



# Institute for Professional Excellence

## Certificate of Project Management

### Solve Project Challenges and Deliver Results

Gain the in-demand project management skills you need to succeed, no matter your current role. This 2-day program provides practical, hands-on training based on the industry-standard Project Management Institute's PMBOK® Guide.

You will learn the essential techniques for planning, executing, and closing projects successfully. The program focuses heavily on real-world application, giving you the chance to apply your learning to an actual project. (If you don't have a project, we've got you covered!)

You'll leave ready to demonstrate your value by delivering high-quality results, on time and on budget.

#### After completing this program, participants will be able to:

- Identify the phases of a project's life cycle
- Create planning documents, including a Project Charter, Target Chart, and Statement of Work
- Break down all project tasks and resources using a Work Breakdown Structure
- Build clear project schedules using Gantt charts, PERT diagrams, and network diagrams
- Prepare a project budget
- Develop a communication plan
- Prepare a final project plan
- Identify and manage project risks
- Develop and manage a change control process
- Successfully close out your project

Learn more: [davenport.edu/ipex/project-management](https://davenport.edu/ipex/project-management) | 616.233.2589

# Certificate of Project Management Topics

## 1. Overview of Project Management

Start by defining the "why" behind project management and its value to any organization. You'll learn to develop compelling project proposals that clearly articulate a project's objectives, background, and value.

This module maps out the entire project lifecycle, giving you a clear framework for navigating projects from start to finish.

## 2. Preparing and Initiating a Project

In this module, you'll learn to launch projects with confidence. We'll cover creating the Project Charter, defining team roles, and using a Work Breakdown Structure to organize all project tasks.

You'll also learn to build more accurate schedules with action planning tools and create an effective plan for managing project risks.

## 3. Project Execution and Closing

This module focuses on the active doing and finishing phases of your project. You will learn to manage the day-to-day work by refining plans, controlling the budget, and leading your team.

We'll cover how to master stakeholder communication and use the SOW to implement a change control process.

Finally, you'll learn how to effectively close out a project, including lessons learned.

## 4. Project Application

In this capstone module, you'll apply your new skills to a realistic project scenario. You can either bring a current project from your work or use a simulation provided in class.

The goal is to build a tangible project plan that proves your ability to apply project management principles and achieve results.

## Who Should Attend

- Project managers looking to improve
- Business owners, project management assistants, office administrators
- Anyone who plays a role in moving a project from start to finish

IPEX is an IACET Accredited Provider. IPEX offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. You can earn 1.8 CEUs for successful completion of this program.

