COURSE SYLLABUS

# Project Management Certificate Program

Build essential project management skills through hands-on training in planning, execution, and communication.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/project-management-certificate-program




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## Course Outline

This package includes these courses

- Project Management Essentials Course (16 Hours)
- Schedule, Cost & Resource Management Course (16 Hours)
- Scope, Quality & Risk Management Course (16 Hours)
- Project Leadership Course (8 Hours)
- Stakeholder & Communications Management Course (8 Hours)
- Introduction to Agile Project Management Course (8 Hours)

### Project Management Essentials Course

Gain essential project management skills aligned with the Project Management Institute's PMBOK Guide. Through hands-on training, you will learn how to manage a project from start to finish using structured processes and professional standards.

- Create project charters, stakeholder analyses, scope statements, and risk registers.
- Develop accurate estimates and establish metrics for project performance.
- Apply tools for planning, execution, monitoring, and closeout phases.
- Understand how to manage change, communication, and project documentation.

### Schedule, Cost & Resource Management Course

Master the techniques to create project schedules, estimate costs, and manage resources effectively. This course provides hands-on training in critical path analysis, earned value management, and stakeholder coordination.

- Understand the relationship between schedule, cost, and resource management.
- Create project schedules and determine critical paths.
- Develop accurate cost and resource estimates.
- Use earned value management for cost forecasting.

- Manage project teams and stakeholder expectations.
- Evaluate project changes and implement control measures.
- Apply industry-standard project management frameworks and tools.

## Scope, Quality & Risk Management Course

Learn to align project scope and quality with organizational goals while effectively managing risks throughout the project lifecycle. This course provides hands-on training in creating deliverables, analyzing risks, and ensuring quality standards.

- Understand the relationship between scope, quality, and risk management.
- Create deliverables like requirements statements, work breakdown structures, and risk registers.
- Plan and manage project scope and quality against measurable goals.
- Identify, analyze, and respond to project risks.
- Apply the PMI project management framework to real-world scenarios.
- Explore strategies for maintaining quality and mitigating risks post-planning.

## Project Leadership Course

Learn the leadership aspects of project management, including team dynamics, communication strategies, and organizational structures. This course equips project leaders with tools to inspire teams and achieve project goals.

- Understanding key roles and responsibilities on project teams.
- Exploring leadership models and organizational structures.
- Enhancing communication within project teams.
- Navigating leadership and management challenges.
- Applying strategies to lead and motivate project teams effectively.

## Stakeholder & Communications Management Course

This course teaches how to analyze stakeholder needs and develop communication strategies that build alignment. Participants learn planning tools, message framing, and delivery techniques suited to professional environments.

- Identify elements of the standard PMI project management framework (process map).
- Describe the relationship between project stakeholders and communications management processes throughout a project lifecycle.
- Create stakeholder and communications management deliverables, including a stakeholder register, communications plan, and stakeholder management strategy.

## Introduction to Agile Project Management Course

This foundational one-day workshop introduces Agile tools and methods through simulation exercises. Participants learn how to plan sprints, facilitate backlog refinement, and use Scrum frameworks to manage short-cycle projects in federal environments.

- Describe Agile methodologies, frameworks, and processes.
- Explain Agile best practices and benefits.
- Apply a scrum project management framework.