

American Project Management



The Project Management Masters Certification program teaches technical and business professionals how to master the critical skills of project management techniques as part of their technical career development.

The skills developed in the Project Management Masters Certification program apply to large and small projects, product design and development efforts, construction projects, IT projects, software development, and any project with critical performance, time, and budget targets.

Our approach to project management education offers proven, results-focused learning.

Courses are developed and facilitated by professional subject experts with extensive industrial experience. Course emphasis is on providing practical skills and tools supported by relevant case examples.

In general, you can expect the five essential components to be divided throughout the program as follows:

1. Project Initiation, Costing, and Selection, Day 1
2. Project Organization and Leadership, Day 2
3. Detailed Project Planning, Day 2 and 3
4. Project Monitoring and Control, Day 3 and 4
5. Project Risk Management, Day 4

Specifically, you can expect the presentations, discussions, and group assignments to revolve around the following course objectives and agenda.

Course Objectives

- To understand and master the use of project management tools and techniques; use PMBOK® as a benchmark for setting up a project management system of processes and procedures.
- To conduct project controls using advanced tools like Earned Value Analysis
- To help set-up a workgroup-based Project Management Information System
- Mastery shall be defined as the habit, skill, and art of anticipation with regard to identifying possible project problems, opportunities, and action steps and their project contingencies and project risks. The ability to instill this throughout a project management team will be emphasized.
- To understand the foundational value of PMBOK in preparation for future examination and certification.

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Course Methodology

This project management course is carefully designed to provide the best mix of experience, theory and practice in a professional learning environment. Formal presentations will be brief and used mainly to introduce key concepts and significant elements of project management. Emphasis is on real case studies, and practical applications through hands-on action learning. Throughout the course you will benefit from have a high level of participation and team involvement.

Course Outline

Day One

- Project Initiation, Costing, and Selection
- The Project Management Background
- The Project Manager and Project Team Assembly
- Project Leadership, Motivation and People Skills
- Creating a Project Charter
- Tasks/Work Package

Day Two

- Project Organization and Leadership
- Detailed Project Planning Process
- Practical Exercise: Constructing a WBS for a Group Project
- Producing a Task Exercise
- Case Studies
- Case Study Exercise
- Determining Resource Requirements (HR, Material, Facility, Equipment, Others) for Each Task

Day Three

- Detailed Project Planning
- Practical Exercise: Determining Resource Requirements and Task Costs
- Project Monitoring and Control
- Practical Exercise: Visualizing Critical Paths, Cash Flows, and Cost S-Curve and Project Simulations
- Practical Exercise: Creating a Risk Register
- Definition of Risk Management
- Risk Management Advantages
- Risk Management and the Project Life Cycle

Day Four

- Project Monitoring and Control
- Project Executing Processes
- Project Risk Management
- How to Write Effective Risk Descriptions
- Characteristics of Good Risk Descriptions
- Practical Exercise: Creating a Technical Report
- Practical Exercise: Creating a Management Report
- Practical Exercise: Finding EVA Numbers of a Project
- Performance Reporting
- Practical Exercise: Creating a Performance Report
- Closeout Process
- Project Case Studies Presentations

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