

Certificate in

Project Management

PROFESSIONAL DEVELOPMENT

DEVELOP HANDS-ON SKILLS AND A PORTFOLIO

Would you like to develop a portfolio that demonstrates and validates your project management knowledge and capabilities? In this certificate, experienced project managers will guide you step-by-step through all aspects of the completion of a "virtual project." This project begins in the first class of the Certificate in Project Management and continues through the capstone class.

On completion of the final class, you will have a substantial portfolio that includes all aspects of your work managing the virtual project. Several certificate graduates report successfully using this portfolio to help them get project management jobs.

The focus of this certificate is the application of knowledge and interpersonal skills along with the project management cycle. The program is offered in collaboration with the Project Management Institute – Orange County Chapter, Inc. These classes qualify for PDUs from PMI.

Graduates of the certificate program will be able to:

- Define project goals and develop a project plan
- Implement the project plan
- Manage the time and cost of a project
- Manage procurement and risks of a project
- Manage the communication and quality of a project
- Assess the outcome of the project
- Demonstrate knowledge and skills with a completed project

WHO SHOULD ATTEND?

- Individuals who are considering project management as a career choice
- Newly appointed project managers, leaders or schedulers wanting to gain skills
- Managers and supervisors responsible for organizational projects
- Team and product leaders



Register today at www.csufextension.org or 657.278.2611

For more information, contact Denelle Pankratz: 657-278-2605, dpankratz@fullerton.edu

Cal State Fullerton
university extended education
www.csufextension.org

THE CLASSES

PROJECT MANAGEMENT OVERVIEW

(1.2 CEUs/12 hours)

Prerequisite: none. Management experts estimate that as much as 50 percent of work is done in the form of a project. However, many managers have had no formal experience or training in the field. Consequently, projects may have no clear starting or ending point but even more importantly have no clear definition of what is to be accomplished, the time constraints and the budget. Overview of Project Management is designed to give participants a description of the field of project management, review the terminology peculiar to the project management field and begin to discuss project management processes.

PROJECT MANAGEMENT SKILLS IN TIME AND COST MANAGEMENT

(1.5 CEUs/15 hours)

Prerequisite: Project Management Overview. Project time management involves sequencing of all project activities to support the development of a realistic and achievable schedule. Project cost management ensures that the project is completed within the approved budget and is primarily concerned with the cost of the resources needed to complete project activities.

PROJECT EXECUTION AND CONTROL: PUTTING IT ALL TOGETHER

(1.5 CEUs/15 hours)

Prerequisite: Project Management Skills in Time and Cost Management. Controlling activities in project management consists of measuring progress toward project objectives, evaluating what needs to be done and taking the necessary corrective action. Project managers are responsible for ensuring accomplishment of organizational goals and objectives. Project execution involves the implementation and carrying out (through others) of the approved project plans that are necessary to achieve or exceed objectives. Project execution and control will be topics of discussion in this class.

MANAGING PROCUREMENT, PLANNING AND RISK IN PROJECTS

(1.5 CEUs/15 hours)

Prerequisite: Project Execution and Control: Putting it all Together. Developing a project plan, which may go through several iterations, should result in a coherent document that includes strategic planning and can be used to guide both the project execution and project control. Project planning must be systematic, flexible enough to handle unique activities, disciplined and capable of accepting multifunctional inputs. Planning must be performed throughout the life of the project and must completely define all work required. Project procurement involves identifying and managing the supply chain successfully while also administering the contracts. Managing risk factors occurs throughout the project with the objective of increasing positive events and minimizing the impact of negative events.

MANAGING QUALITY AND COMMUNICATIONS IN PROJECTS

(1.5 CEUs/15 hours)

Prerequisite: Managing Procurement, Planning and Risk in Projects. Project quality management includes all the planned and systematic activities required to ensure that the project will meet the objectives for which it was undertaken and includes quality planning, quality assurance and quality control. Communications management ensures timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information and provides the critical link among people, ideas and information. The impact that quality and communications management have on a project will be discussed.

PROJECT EVALUATION AND CLOSURE

(0.9 CEUs/9 hours)

Prerequisite: Managing Quality and Communications in Projects. This class addresses document retention and project closure. Archiving documents on completion of each phase of the project facilitates the retention of vital information, including documents that: record/analyze project performance; show customer requirements and deliverables; and/or provide important project details.

ELECTIVE

PROJECT MANAGEMENT TOOLS INCLUDING MS PROJECT

(1.8 CEUs/18 hours)

Prerequisite: basic computer skills. A variety of tools can be used to track projects in an organization. Learn to utilize software that can produce charts and reports and support critical paths can greatly simplify the work of a project manager managing complex projects.

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