Course Outline for Business 97

PROJECT MANAGEMENT CERTIFICATION EXAM PREPARATION

Catalog Description:

BUS 97 - Project Management Certification Exam Preparation 3.00 units

The Project Management Institute (PMI) offers two credentials for project managers who want formal recognition of their project knowledge. In particular, the Project Management Professional (PMP) certification for experienced project managers and the Certified Associate Project Manager (CAPM) credential for entry-level project managers. These are well-recognized credentials for project managers, both those in the job market and those who want to work in a formal business project management environment. Both credentials require that applicants complete a comprehensive description of their experience and pass a certification exam. This course prepares students to complete the test application, study for, and pass, either the PMP or the CAPM examination, both based on the Project Management Body of Knowledge (PMBOK).

Strongly Recommended: BUS 88 and BUS 89

Grading Option: Optional

Discipline:

<table>
<thead>
<tr>
<th>Units</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td>Lecture</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory</td>
<td>0</td>
</tr>
<tr>
<td>Clinical</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Prerequisite Skills:
None

Measurable Objectives:

Upon completion of this course, the student should be able to:
1. describe the PMI certification process and requirements;
2. evaluate their eligibility for certification as either CAPM or PMP and complete the appropriate application;
3. describe project management using PMI terminology, PMI project management concepts, process groups, and knowledge areas;
4. apply the PMBOK project management framework processes to example real world situations;
5. correctly answer test questions similar to those found on the PMP/CAPM certification exam.

Course Content:

1. The PMI Project Management Process Framework
   A. PMI certification process
   B. Completing your application
   C. PMI standard definitions
   D. Process groups and knowledge areas
2. Initiating Processes
   A. Factors affecting how you manage the project
   B. Selecting and prioritizing projects
   C. Creating a project charter
   D. Identifying and analyzing stakeholders
   A. The project management plan
   B. Planning the project scope
   C. Creating an initial schedule
   D. Determining the project budget
   A. Creating a quality plan
   B. Planning project communication
   C. Human resource planning
   D. Risk management planning
   E. Planning for procurement
5. Executing Processes
   A. Executing the project plan
   B. Developing and managing the project team
   C. Ensuring quality and sharing information
   D. Conducting procurements
   A. Monitoring and controlling project work
   B. Using earned value to monitor project performance
   C. Evaluating and tracking change requests
   D. Maintaining the integrity of the baselines
   A. Performing quality control
   B. Reporting project performance against the baseline
   C. Monitoring risks
   D. Administering procurements

8. Closing Processes and Professional Responsibility
   A. Wrapping up the project or a phase of a project
   B. Closing out procurements
   C. The PMI code of ethics and professional conduct
   D. Exam study tips

Methods of Presentation
1. Lectures
2. Presentation of audio-visual materials
3. Case Study
4. Group Activities
5. Presentation
6. Class and group discussions

Assignments and Methods of Evaluating Student Progress

1. Typical Assignments
   A. Analyze project case studies in teams to review PMI processes variables
   B. Knowledge assessments and discussion of terms and concepts
   C. Calculation exercises to determine readiness for the quantitative part of the exam
   D. Process drills to assure appropriate identification of order and importance of the PMP processes

2. Methods of Evaluating Student Progress
   A. Papers
   B. Group Projects
   C. Quizzes
   D. Exams/Tests
   E. Final Examination or Project
   F. Class Participation

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. Create a complete project plan.
   B. Prepare a detailed work breakdown for project activities.
   C. Prepare a project closure checklist.

Textbooks (Typical):

Special Student Materials
1. Access to PC and printer
2. Microsoft Office
3. Access to Microsoft Project

Abbreviated Class Schedule Description:

The Project Management Institute (PMI) offers two credentials for project managers who want formal recognition of their project knowledge.

Strongly Recommended: BUS 88 and , BUS 89