professional Development Credits:

4.8 Continuing Education Units (CEU)

48 Professional Development Units (PDU)

Competencies for Those Who Attend:

Able to negotiate operational and project tradeoffs; able to motivate, lead, and provide process guidance for all levels of project and operations participants from executive sponsors to extended team members; able to manage multiple projects; move from passive reaction to project and operations events to proactive and agile management of issues and direct actions leading to more effective results.

Note: The course covers the below references with emphasis on the bold.

Guide to the PMBOK coverage:

All Process Groups: *Initiating, **Planning, Executing, Monitoring & Controlling,** and Close*
 All Knowledge Areas: ***Integration, Scope, Time, Cost, Quality, Human Resource, Communications, Risk,** and Procurement.*

Guide to the BABOK coverage:

Requirements Planning and Management, Requirements Elicitation, Requirements Analysis and Documentation, Requirements Communication, Solution Assessment and Validation.

CMMI-DEV coverage:

Project Monitoring and Control, Project Planning, Process and Product Quality Assurance, Quantitative Project Management, Requirements Development, Requirements Management, Risk Management

Maximum class size: 16

®PMBOK(*The Guide to the Project Management Body of Knowledge*) is a registered trademark of the Project Management Institute.
 ®CMMI is a registered trademark of Carnegie Mellon University. ®A&IPM is a trademark of Data Analysis & Results, Inc.