

Project Management Essentials

Algonquin College Certificate Program

Project management skills are your new career edge.

Gain the confidence you need to lead successful team projects.

Developed by leading practitioners and educators, the Project Management Essentials (PME) certificate program delivers the well-rounded training project managers need to effectively manage the process, people and technical requirements of any project. Courses are aligned with the latest version of *A Guide to the Project Management Body of Knowledge® (PMBOK® Guide)*.

This modular program format allows individuals to enrol in a single course or register for the entire program. Complete all seven courses within five (5) years to earn an Algonquin College Certificate in Business Analysis Essentials. Alternatively, select only those courses which meet your specific needs.

PME1: Introduction to Managing Projects

Gain the core knowledge and skills required to understand the framework, lifecycle and knowledge areas of project management.

- ✓ Phases of the project life cycle
- ✓ The role of the project manager
- ✓ Preparing a project charter and plan
- ✓ Stakeholder identification and techniques to define project requirements
- ✓ Work Breakdown Structure (WBS)
- ✓ Project challenges and best practices

3 Days | 21 PMI® Professional Development Units



PME2: Resource, Communications and Stakeholder Management

Develop and implement communication plans to lead high-performing teams and to engage stakeholders.

- ✓ The skills and competencies of a project manager
- ✓ Human resource techniques and managing project teams
- ✓ Stakeholder analysis, giving feedback, resolving conflict
- ✓ The team charter, behaviours, processes and practices that the team members commit to
- ✓ Developing the communications plan

3 Days | 21 PMI® Professional Development Units

PME3: Project Schedule and Cost

Develop a time-phased project schedule and use earned value to monitor project performance.

- ✓ Define the detailed activities, sequence the activities, estimate activity resources
- ✓ Project critical path, milestones and float
- ✓ Different types of project costs and estimate types
- ✓ Costing techniques from project selection to budgeting
- ✓ Project estimate to establish a project baseline
- ✓ Outline earned value analysis to establish a system for project performance reporting

3 Days | 21 PMI® Professional Development Units

PME4: Project Risk Management

Adopt risk management strategies and activities for consistent outcomes on projects.

- ✓ Integrate risk management into the project
- ✓ Assess project risks and create a risk register
- ✓ Conduct qualitative and quantitative risk analyses and plan risk responses
- ✓ Close risks for learning

3 Days | 21 PMI® Professional Development Units

PME5: Project Quality Management

Develop a quality management plan and design requirements to meet stakeholder and organizational expectations.

- ✓ Monitoring and controlling project quality
- ✓ Quality control (QC), assurance (QA) and improvement
- ✓ Causes of problems and defects in projects or products
- ✓ Developing a quality management plan
- ✓ Process orientation and continuous process improvement
- ✓ Statistical concepts and quality management tools
- ✓ Integration of quality management at the outset and throughout the project

2 Days | 14 PMI® Professional Development Units

PME6: Procurement and Contract Management

Align project procurement processes and identify elements in a contract document to allow for contract risk management.

- ✓ Align procurement processes with project life cycles
- ✓ Creation of basic procurement documents
- ✓ Interpreting bids and response proposals from vendors or contractors
- ✓ Contract and post-contract administration issues

3 Days | 21 PMI® Professional Development Units

PME7: Project Implementation and Closure

Complete a project management plan, obtain approvals, manage project change and close out project phases.

- ✓ Project governance and benefits
- ✓ Tools and techniques to integrate projects through the life cycle and how integration processes are used
- ✓ Monitoring and project control
- ✓ Balancing the project constraints of time, scope, cost, risk, human resources, and quality
- ✓ Close out a project or project phase, close out procurements and conduct reviews

3 Days | 21 PMI® Professional Development Units

PROGRAM OVERVIEW

The Project Management Essentials program delivers practical, hands-on training in the core knowledge and skills of the discipline in practice today. Developed by leading practitioners and educators, this comprehensive program combines industry expertise and best practices to provide a well-rounded training program for Project Managers and those pursuing a career in project management.

Complete the series of 7 courses to earn an Algonquin College certificate in Project Management Essentials. Alternatively, select only those courses which meet your specific needs.

- PME1: Introduction to Managing Projects (3 Days)
- PME2: Resource, Communications and Stakeholders Management (3 Days)
- PME3: Project Schedule and Cost (3 Days)
- PME4: Project Risk Management (3 Days)
- PME5: Project Quality Management (2 Days)
- PME6: Procurement and Contract Management (3 Days)
- PME7: Project Implementation and Closure (3 Days)

WHO SHOULD ATTEND?

Current Project Managers

Those who want to further improve your project management skills and capabilities.

New Project Managers

Novice or intermediate project managers looking to enhance your ability to deliver projects on time and within scope.

Lifelong Learners

Learn best practices in implementing Agile projects to improve your project management skills and capabilities.

PRE-COURSE PREPARATION

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) is the Project Management Institute's flagship publication and is a fundamental resource for effective project management in any industry. It is recommended that students purchase the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* Seventh Edition.

ASSESSMENT

As this is a college-accredited certificate program, grades are given to each student for each course within the program. The grades are made up of in-class quizzes, in-class assignments, and homework. To qualify for a certificate, learners must be in attendance for at least 80% of the in-class sessions.

ACCESSIBILITY

For learners requiring special accommodations, we require a form and supporting documentation submitted a minimum of three business days before your first day of class. Please contact trainingacct@algonquincollege.com for more information.

HOW TO REGISTER

CALL 1.833.282.6852
EMAIL training@algonquincollege.com
ONLINE acprofessionaltraining.com