

Project Management Certification Program

01.05.09

Project Management Concepts

There is a critical need in most organizations to have individuals on staff who can successfully plan, execute, and keep track of various projects. Successful project management strategies can increase an organization's efficiency and productivity, and make the most out of available human and financial resources. The University of Arizona Center for Computer and Professional Education (CCPE) is offering a Project Management Concepts class to help explain the strategies of Project Management.

Course Code	Description	Length
PROJ101	Project Management Concepts	1 Day
	Total for Concepts Class:	\$275

Project Management Certificate Course

No matter what field you're in, whether you're a manager wanting to find ways to do more with less or someone embarking on a new career path, CCPE can help you achieve your goals. CCPE has developed a Project Management Certification Program suitable for companies of all sizes and covering topics such as Managing Project Scope, Project Time Management, Managing Project Resources and Costs, Communication and Human Resources, Project Quality Management and Integration, Procurement Management, and Risk Management.

The following 9 classes must be taken as a unit in order to earn the Project Management Professional Certificate		
PROJ101	Project Management Concepts	1 Day
PROJ102	Managing Project Scope	½ Day
	Project Time Management	½ Day
	Managing Project Resources and Costs	½ Day
	Communication and Human Resources	½ Day
	Project Quality Management and Integration	½ Day
	Procurement Management	½ Day
	Risk Management	½ Day
	Final Project	1 Day
	Total for Certificate Course:	\$2,095
Approximate time to complete the Project Management Certificate Course is 1 months.		

Tuition for the Certification course includes the textbook. One textbook used for all classes. For those who are only taking the PROJ101 course, the textbook may be purchased for \$80.

Project Management Professional Exam Preparation: If you are seeking an official PMP Certification, CCPE also offers a PMP Exam Preparation course. In this class, the focus is not on teaching new material, but on review and practice for writing the actual PMP exam.

People attending this class should have completed the UA Project Management certificate course or have equivalent experience or coursework.		
PROJ500	PMP Exam Preparation	2 Days
		\$480

Register online or call 621-7724

Project Management Certification Program

PROJ101: Project Management Concepts

This course covers essential concepts in effectively and efficiently managing an organization's projects, including the fundamental tools and techniques used by most project managers. This course is appropriate for individuals with some experience in the field of Project Management as well as those new to the concepts, terminology, and practices of real-life project implementation.

PROJ102: Managing Project Scope

One of the challenges for a project manager is preventing a project from getting out of scope. Scope management involves ensuring that a project includes all – and only – the work required for successful completion of a job. Topics covered in this course include project selection methods, project charter, scope management plans, change control, scope definition and decomposition, corrective action, constraints, and scope verification.

PROJ103: Project Time Management

This course covers schedule development, duration estimates, critical path, milestones, resource leveling, and techniques for dealing with scheduling problems. Project time management is a core competency for project planning as well as for project execution and control.

PROJ104: Managing Project Resources and Costs

Project Cost Management includes the processes involved in planning, estimating, budgeting, and controlling costs to complete a project within an approved budget. It is an important course for individuals who have experience in the field of Project Management, as well as individuals new to Project Management interested in learning about estimating techniques and the principles of project cost controls and management.

PROJ201: Communication and Human Resources

This course examines the tools needed for the generation, collection, distribution, storage, retrieval, and disposition of project information. The course also incorporates a real-life case study that students working in teams will use to develop solutions.

PROJ202: Project Quality Management and Integration

This course teaches the basics of quality management and covers the tools and techniques used to integrate processes that measure project performance as it moves from initiation to completion. Tools such as change management, configuration management, earned value, and project management information systems will be explored.

PROJ301: Procurement Management

Project processes to purchase or acquire products, services or results based on work performed outside the project team will be covered. Also discussed will be contract management and change control processes to administer contracts or purchase orders issued by authorized project team members. Processes include planning purchases and acquisitions, contracting, requesting seller responses, selection, administration, and closure.

PROJ302: Risk Management

The objective of risk management is to maximize the results of positive events and minimize the impact of adverse events. This class focuses on risk management within the project management framework and is well suited to both people with risk management experience as well as those interested in an introduction to basic principles. Topics covered in this course include risk management planning, risk identification, qualitative risk analysis, risk response planning, and risk monitoring and control.

PROJ400: Final Project

Projects are defined beyond standards, processes, and techniques. Experienced project managers use best practices and the school of hard knocks to shape the successful outcome of a project. Using case studies and real-world experiences, this course builds upon previous project management courses (project concepts, scope, time, cost, risk, quality, team management, communication, and integration) to culminate in a project simulation, presentation, and solicited peer feedback.

PROJ500: PMP Exam Preparation