



PROFESSIONAL DEVELOPMENT

University Extended Education
California State University, Fullerton

Certificate in PROJECT MANAGEMENT

Learn the project management cycle step by step

Would you like to develop a portfolio that demonstrates and validates your project management knowledge and capabilities? In this certificate, experienced project managers will guide you step-by-step through all aspects of the completion of a “virtual project.” This project begins in the first class of the Certificate in Project Management and continues through the capstone class.

On completion of the final class, you will have a substantial portfolio that includes all aspects of your work managing the virtual project. Several certificate graduates report successfully using this portfolio to help them get project management jobs.

The focus of this certificate is the application of knowledge and interpersonal skills along with the project management cycle. The program is offered in collaboration with the Project Management Institute – Orange County Chapter, Inc. These classes qualify for PDUs from PMI.

Graduates of the certificate program will be able to:

- Define project goals and develop a project plan
- Implement the project plan
- Manage the time and cost of a project
- Manage procurement and risks of a project
- Manage the communication and quality of a project
- Assess the outcome of the project
- Demonstrate knowledge and skills with a completed project



Who Should Attend?

- Individuals who are considering project management as a career choice
- Newly appointed project managers, leaders or schedulers wanting to gain skills
- Managers and supervisors responsible for organizational projects
- Team and product leaders

Register today at extension.fullerton.edu/professionaldevelopment or 657.278.2611
For more information, contact Mimi Lawson: 657-278-3313, mlawson@fullerton.edu
University Extended Education

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Certificate in PROJECT MANAGEMENT

THE CLASSES

Project Management Overview

(1.2 CEUs/12 hours)

Prerequisite: none. Management experts estimate that as much as 50 percent of work is done in the form of a project. Overview of Project Management is designed to give participants a description of the field of project management, review the terminology peculiar to the project management field and begin to discuss project management processes.

Managing Procurement, Planning and Risk in Projects

(1.5 CEUs/15 hours)

Prerequisite: Project Management Overview. Developing a project plan should result in a coherent document that includes strategic planning and can be used to guide both the project execution and control. Project planning must be systematic, flexible, disciplined and capable of accepting multifunctional inputs. Planning must be performed throughout the life of the project and must define all work required. Project procurement involves identifying and managing the supply chain while also administering the contracts. Managing risk factors occurs throughout the project.

Project Management Skills in Time and Cost Management

(1.5 CEUs/15 hours)

Prerequisite: Managing Procurement, Planning and Risk in Projects. Project time management involves sequencing of all project activities to support the development of a realistic and achievable schedule. Cost management ensures that the project is completed within budget and is concerned with the cost of resources needed to complete project activities.

Managing Quality and Communications in Projects

(1.5 CEUs/15 hours)

Prerequisite: Project Management Skills in Time and Cost Management. Project quality management includes all the planned and systematic activities required to ensure that the project will meet objectives and includes quality planning, quality assurance and quality control. Communications management ensures timely and appropriate generation, collection, dissemination, storage and disposition of project information and provides the critical link among people, ideas and information.

Project Execution and Control: Putting it all Together

(1.5 CEUs/15 hours)

Prerequisite: Managing Quality and Communications in Projects. Controlling activities in project management consists of measuring progress toward project objectives, evaluating, and taking the necessary corrective action. Project managers are responsible for ensuring accomplishment of organizational goals and objectives. Project execution involves the implementation of the approved project plans that are necessary to achieve objectives.

Project Evaluation and Closure

(0.9 CEUs/9 hours)

Prerequisite: Project Execution and Control: Putting it all Together. This class addresses document retention and project closure. Archiving documents on completion of each phase of the project facilitates the retention of vital information.

ELECTIVE

Managing Projects with MS Project (Level I)

(0.6 CEUs/6 hours)

Prerequisites: Managing Procurement, Planning and Risk in Projects. Microsoft Office Project 2010 is a robust project management software tool that helps plan and manage projects effectively and efficiently. This accelerated course provides project managers with introductory understanding of how to create and define: new project plans, project properties, project and resource calendars, and various resource types. You will also learn to enter and establish dependencies between tasks, assign resources, enter duration estimates, set constraints and deadlines, and view project data using Office Project 2010.

Managing Projects with MS Project (Level II)

(0.6 CEUs/6 hours)

Prerequisites: Managing Projects with MS Project (Level I). Building on the skills developed in the Level 1, this course intends to provide project management practitioners with fundamental understanding of how to create a project plan template, create a master project plan, insert objects in a project plan, link documents to a project plan, share resources across multiple project plans, insert a subproject, set a baseline, enter task progress, update the timescale, view earned value and variance data, generate basic predefined reports, and view project data using Office Project 2010 views and tables.

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