

Executive and Professional
Development
**Certificate in Project
Management for the Project
Associate 2013 – 2014**

DEVELOPING PROJECT PEOPLE



PMP® and CAPM® are internationally recognized certifications that are growing rapidly in number and recognition across all industry sectors.

Project Management for the Project Associate

Project Leaders!

Increase your effectiveness and project practitioner knowledge, while preparing to challenge PMI's PM certification exams. As a Professional, you and your organization will confirm that project management best practices are recognized, valued and applied within your organization.

Project Managers!

According to recent research, 80% of high performing projects use a credentialed Project Manager. Become a certified Project Management Professional (PMP®) while becoming more proficient in the concepts, tools and techniques that underpin the certification exam. Enroll your project team members. Imagine the productivity and effectiveness of a team of people who understand project processes, speak a common language and use standard terminology.

Project Team Members!

Fast track your career in Project Management. Be an integral part of your project's success and get noticed for your project management savvy while preparing to become a Certified Associate in Project Management (CAPM®).

This eight-day certificate program is designed to prepare you to challenge and pass either the internationally recognized PMP® or CAPM® depending on your experience eligibility while giving you the tools and knowledge to be a more effective project leader and team member. Being a Certified Project Management employee will accelerate your career in Project Management and solidify your role as a knowledgeable project practitioner within your organization.

Certificate Requirements

The Certificate in Project Management for the Project Associate consists of four two-day modules. The modules must be taken in order and completed within a one-year period.

Participants intending to challenge either the PMP® or CAPM® must qualify and book their exam date independently.

Program Content

The eight-day Certificate in Project Management for the Project Associate aligns with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

Project Knowledge Areas covered in the program:

- Integration
- Understanding scope and how to control it
- Understanding the impact of timeline, critical path and schedule compression
- Recognizing the importance of planning, estimating and budgeting for the project
- Best practices for quality planning, assurance and control
- Dealing with project human resources issues
- Effective communication techniques
- Procurement and risk management principles
- Enterprise project management, standards and environments
- PMP® and CAPM® Exam preparation, exam writing and study tips
- Includes an online PMP® and CAPM® Exam Simulator with over 700 questions and three exams

Who should attend

- Project managers and team members
- Project management practitioners and leaders
- PMO – Project Management Office staff
- Undergraduate or graduate students with an interest in project management
- Project co-coordinators and administrative support staff
- Account managers (sales professionals)
- Business analysts
- Project sponsors
- Subject matter experts

Facilitator

Judi Vincent, PMP, is an independent consultant and trainer focused on providing professional Project Management and educational services locally. She has had extensive senior project management and consulting experience in a variety of industries over the past 20 years, including telecommunications, manufacturing, engineering, construction, insurance and IT. She is a founding member of the local PMI Chapter and remains active in PMI on an international scale. She is a recognized author within The Practice Standard for Project Estimation and serves as an appointed member on the PMI Ethics Review Committee. Judi is a graduate of the distinguished Leadership Institute's Master Class of 2004.

In addition to teaching at Saint Mary's University, Judi teaches or has taught at Mount Saint Vincent University and Dalhousie University. She consults, coaches and instructs custom corporate courses upon request. A professional teacher by education, she is licensed in both Nova Scotia and Ontario. As an instructor, she has prepared hundreds of candidates for PMI's prestigious PMP®, CAPM® and PMI-RMP® certifications. Judi is an energetic facilitator, who advocates the concept of lifelong learning and personal growth.

8-Day Certificate Program

Fee: \$3,370

Fall 2013 Session:

November 19 – December 11, 2013

Spring 2014 Session:

April 15 – May 7, 2014

Fall 2014 Session:

November 18 – December 10, 2014

Location:

Saint Mary's University Campus
4th Floor, Sobey Building, 903 Robie Street

This course has received
the Canadian Construction
Association's Gold Seal
Accreditation (7 credits).



Module 1: Project Introduction and Project Integration

- Introduction to the world of projects
- Project selection and project life cycles
- A look at enterprise project management
- Introduction to the *PMBOK® Guide* 5th Edition
- Project Management Framework, process groups and knowledge areas
- Develop the Project Charter
- Develop the Scope Statement
- Define the project Scope

Dates

November 19 – 20, 2013

April 15 – 16, 2014

November 18 – 19, 2014

Module 2: Project Scope, Time and Cost Management

- Creating and understanding the Work Breakdown Structure (WBS)
- Activity definition
- Duration estimation
- Resource planning
- Schedule development and optimization
- Cost planning
- Cost estimating

Dates

November 26 – 27, 2013

April 22 – 23, 2014

November 25 – 26, 2014

Module 3: Project Quality, Stakeholder and Human Resources

- Cost budgeting
- Earned value analysis and cost control
- Identify and Manage Project Stakeholders
- Identify quality requirements and plan how the project will comply
- Assure quality standards are being used
- Keep quality in the project and the product through monitor and control activities
- Project human resources and leadership
- Orientation, motivation, optimization of the project team
- Understanding various roles of the team

Dates

December 3 – 4, 2013

April 29 – 30, 2014

December 2 – 3, 2014

Module 4: Project Communication, Risk and Procurement Knowledge Areas, Overall Course Review and Exam Preparation

- Effective communication systems
- Holding project management meetings
- Status reporting
- Planning for risk
- Identifying and quantifying risk and planning for response
- Response and controlling project risk
- Planning for purchasing
- Procurement contracts — exploring the various contract types
- Procurement time lines

Examination Tips and Preparation

- Exam format, timing and passing requirements
- Study strategies
- Practice questions
- Simulation questions
- Tips for writing the exam successfully
- Learn how to effectively use the online CAPM® and PMP® Exam Simulators

Dates

December 10 – 11, 2013

May 6 – 7, 2014

December 9 – 10, 2014

Moments in time

For Judi Vincent, the best part of facilitating courses at Saint Mary's comes when participants develop an understanding of the broader context. They look up and say two simple words: "ah ha."

Finding common ground is critical in the classroom, says Judi, who teaches the Certificate in Project Management for the Project Associate. "Participants come from very different backgrounds and experiences. They need to understand how the information we're talking about can be relevant in their world."

Developing that understanding starts with participants working through the body of knowledge specific to project management. "This helps participants connect the dots — and that is so much more powerful than being told how to do something," says Judi.

Registration Form September 2013 – December 2014



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DEVELOPMENT

Certificate in Project Management for the Project Associate \$3,370

- November 19 – December 11, 2013
- April 15 – May 7, 2014
- November 18 – December 10, 2014

STEP 1: APPLICANT INFORMATION

Please complete this section in full. Your name will appear on your certificate as printed. Print clearly.

Mr. Ms. First Name _____ Last Name _____

Department _____ Title _____

Company/Organization _____

Work Address OR Home Address _____

City _____ Province _____ Postal Code _____

Tel (work) _____ Tel (cell) _____ (Home — emergency only) _____

E-mail _____ Fax _____

How would you like to receive notification of upcoming programs and events? Email Mail

STEP 2: 10% GROUP DISCOUNT*

Do you qualify for our group discount? YES NO

* For 3 or more registrations from the same company that are submitted together for the same program. Separate registration forms are required for each person. Please provide names of accompanying registrations:

STEP 3: CAMPUS PARKING

Do you require parking for Sobey Building Programs? YES NO

Number of parking days required _____ (\$10/day + HST).

STEP 5: PAYMENT METHOD

Payment is due in advance of the program start date. Please indicate your method of payment. Print clearly.

Promotion code if applicable _____

Credit Card

Visa Mastercard Amex

Card# _____

Exp _____

Tel (work) _____

Cardholder Name (please print clearly)

Cardholder Signature

Invoice My Company

Attention _____

E-mail _____

Tel (work) _____

Fax _____

Invoice/Receipt Address _____

Authorizing Manager

Title _____

PO# _____

If paying by cheque, please make payable to Saint Mary's University Executive and Professional Development (1800 Argyle St., Suite 801, Halifax, NS B3J 3N8)

Register online at trainatmsu.ca or fax this form to 420.5284 OR 1.866.511.7111. For more information call 420.5638 or 1.800.877.0874. Mail applications to: Saint Mary's University, Executive and Professional Development, 1800 Argyle Street, Suite 801, Halifax NS Canada B3J 3N8.

For complete details on **PAYMENT, TRANSFER AND CANCELLATION POLICIES**, please visit trainatmsu.ca.