PROJECT MANAGEMENT CERTIFICATE

Organizations across industries are challenged to deliver an increasing number of projects and programs, while maintaining flat (or decreasing) budgets and resources.

XLC's **Project Management Certificate** program is built on the content and processes found in ***A Guide to the Project Management Body of Knowledge (PMBOK Guide) – Seventh Edition***. This highly interactive program develops the essential skills and real-world practices required for project managers to be successful, delivering projects on time, on budget, and according to specifications.

The course balances between projects viewed as processes with gates or quality checkpoints and projects viewed as adaptive endeavors with flexible scopes based on highest value to customers.



Successfully deliver your projects on time, on budget, and according to specifications and business objectives by:

- Developing an applied understanding of the principles, process, and tools of project management and how to leverage them in your real world environment
- Understanding the needs and requirements of key stakeholders to effectively define project scope and deliverables
- Learning how to utilize the project management process and tools to control elements of the project, such as cost, scope, and scheduling
- Effectively leveraging resources such as team members, project sponsor, and project management tools
- Incorporating risk management and contingency planning into your project

To successfully complete XLC's **Project Management Certificate** program and earn a digital badge, you will apply program learnings by completing homework throughout the 3 modules. The homework will be reviewed by the program facilitator.

Duration:
This program consists of six full-day, in-person sessions.

Cost: $3,700 General Registration
Select Discounts Available
3.6 CEUs will be issued for this program

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Audience:
The Project Management Certificate program is appropriate for supervisors, managers, or team members who are responsible for the successful completion of projects and want to enhance their relevant skills and knowledge.

Digital Badge:
Xavier Leadership Center is proud to offer each participant a digital badge in Project Management once participants have met program completion criteria. Digital badges include a direct link to view program credentials and can be utilized by participants on social media and digital resumes.

PROGRAM BREAKDOWN:

Module 1: Understanding the Project Process

Being a member of a project team requires a complete understanding of the project process and the terminology and roles inherent to it. What is a project? How are projects organized? How do I manage risks? What are the roles and expected deliverables? How do I control quality?



The answers to these questions can be found in the two-day **Understanding the Project Process** module of our **Project Management** series. By attending this program, participants will learn how to define a project in terms of business need, project objectives, project deliverables, and risk. Participants will also be given typical project life cycles.



Participants will walk away with these skills:

- Defining a project
- Organizing projects
- Identifying risks associated with projects
- Knowing the roles and responsibilities in the project management process
- Defining and understanding a project's expected deliverables (predictive projects)
- Controlling quality
- Chartering a project team
- Understanding the Project Management framework, knowledge areas, and project life cycles

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PROGRAM BREAKDOWN CONTINUED:

Module 2: Project Planning and Scheduling

Planning and scheduling are critical aspects of the project management process. In predictive projects, keeping the project focused, on budget, and on time is necessary in order to achieve successful completion. Project planning and scheduling are ways of keeping things moving in the desired direction and at the desired pace.

Adaptive projects also require planning. Understanding backlog development and iterative planning is essential to maximizing customer value.

Project Planning and Scheduling will focus on planning the project before "rushing off" to completion. It will teach participants how to develop a work breakdown structure, an activity-based schedule, and how to cover contingency planning.

Participants will walk away with these skills:

- Using a work breakdown system
- Utilizing steps to successful activity-based scheduling
- Covering risk contingencies
- Creating a milestone schedule
- Estimating required resources
- Staffing up and staffing down resources during a project
- Defining a backlog, scope, and deliverables
- Defining interim deliverables for each final deliverable using life cycle stages
- Measuring quality criteria for each interim deliverable
- Creating a table of reviews and approvals
- Reviewing project team membership for gaps and overlaps



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PROGRAM BREAKDOWN CONTINUED:

Module 3: Project Execution and Control

Execution and control are the final stages of the project management process. It is at this point in the process that the project team can see and evaluate the results of their work. But the task of managing the project is still not complete.

This final segment of covering **Project Execution and Control** presents tools and techniques used in monitoring project execution. It will show participants how to determine where or if adjustments in the project execution must be made. It will also focus on the areas of progress tracking, updating the project plan, managing changes, and calculating earned value.

Participants will walk away with these skills:

- Managing changing requirements
- Updating the project plan effectively
- Calculating earned value
- Knowing the appropriate role of the Project Manager during project execution
- Tracking project progress
- Monitoring cost, schedule, and quality
- Dealing with project adjustments, change management, and recovery
- Defining and managing "scope creep"
- Utilizing project reporting techniques
- Managing project closeout processes

PROGRAM FACILITATOR:



Marcie Lensges:

Dr. Marcie Lensges is an Assistant Professor in the Management and Entrepreneurship Department at Xavier University's Williams College of Business. She teaches courses on various topics such as project management, leadership, and organizational management. Her research focuses on leadership, fairness, and other organizational behaviors, as well as hybrid (Agile) project management.

In her previous career, Marcie worked for IBM as a change management consultant on ERP implementations and at Procter & Gamble as a Finance Manager.

Marcie has her Agile Certified Practitioner certification from the Project Management Institute.