Manage projects better.

Certificate of Project Management

Improve performance. Provide leadership. Deliver projects on-time and on-budget.

Become a valued project manager in any industry, whatever your title may be with the Certificate of Project Management. This 3-day program develops a thorough understanding and practical application of the tools every project manager needs to ensure successful project planning from start to finish. The program begins with project management fundamentals. Then we focus on team development, resource management, risk, communications, and using Agile techniques to bring your project to successful completion.

This program incorporates exercises to demonstrate real-world application and the role of decision-making in the project management process. The project management concepts and terms taught in this program are based on PMI's PMBOK® Guide.

After completing this program, participants will be able to:

• Explore the four major phases of a project

• Identify six key parts to a project goal

• Create the charter, statement of work, and a project planning worksheet

• Conduct a pre-assignment review, assign project work, negotiate for people, and prepare for team problems

• Utilize the team development model: Forming, Storming, Norming, Performing, and Adjourning

• Identify the 'who, when, why, what, and how' of your communications with various project members throughout the whole project

• Manage difficult conversations and handle escalating situations

To learn more, visit or call:

davenport.edu/ipex/project-management

(616) 233-2589

IPEx
Institute for Professional Excellence

DAVENPORT UNIVERSITY

Certificate of Project Management Topics

Defining Projects and Project Management

Role of the Project Manager

The Benefits of Projects

A Project's Life Cycle

Preparing Your Project

Laying Out the Project

Work Breakdown Structure

Scheduling Techniques

Budgeting Tips and Tricks

Assessing Project Risks

Preparing the Final Plan and Making it Fit

The Execution Phase

Controlling Changes

Closing out a Project

Choosing the Project Team

Building a Winning Team

Managing Team Meetings

Rewarding Your Team

Developing a Communications Plan

The Agile Manifesto

Frequency or Uncertainty

Selecting a Project Life Cycle in Agile

The Agile Mindset

Agile Roles

Agile Patterns

Reports on Agile Performance

Who Should Attend

- New and experienced project managers and/or project coordinators
- Professionals needing hands-on skills for managing and overseeing projects and team members

PMI® Approved

Successful completion of this program results in 21 PDUs from the Project Management Institute PMI®.

Cost

$1,195

ACCREDITED
IACET
PROVIDER

Davenport University's Institute for Professional Excellence is authorized by IACET to issue 2.1 CEUs for this program.