

PROJECT MANAGEMENT ESSENTIALS

Complete the series of 7 courses to earn an Algonquin College Certificate in Project Management Essentials.



accorporatetraining.com

1 (833) 282-6852

ALGONQUIN
COLLEGE

Corporate Training

PROJECT MANAGEMENT ESSENTIALS

An Algonquin College Certificate Program

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.

INTRODUCTION TO MANAGING PROJECTS

This first course provides a solid introduction to project management principles and best practices. Learn about the role of the project manager, the phases of a project, and the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

Topics

- Basic project management terminology
- 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

PMI PDUs: 15 PMP/CAPM/PgMP/CPBEP, 3 Power Skills, 3 Business Acumen

RESOURCE, COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

The project manager is responsible for allocating and managing project resources as well as communicating with key stakeholders. Learn best practices and approaches to communicate effectively with internal and external stakeholders, and to develop, equip and lead them to project success.

Topics

- 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

PMI PDUs: 18 PMP/CAPM/PgMP/CPBEP, 3 Power Skills

PROJECT SCHEDULE AND COST

Solid cost estimating and project scheduling techniques are essential project management skills. In this course, learn how to plan and sequence activities, estimate costs and develop a time-based project schedule.

Topics

- Define the detailed activities, sequence the activities, estimate activity resources
- Use of network diagram and Gantt chart
- Project critical path, milestones and float
- Categorizing different types of project costs and estimate types
- Costing techniques used from project selection to project budgeting
- Project estimate as part of the process to establish a project baseline
- Outline earned value analysis to establish a system for project performance reporting

PMI PDUs: 21 PMP/CAPM/PgMP/CPBEP

PROJECT RISK MANAGEMENT

Risk management enables the project manager to effectively identify and respond to issues and events that impact the project deliverables and outcome. Learn how to register risks and how a sound risk management plan prepares the team to plan for, respond to, and mitigate potential project risks.

Topics

- Integrate risk management into the project
- Identify, categorize and assess project risks and create a risk register
- Conduct qualitative and quantitative risk analyses and plan risk responses
- Close risks for learning

PMI PDUs: 16 PMP/CAPM/PgMP/CPBEP PDU's, 1 Power Skills, 4 Business Acumen



KEY BENEFITS AND FEATURES OF PM ESSENTIALS

- Modular format allows individuals to enroll in a single course or register for the entire program.
- Courses are aligned with the Project Management Institute's A Guide to the *Project Management Body of Knowledge (PMBOK® Guide)*.
- Practical exercises, case study work and a culminating project simulation provides ample time to apply principles and best practices.
- Each course contains assessment components allowing you to test your knowledge level as you proceed through the program.
- Instructors are skilled facilitators and seasoned project managers with specialized knowledge in their field.
- Algonquin College is a Project Management Institute (PMI) Global Registered Education Provider. Courses in the program are eligible for Professional Development Units.

PROJECT QUALITY MANAGEMENT

Develop an approach to project quality that defines quality requirements and incorporates them into project activity. Learn methods to ensure that quality begins in the planning phase and is managed throughout the life of the project.

Topics

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

PMI PDUs: 12 PMP/CAPM/PgMP/CPBEP, 6 Business Acumen

PROCUREMENT AND CONTRACT MANAGEMENT

Project managers are key players in the procurement and contract management process. Learn how to proceed through the procurement process, the steps from initiation of requirements to the delivery of services and goods. Examine the essentials of both sides of procurement, from the buyer's and from the seller's perspective, preparing requests for proposal and proposal responses.

Topics

- Aligning the procurement processes with the project life cycle
- Key terms used in the procurement process and what they mean
- The relationship between buyer and seller
- Creation of basic procurement documents including a statement of work specifications, selection methods, evaluation criteria and pricing structures
- Interpreting bids and response proposals from vendors or contractors
- Contract administration and post-contract administration issues

PMI PDUs: 15 PMP/CAPM/PgMP/CPBEP, 4 Power Skills, 2 Business Acumen

PROJECT IMPLEMENTATION AND CLOSURE

In this final Project Management Essentials course, participants apply the concepts, tools and techniques learned in prior classes to complete a group case study focused on implementing and successfully closing out a project.

Topics

- Project governance and benefits
- Tools and techniques used to integrate projects though the life cycle and identify how integration processes are used
- Monitoring and project control through effective project tracking, change management, scope verifications, reporting performance and balancing the project constraints of time, scope, cost, risk, human resources, quality and risk
- Close out a project or project phase, close out procurements and conduct reviews

PMI PDUs: 21 PMP/CAPM/PgMP/CPBEP

Pre-requisites: PME1 through PME6

Project Management Essentials is designed to be taken as a program. It is offered on an open enrollment or dedicated group basis in multiple modalities: virtually, at our downtown Ottawa Training Centre, or on-site at your location.



Courses in the program include:

- Introduction to Managing Projects
- Resource, Communications and Stakeholders Management
- Project Schedule and Cost
- Project Risk Management
- Project Quality Management
- Procurement and Contract Management
- Project Implementation and Closure

"Great course, best I have taken in years.

The instructor was outstanding. Thank you!"

- Paul R. [PME1]

Learning for Performance™
Algonquin College Corporate Training
700 Sussex Drive, 2nd Floor
Ottawa, Ontario K1N 1K4
Email: training@algonquincollege.com
Phone: 1 (833) 282-6852