

Mastering Project Management Concepts: A *PMBOK® Guide* Study

[4.0 CEUs/ 40 PDUs]

Course Description

In just six weeks, you'll master concepts from the *PMBOK® Guide*– Sixth Edition, including the unique and challenging aspects of the *PMBOK® Guide* tools, language and concepts. You will gain insight into the project lifecycle; project, program and portfolio management; organizational structures; and integration, scope, resource, communication, procurement, risk and stakeholder management. From learning best practices in each phase of the project's lifecycle to being able to balance stakeholder requirements, you will acquire the skills needed to implement strategic initiatives, drive change and deliver innovation.

Course Outcomes

Upon the successful completion of this course, participants will be able to:

- Discuss the project management terms presented in the *PMBOK® Guide*
- Describe the purpose of each project management phase
- Identify the input, tools and techniques, and outputs of each project management phase

Included eBook

Project Management Institute. (2017). A guide to the project management body of knowledge (*PMBOK® Guide* – 6th edition). Project Management Institute Inc, Newtown Square, PA

Discussion Board

Share your experience with fellow participants and your course facilitator in weekly discussion board posts.

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*Curriculum is subject to change. Please contact an enrollment representative for more information.

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	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Week 1	Module 1: Project Management Overview	<ul style="list-style-type: none"> □ Identify the differences between project, program, and portfolio management □ Distinguish the differences between project and program management □ Identify what occurs during each phase and process of a project □ Define the project management lifecycle □ Identify the knowledge areas of project management □ Identify the project management process groups 	Self-Assessment Activity: Project Management Knowledge Areas	<ul style="list-style-type: none"> □ Project management definitions □ Project management lifecycles □ Project management knowledge areas □ Project management environment □ Project manager role □ Questions and answers 	N/A
	Module 2: The Project Management Environment	<ul style="list-style-type: none"> □ Identify which enterprise environmental factors (EEFs) influence projects □ Identify which organizational process assets (OPAs) influence projects □ Identify the different PM structures for different organizations □ Identify how organizations develop their maturity with project management 			
	Module 3: The Project Management Profession	<ul style="list-style-type: none"> □ Explain the value of project management □ Describe the roles associated with project management 			
Week 2	Module 4: Project Integration Management	<ul style="list-style-type: none"> □ Identify the ITTOs for the project integration management process □ Identify the components of a project charter □ Identify the components of a project plan 	Self-Assessment Activity: Project Charter Self-Assessment Activity: Work Breakdown Structure	<ul style="list-style-type: none"> □ Project integration management □ The project charter □ The project plan □ Project scope management □ Collecting requirements □ Scope □ Work breakdown structure □ Verification and validation □ Questions and answers 	Quiz 1
	Module 5: Project Scope Management	<ul style="list-style-type: none"> □ Identify the input, tools and techniques, and outputs (ITTOs) for the project scope management process □ Define requirements □ Identify techniques to collect and document requirements □ Describe the project scope management process □ Describe a work breakdown structure □ Describe scope verification and validation □ Identify verification and validation techniques 			

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Week 3	Module 6: Project Schedule Management	<ul style="list-style-type: none"> □ Identify the ITTOs that support the process of project schedule management □ Identify the various dependency approaches used to sequence activities □ Identify estimating techniques used throughout the project schedule management process □ Identify the interactions and interdependencies between activities when developing a schedule □ Explain how to use the forward pass methods of calculating the earliest start and the earliest finish of project activities □ Explain how to use the backward pass methods of calculating the latest start and the latest finish of project activities □ Identify activities on a critical path and explore opportunities for float 	<p>Self-Assessment Activity: Estimating Durations</p> <p>Self-Assessment Activity: Critical Path and Float</p>	<ul style="list-style-type: none"> □ Project schedule management □ Sequencing activities □ Estimating durations □ Project schedules □ Forward pass methods □ Backward pass methods □ Critical path and float □ Questions and answers 	N/A
	Module 7: Project Cost Management	<ul style="list-style-type: none"> □ Identify the ITTOs that support the process of project cost management □ Explain the importance of capturing assumptions when estimating cost □ Describe how accurate cost estimates keep a project on budget □ Explain how earned value influences an organization's project cost management processes □ Identify the six essential elements of an earned value management (EVM) system □ Explain what earned value calculations measure 	<p>Self-Assessment Activity: EVM Part 1</p> <p>Self-Assessment Activity: EVM Part 2</p>	<ul style="list-style-type: none"> □ Cost management □ Cost estimation □ Budgeting □ Earned value management (EVM) □ Essential elements of an EVM system □ EVM terms and calculations □ Questions and answers 	Quiz 2

	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Week 5	Module 8: Project Quality Management	<ul style="list-style-type: none"> □ Identify the ITTOs that support the process of project quality management □ Describe the fishbone diagram □ Identify different types of check sheets □ Explain the purpose of the histogram □ Describe the Pareto chart □ Identify the SIPOC process map □ Explain the scatter diagram 	Self-Assessment Activity: Quality Tools Self-Assessment Activity: Project Resource Management Self-Assessment Activity: Communications	<ul style="list-style-type: none"> □ Project quality management □ Quality concepts and tools □ Project resource management □ Organizational theory □ Project communications management □ Communications models □ Questions and answers 	N/A
	Module 9: Project Resource Management	<ul style="list-style-type: none"> □ Identify the ITTOs that support the process of project resource management □ Identify essential organizational theories 			
	Module 10: Project Communications Management	<ul style="list-style-type: none"> □ Identify the ITTOs that support the process of project communications management □ Identify models for effective communication 			

	Module	Learning Objectives	Assignments/Activities	Live Session Topic	Quiz
Week 6	Module 11: Project Risk Management	<ul style="list-style-type: none"> □ Identify the ITTOs for the project risk management process □ Identify key aspects of risk management planning □ Describe the purpose of risk identification □ Identify various tools & techniques to identify risk □ Explain project risk management strategies and their value 	Self-Assessment Activity: Contract Types Self-Assessment Activity: Project Stakeholder Management	<ul style="list-style-type: none"> □ Project risk management ITTOs □ Identifying risks □ Planning and implementation for risk □ Project procurement management ITTOs □ The contracting process □ Fixed price, time & materials, and cost reimbursable contracts □ Project stakeholder management ITTOs □ Identifying stakeholders □ Manage stakeholder engagement □ Questions and answers 	Quiz 3
	Module 12: Project Procurement Management	<ul style="list-style-type: none"> □ Identify the ITTOs for the project procurement management process □ Define procurement key terms and contracting principles □ Describe key documents used in procurements □ Identify three types of fixed price contracts □ Describe a time and materials contract □ Identify the three types of cost reimbursable contracts 			
	Module 13: Project Stakeholder Management	<ul style="list-style-type: none"> □ Perform calculations for various types of cost reimbursable contracts □ Identify the ITTOs for the project scope cost process □ Identify techniques used to identify stakeholders □ Describe ways to engage stakeholders 			