

*Critical skills  
for any industry*

# **Project Management**

*Summer 2007*

**DISCOUNTS for PMI® members**

[www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business)



**UC DAVIS  
EXTENSION**

PROFESSIONAL AND CONTINUING EDUCATION

# Project Management Certificate Program

Effective project management involves meeting deadlines, staying within budget, coordinating diverse groups of people and tasks, solving problems and achieving results. The UC Davis Extension *Project Management Certificate Program* is designed to give professionals the tools needed to successfully manage any type of project—regardless of scope or industry. Whether you manage multiple information technology projects or a single public relations campaign, this program enables you to manage projects more efficiently and effectively. All instructors are working professionals and experts in their fields who bring real world application of project management to their classes.

Based upon the industry standard, *Guide to the Project Management Body of Knowledge (PMBOK®)*, 3rd ed., developed by the Project Management Institute (PMI®), [www.pmi.org](http://www.pmi.org), the curriculum covers in-depth the essential elements of initiating and completing a successful project, including the development of interpersonal skills to conduct work in the team environment inherent to modern projects. UC Davis Extension's project management courses meet the educational requirements for the PMP® Certificate Examination.

## Program objectives

- Prepare for the Project Management Institute's Project Management Professional Certification Examination
- Understand the fundamental concepts and theory of project management
- Analyze projects for cost, time, scope, risk and quality
- Understand how to utilize the control elements common to all projects for maximum results
- Apply quality management methods to effectively organize staff and lead a successful project team

## Who will benefit

- People who want to take the Project Management Institute's (PMP®) Project Management Professional Certification Examination
- Professionals planning, managing and controlling projects within an organization
- Anyone interested in a career in project management
- Those interested in learning the latest project management tools and methodologies
- Managers who need to fine-tune and formalize their project management skills
- Anyone managing multiple tasks

## Take courses online!

***All of the courses in this certificate program are available online.***

For more information about distance learning courses, call (800) 752-0881 or visit our Web site.

**[www.extension.ucdavis.edu/distancelearning](http://www.extension.ucdavis.edu/distancelearning)**

## Requirements to earn the certificate

Candidates for the certificate must successfully complete a total of 18 units of course work with grades of "C" or better. *Introduction to Project Management* and *Project Integration and Scope Management* are prerequisites for all other required courses in this program. *Advanced Project Management Topics* is the final required course to be taken.



# Required courses (18 units)

*(listed in the order they should be taken)*

## **Introduction to Project Management**

*1.5 units of academic credit. 15 PDUs.*

The role of today's effective project leader is a demanding one that requires a clear understanding of the essential elements of project management framework and project processes.

Using the Project Management Institute's *Guide to the Project Management Body of Knowledge (PMBOK®)*, 3rd ed., learn the basic characteristics of projects and project management, with emphasis on the five PMBOK® project process groups of initiating, planning, executing, controlling and closing. You'll also explore the nine knowledge areas of project integration, scope, time, cost, quality, human resources, communication, risk and procurement management. This introductory course covers the terminology, project management processes, key areas of expertise, and important related topics such as project portfolio management and the project management office. You will also learn about characteristics of project life cycles and phases, and the significance of project stakeholders and organizational influences.

## **Project Integration and Scope Management**

*2 units of academic credit. 20 PDUs.*

Successful project outcomes depend on an effective project management plan, development and execution, as well as adherence to a scope management process. They also begin with the proper integration of related project elements across project process groups and knowledge areas. Building on your knowledge of the project management framework and project processes from the introductory course, the integration management portion of this course covers the processes and activities required to define and coordinate the project effort within the project process groups, particularly where individual processes interact, or when competing objectives and alternatives may require trade-offs. The scope management portion of this course covers the processes that ensure all the work, and only the work, required for successful project completion is included in the project.

***“After just one class in this program, my management and operational skills improved. Later PMP certification will allow me to complete my goals of obtaining an MBA and further advancement with the U.S. Navy and as a government contractor after active duty. I am currently stationed in Japan and needed an online educational program that was available from the ship and on land. The UC Davis Extension distance learning program in ItProject Management has been easy to use even with the ship’s slow-speed Internet connection.”***

**—Lt. Bryan Weatherup, U.S. Navy**

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**SECURE SERVER**

## **Project Time and Cost Management**

*3 units academic credit. 30 PDU.*

For many projects, “on time” and “within budget” seem to be mutually exclusive factors. This course will present a detailed road map to plan and achieve both at the same time. The time management portion of this course covers activity breakdown, estimation, sequencing and scheduling. Learn about Gantt charts, network diagrams and critical paths and how they can help you manage time better. The cost portion of the course covers resource planning, cost estimation, cost control systems, project budgeting and the basic accounting principles you need to know to ensure the success of your project. You’ll also learn about earned value, variance analysis and resource constraints. You’ll have the opportunity to practice these useful tools and techniques in the classroom, then apply them in the workplace the next day.

## **Project Quality Management**

*2.5 units academic credit. 25 PDU.*

Project quality management (PQM) helps supervisors monitor projects to ensure that they meet their intended goals. You’ll examine the critical components of project quality: planning, control, assurance and improvement. You’ll also learn about the *business* and the *technical* aspects of project quality management, including determining what assets and resources are needed to launch a new program or revitalize existing ones. Explore quality management processes such as identifying customer requirements, cost-benefit analysis, benchmarking, cause and effect diagrams, flowcharting, control charts, Pareto diagrams and quality audits, with hands-on practice of many of these tools.

## **Project Communications and Human Resource Management**

*3 units academic credit. 30 PDU.*

Effective project managers must possess strong skills in organizational planning, leadership, team building, communication, performance coaching and staff management. Learn how to use human resources to achieve project goals, how to analyze and manage stakeholders, and how to design the right project organization structure to get the most out of your resources. You will also develop the skills needed to establish clear project roles and responsibilities, institute rules of engagement, and exercise influence within the existing power structure using appropriate leadership styles. You’ll learn the tools to face the challenge of managing matrix teams and the added complexity of managing a virtual team. In addition, you’ll study processes that ensure timely and appropriate generation, collection, dissemination and storage of project information.

## **Project Risk Management**

*1.5 units academic credit. 15 PDU.*

When it comes to managing projects, smart managers prepare for both the best and worst case scenarios. Risk management is the process of identifying, analyzing and responding to project risk. It includes maximizing the probability and consequences of positive events and minimizing the probability and consequences of adverse events to project objectives. Learn the skills needed to help you decide how to approach and plan the risk management activities for any project. Specifically, you’ll learn how to determine what risks might affect the project, perform a quality analysis of risks, measure the probability and consequences of risk, develop procedures and techniques to enhance opportunities and reduce threats from risk, and monitor residual risk.

***“UC Davis Extension’s online Project Management Certificate Program is very convenient and has helped me and my team develop our project management skill set, methods and tools. The instructors are responsive and provide valuable guidance as well as facilitate online class participation exercises. I would recommend this program to anyone interested in obtaining this certificate.”***

**—Kristina Rodriguez, director,  
National PNM Support, Health Net, Inc.**

## Project Procurement Management

2 units academic credit. 20 PDUs.

A key concern of the project manager is to identify and acquire goods and services needed to implement and complete project plans. Therefore, the successful project manager must know how to contract to ensure success. This course addresses procuring goods and services for your projects and contract administration throughout the life cycle of any project. Emphasis is on the PMBOK® six-step procurement process: procurement planning, solicitation planning, solicitation, source selection, contract administration and contract closeout. Hands-on experience with the procurement process is provided.

## Advanced Project Management Topics

2.5 units academic credit. 25 PDUs.

Learn advanced project manager competencies. You will build on your skills so that you will be able to successfully manage more challenging projects, and to achieve reliability and repeatability in project results. The course builds upon and extends the concepts and skills developed throughout the core courses with an emphasis on project management in a complex project environment.



## Certificate Program in Project Management

### QUARTERLY SCHEDULE OF COURSES

REQUIRED COURSES (18 units)	Units	F	W	SP	SU
Introduction to Project Management	1.5	●	▲	●	▲
Project Integration and Scope Management	2	▲	●	▲	●
Project Time and Cost Management	3	▲	■	▲	▲
Project Quality Management	2.5	▲	▲	■	▲
Project Communications and Human Resource Management	3	■	▲	▲	▲
Project Risk Management	1.5	■	▲	▲	▲
Project Procurement Management	2	▲	■	▲	▲
Advanced Project Management Topics	2.5	▲	▲	■	▲

■ Classroom format ▲ Distance Learning format ● Classroom and Distance Learning formats

There are no electives in this program.

### ➔ FREE INFORMATION SESSION

#### Project Management

Effective project management involves meeting deadlines, staying within budget, coordinating diverse groups of people and tasks, solving problems and achieving results. If you're looking for project management training that will give you detailed knowledge and the skills to move ahead as a project manager, please plan to attend this free information session to learn how UC Davis Extension's Project Management Certificate Program can help you meet your career goals.

You will have an opportunity to meet our faculty and staff and learn about career trends, program requirements and answers to the most frequently asked questions.

Whether you manage multiple projects simultaneously or a single, complex project over the course of several years, this innovative program will enable you to manage projects more efficiently and effectively.

Note: This program is based upon the industry standard, *Guide to Project Management Body of Knowledge (PMBOK®)*, 3rd ed., developed by the Project Management Institute (PMI®).

Aug. 8: Wed., 5:30-7 p.m.

Sacramento: Sutter Square Galleria,  
2901 K St.

No Charge. Enroll in section 071OPE500.

# Classroom courses

These courses are offered in Sacramento at the Sutter Square Galleria, 2901 K St.

## Project Integration and Scope Management

- **7 meetings.**
- **July 10-Aug. 21:** Tues., 6-9 p.m.
- **Sacramento:** Sutter Square Galleria, 2901 K St.
- **\$645** (\$695 if postmarked after 06/25/2007). **Enroll in section 071PMG510.**
- **Special discounts:** Groups and PMI members.

## Building and Leading High Performance Teams

.7 CEU.

7 hours PDU credit.

Building an effective team affords you the wonderful opportunity of bringing out the best in others, solving problems and meeting your goals in the process. Being an effective leader—one who keeps team projects running smoothly, on time and on target—is critical to a project's success. This course

focuses on ways you can improve the way your group works as a team. Learn how to create a team by gaining the expertise to transform any group of technical experts or cross-functional employees into a team that lives up to its performance potential.

**ROCHELLE FURTAH**, PMP, has provided project management consulting and training to a variety of private and public organizations for more than 20 years. She focuses on enterprise project management, independent project oversight consulting, facilitation and developing virtual project teams. She is certified as a project management professional by the Project Management Institute and has a certificate in project management from UC Davis Extension.

- **1 meeting.**
- **Aug. 1:** Wed., 8:30 a.m.-4:30 p.m.
- **Sacramento:** Sutter Square Galleria, 2901 K St.
- **\$325. Enroll in section 071PMG564.**

## Essential Technology Tools for Business Professionals

### Upgrade Your Technology Skills!

**Take one or all of this suite of courses to keep pace with today's business environment.**

- Essentials of Computer Technology (3 CEUs)
- Creating Electronic Documents with Adobe Acrobat (2 CEUs)\*
- Microsoft Access: Introduction (3 units)

- Internet Fundamentals for Business Professionals (1.5 CEUs)
- Creating Functional Web Sites (3 units)

\*Course offered summer quarter 2007.

All of these courses are offered in a distance learning format and can be taken online anytime and any place you have Internet access.

**For more information, visit [www.extension.ucdavis.edu/it](http://www.extension.ucdavis.edu/it)**

## GENERAL INFORMATION

### Discounts

**Groups:** Organizations enrolling three or more people in the same course may do so for 10 percent off each enrollment. All enrollments must be submitted at the same time and fees paid with one check, credit card or purchase order.

PMI members receive a 10 percent discount off all designated project management courses. Membership will be verified.

### For more information

For general information, call UC Davis Extension at (800) 752-0881.

For specific program information, call the Business & Technology Unit at (530) 757-8895, email [businessinfo@unexmail.ucdavis.edu](mailto:businessinfo@unexmail.ucdavis.edu), or visit [www.extension.ucdavis.edu/business](http://www.extension.ucdavis.edu/business).

### Bring UC Davis Extension courses to your organization

We can customize courses and certificate programs to meet your particular organizational needs. For more information, call (530) 757-8895.



# Distance Learning courses

You can enroll in a distance learning/online course anytime until July 23. Passwords will be issued starting on June 25. You must complete the course by September 7. Technical requirements: A current email account and access to the Web using an Internet browser.

## Introduction to Project Management

- **\$600** (\$650 if postmarked after 06/25/2007). **Enroll in section 071PRJ500.**
- **Special discounts:** Groups and PMI members.

## Project Integration and Scope Management

- **\$645** (\$695 if postmarked after 06/25/2007). **Enroll in section 071PRJ510.**
- **Special discounts:** Groups and PMI members.

## Project Time and Cost Management

- **\$695** (\$745 if postmarked after 06/25/2007). **Enroll in section 071PRJ501.**
- **Special discounts:** Groups and PMI members.

## Project Quality Management

- **\$660** (\$710 if postmarked after 06/25/2007). **Enroll in section 071PRJ503.**
- **Special discounts:** Groups and PMI members.

## Project Communications and Human Resource Management

- **\$695** (\$745 if postmarked after 06/25/2007). **Enroll in section 071PRJ502.**
- **Special discounts:** Groups and PMI members.

## Project Risk Management

- **\$600** (\$650 if postmarked after 06/25/2007). **Enroll in section 071PRJ504.**
- **Special discounts:** Groups and PMI members.

## Project Procurement Management

- **\$645** (\$695 if postmarked after 06/25/2007). **Enroll in section 071PRJ505.**
- **Special discounts:** Groups and PMI members.

## Advanced Project Management Topics

- **\$660** (\$710 if postmarked after 06/25/2007). **Enroll in section 071PRJ506.**
- **Special discounts:** Groups and PMI members.

## What is a distance learning course?

A distance learning course utilizes the Internet as a means of creating a learning environment outside of the traditional classroom. The lectures and discussions will take place on our Distance Learning Campus Web site. You will be able to access your course lectures (text-based) and communicate with your classmates and instructors through the use of a discussion forum (message board). The online courses follow a classroom structure paced at one lesson a week. You can access your course Web site anytime

and from any place you have access to the Internet. In addition, you are also assured that you're getting the same UC-quality education that you receive from any of the regular UC Davis Extension courses.

For answers to the most Frequently Asked Questions about distance learning, please visit [www.extension.ucdavis.edu/dl](http://www.extension.ucdavis.edu/dl).

For more information about technical requirements for distance learning courses, visit [www.extension.ucdavis.edu/dl](http://www.extension.ucdavis.edu/dl).

# ENROLLING IS EASY!

**BY MAIL** complete this form and send it to the Registration Office, UC Davis Extension, University of California, 1333 Research Park Drive, Davis, CA 95618-4852.  
**BY PHONE** call toll free (800) 752-0881. From Davis or Woodland call 757-8777.  
 Please have your Visa, MasterCard, American Express or Discover account number handy.

**BY FAX** to (530) 757-8558. Be sure to include a complete enrollment form along with credit card information or a company purchase order.  
**IN PERSON** at our Registration Office, 8:30 a.m.-4:30 p.m., 1333 Research Park Drive, Davis.  
**ONLINE** at [www.extension.ucdavis.edu](http://www.extension.ucdavis.edu).

## 1. Yes! Please enroll me in the following courses:

Title _____	Section number _____	\$ _____	Fee _____
Title _____	Section number _____	\$ _____	Fee _____

NO, I can't enroll at this time, but please send me information about future courses.

## 2. Customer information:

Mr.  Mrs.  Ms.

Name \_\_\_\_\_

Current position/job title \_\_\_\_\_

Social Security number\* \_\_\_\_\_

**IMPORTANT:** Where would you like to receive mail?  work  home (Please fill in all blanks below.)

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Employer name \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Daytime telephone \_\_\_\_\_ Evening telephone \_\_\_\_\_

Email \_\_\_\_\_ If you do not wish to receive periodic email about UC Davis Extension courses and programs in your area of interest, please check this box .

Please add [info@unexmail.ucdavis.edu](mailto:info@unexmail.ucdavis.edu) to your address book or safe list to ensure that our email messages are delivered properly.

\*UC Davis Extension is required by federal law to report your Social Security Number (SSN) and other pertinent information to the Internal Revenue Service pursuant to the reporting requirements imposed by the Taxpayer Relief Act of 1997. UC Davis Extension also will use the SSN you provide to verify your identity. SSN disclosure is mandatory. This notification is provided to you as required by the Federal Privacy Act of 1974.

## 3. Payment information:

- Enclosed is a check payable to UC Regents.
- Enclosed is a company purchase order (a complete enrollment form, or all information requested on the enrollment form, must be included with purchase orders).
- Please charge Visa/MasterCard/American Express/Discover:

Account number \_\_\_\_\_

Expires \_\_\_\_\_

Name of cardholder \_\_\_\_\_

Authorized signature \_\_\_\_\_ 071 192

Credit card verification number: \_\_\_\_\_ The CCV is the last three digits of the number printed on the back of your credit card (for American Express it is the last four digits of the number printed on the front of the card).

## 4. Important! Key code: \_\_\_\_\_

For efficient processing of your enrollment, please fill in this code as it appears on your mailing label, whether or not it is addressed to you. If you enroll by phone, please be prepared to provide this code to your customer service representative. Also include it on all purchase orders.

UC Davis Extension  
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 1333 Research Park Drive  
 Davis, CA 95618-4852

Key Code

0 7 1 1 9 2 - Y Y

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