



International Training Consortium, Inc.

## **The Certificate of Accomplishment in Project Management**

*Required Courses (2): Project Management or Project Management for IT: Application and Integration (recommended as first course) Simulation of Real-World Project Management (recommended as last course)*

### **Core Courses (Select 4)**

- Effective Project Scheduling
- Estimating and Managing Project Costs
- How to Assess and Manage Project Risk
- Managing Project Communications
- Project Quality Management
- Electives (Select 1)
- Strategic Alignment of the Project Portfolio
- Comprehensive COTR Workshop
- Fundamentals of IT Management and Capital Planning
- Leading Teams and Groups
- Making a Business Case for a Capital Investment
- Microsoft Project 2013
- Negotiating Techniques
- Preparing for the PMP Examination

### **Project Management**

Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles. Whether you are managing an office move, implementing a new accounting system or launching a special program initiative, this course gives you the crucial skills for success. This introductory course is aligned with the Project Management Institute's Project Management Body of Knowledge (PMBOK™), which covers all related best practices.

**Target Audience:** This course is for project managers, team leaders, team members and other professionals who want to learn how to complete projects on time and within budget while meeting quality standards.

## Project Management for IT: Application and Integration

This four-day workshop is designed to provide a practical, industry/ DoD-standard approach to managing project implementations of IT initiatives. The course describes the project management knowledge areas, specific activities performed by a project manager under each area, and the tools and techniques to be applied in specific management situations. The class is a hands-on, case study-based endeavor. Practical examples of project planning concepts, scope and resource management, cost and schedule development, risk and change management, and use of earned value analysis for project control are central to this course.

**Target Audience:** Attendees must have worked on a program or project, or have participated in the procurement process for an IT initiative. Experience using MS Excel and MS Word or equivalents is required. Experience with MS Project is a plus.

## Microsoft Project

This three-day workshop is designed for individuals who wish to improve their ability to manage tasks and task-related resources, timelines and costs. Participants learn to use this application's tools to better organize work and people, ensuring that projects are delivered on time and within budget. Methods for controlling and updating progress, tracking schedule and resource changes, and creating reports will be demonstrated.

**Target Audience:** This course is for program managers, project managers and systems analysts who wish to learn and apply a tool that utilizes software processes to assist in managing project efforts.

## *Intermediate Courses*

### Effective Project Scheduling

Understanding a project's schedule requirements and the timephasing of project tasks is the backbone of effective project management. This two-day PMBOK™ course focuses on the importance of developing an accurate, enforceable project schedule. You are guided through project-schedule development theory and implementation by means of lectures, discussions and a case study.

**Target Audience:** This course is for project managers, team leaders and other professionals who need in-depth knowledge of how to adequately develop a schedule in today's competitive environment.

### Managing Project Communications

Managing communications is one of the most important duties of a project manager. Project managers must keep owners, team members, management, subcontractors and others informed of project status, while constantly evaluating where the project is and where it is going. This two-day course helps project managers assess their communication needs, plan for meeting those needs and effectively communicate project status and forecasts throughout the project life cycle.

Target Audience: This course is intended for new and experienced project managers and supervisors who want to upgrade their project communication management skills; it is particularly helpful for new project managers, and for project managers working in multi-stakeholder project environments.

### How to Assess and Manage Project Risk

Project managers are critically reexamining their approach to managing risk. To remain competitive, projects cannot afford to set up contingencies or control measures for every conceivable risk. Rather, project managers must adopt a “graded approach” to risk management. This course introduces learners to widely accepted risk assessment, management and control practices.

Target Audience: This two-day course is designed for project managers or team members who require a better understanding of risk management in their projects.

### Estimating and Managing Project Costs

The first step in successfully managing a project’s cost is to have a budget that realistically reflects the costs for executing the project. This two-day course gives project managers the tools they need to develop reliable cost estimates by assessing necessary resources, applying one or more cost estimating methods and adjusting the estimates based on resource availability and project risk. Participants are also taught a process for evaluating the quality of cost estimates prepared by others.

Target Audience: Project managers or individuals who have project management training or experience in techniques such as scope statement development, work breakdown structures and risk and resource planning will find this course useful. Prior involvement with project budgets or cost estimating at an elementary level is expected. This is not a course for professional cost estimators.

### Project Quality Management

This two-day course focuses on both the management of product quality and the management of the process quality for creating project deliverables. It provides exposure to the tools, techniques and metrics used to ensure that sufficient product and process quality is achieved. It includes exercises which allow attendees to learn how to plan quality into a project and determine key metrics to manage project and process quality.

Target Audience: This course is for project managers or individuals who have had project management training or experience, including exposure to basic techniques such as scope, activity and resource planning.

## Simulation of Real-World Project Management

This is a dynamic interactive course designed primarily as, but not limited to being, a “capstone” for the Project Management Certificate program. Working with proprietary simulation software and a case study that revolves around an entrepreneurial company, you will be challenged to achieve an aggressive time schedule and budget, with limited resources.

**Target Audience:** This three-day course is suggested for project managers, project team members or anyone performing those roles.

## Project Management Boot Camp PMP Prep

This five-day, hands-on course gives you all the knowledge you need to plan and execute successful projects and prepares you to obtain PMP® Certification. You complete an online skills assessment to help you assess your project management skills and determine your strengths and weaknesses. Templates are included for project documentation, including a project charter, scope statement and quality management plan.

**Target Audience:** This course is intended for program managers, project managers and all others who work on a project team and desire a better understanding of the project management process and where they fit according to the global standard of project management, and for individuals interested in obtaining PMP® Certification.

## *Advanced Courses*

### Strategic Alignment of the Project Portfolio

Many organizations lack a common understanding about their projects. This lack of clarity can impede progress toward achieving the organization’s goals. This course surveys the popular views of corporate strategy, and equips the project manager with the tools and understanding necessary to keep his or her project on the organizational fast track.

**Target Audience:** Senior project managers, program office managers and program directors who need to manage the organization’s investment in the project and who are responsible for that return on investment. Speciality Courses

### Fundamentals of IT Management and Capital Planning

Understand the background and essential components of managing information technology under the Information Technology Management Reform (Clinger-Cohen) Act in this four-day workshop. Emphasis is placed on managing IT software, hardware and services as an investment enterprise utilizing the established guidance from the Office of Management and Budget (OMB) and the Government Accountability Office (GAO). Practical examples of capital planning, performance measures, return on IT investment and project management are demonstrated in detail. Techniques and examples of IT performance metrics are also explored. A capital asset project management template and associated worksheets are used as a demonstration of project management software.

Target Audience: This course is designed for IT professionals, project officers and IT team members; chief information office staff, procurement staff and chief financial officer staff.

### Making a Business Case for a Capital Investment

Using an IT project as an example, learn to prepare a business case for a capital investment as required by OMB Circular A-11. Understand the role played by the following quantitative techniques in preparing the business case: life-cycle costs and benefits; alternative analysis; risk analysis; cost-benefit analysis; return on investment; payback analysis; net present value and earned value. Participants practice completing a hypothetical IT project.

Target Audience: This course is designed for program leaders, project leaders, financial operations managers, project team members and others interested in or involved with developing required business cases and completing the OMB Exhibit 300.

### Preparing for the PMP® Exam

This 2-day course is intended to prepare project managers for the Project Management Professional (PMP®) Certification exam offered by the Project Management Institute (PMI). This course will enable you to identify your personal strengths and weaknesses involving mastery of the five process groups and nine knowledge areas, enabling you to develop a personal study program to prepare for the PMP® Certification exam.

Target Audience: This two-day course is for anyone who has at least three years of experience working in a project-oriented environment, has already completed a rigorous certificate or self-study program and wants a compressed, targeted approach toward preparing for the PMP® Certification exam.

\*PMP Bootcamp provides 40 hours of preparation for the PMP Examination