

# The PrimeProject Management™ Professional eLearning Curriculum

## A Curriculum Synopsis



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### Executive Summary

The *PrimeProject Management*™ Professional curriculum introduces advanced level project management techniques within the areas of organization, resource management, quality assurance, and internal and external team communication. The course content is based on the project management knowledge areas defined by the Project Management Institute (PMI). The courses, which may be taken in any order, offer experienced project managers and team members a dynamic learning experience to sharpen their professional skills.

The final course of the curriculum is especially useful, as it provides comprehensive reinforcement of knowledge attainment through a series of sample test items covering each of the categories defined by PMI's Project Management Body of Knowledge (PMBOK).

#### **Our Unique Approach**

At PrimeLearning.com, we strive to improve the skill level of individuals within your organization, as well as the business performance of your entire organization. That aim forms the foundation of our instructional design philosophy.

Objectives are at the very core of all PrimeLearning.com courses. Each topic focuses on the accomplishment of specific performance objectives and on the development of valuable new skills. The *PrimeProject Management* Professional curriculum is both practical and relevant, using case studies to present real-world work situations. Content areas are comprehensive, and depth of coverage is an important characteristic of each course.

Our PrimePath™ capability uses an initial learner assessment to recommend an individualized learning path based on demonstrated competencies. The mastery module provides the learner with measurable and documented evidence of improvement.

PrimeLearning.com courses employ an unprecedented number and variety of interactions to stimulate learning. These interactions extend beyond simple knowledge recall to invoke high-level thinking and problem solving. To facilitate continuous learning and performance improvement, course participants have convenient access to job and performance support aids that summarize key steps, processes, and guidelines. Resources such as Internet links, recommended reading lists, glossaries and company-specific documents enable learners to tap into a continually updated archive of quick reference and on-the-job support materials. Workplace exercises enable learners to apply their new skills within their work environment.

The PrimeProject Management Professional curriculum provides valuable insights and recommends best practices for all levels of professionals who lead or participate in projects including:

- Project Managers
- Team Members
- Program Managers
- PMP Candidates

The *PrimeProject Management* Professional courses leverage Internet technology to create an individualized and highly interactive learning environment. From presenting concepts, to detailing processes, to depicting relevant scenarios, to testing learner understanding, this entire curriculum engages professionals in a top-down roll-out of proven techniques. Each Internet-based course is broken down into multiple topics, enabling the learner to focus easily on areas where improved proficiency is required. Supplemental job aids, workplace exercises, topical links and other resources further the learning experience.

## **Twelve Courses Address Advanced Aspects of Project Management**

### *Organizing Effective Projects*

1. Integration Management
2. Scope Management
3. Time Management I
4. Time Management II

### *Managing Quality and Resources*

5. Cost Management
6. Quality Management
7. Human Resources Management

### *Keeping Projects On Track*

8. Communications Management
9. Risk Management
10. Procurement Management
11. Professional Responsibility

### *Preparing for Certification*

12. PMP® Certification Preparation

# PrimeProject Management™ Professional

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### Organizing Effective Projects (PM0021)

Description	Organization is one of the key components of successful project management. This first module of the curriculum describes several techniques to ensure that the defined project goals are maintained and delivered on schedule. Change control processes, which minimize adverse effects of scope and schedule adjustments, are introduced.
Target Audience	Professionals who need to manage or work on a project, PMP candidates
Duration	8-10 hours
Prerequisites	PrimeProject Management™ Fundamentals, or equivalent experience
Media	Internet

Course	Description	Objectives	Topics
Integration Management	This course provides strategies to align project plans with organizational goals and details the steps to create a change control system that will maintain this synchronization.	Learners will identify strategies for aligning project plans with the organization, define 5 essential project management skills and describe steps for implementing a change control system.	<ul style="list-style-type: none"><li>Aligning Project Plans</li><li>Key Management Skills</li><li>The Change Control System</li></ul>
Scope Management	This course describes methods to control the size and complexity of a project.	Learners will be able to identify the sources of scope creep and the steps for controlling and verifying scope.	<ul style="list-style-type: none"><li>Sources of Scope Creep</li><li>Controlling Scope Creep</li><li>Scope Verification</li><li>Case Study</li></ul>
Time Management I	This course helps learners to identify specific project activities and document any interdependencies.	Learners will be able to calculate the critical path and the float, identifying essential network concepts.	<ul style="list-style-type: none"><li>Calculate the Critical Path</li><li>Calculate Float</li><li>Essential Network Concepts</li></ul>
Time Management II	This course details several techniques for managing project schedules, including activity duration estimates, schedule development, and change management.	Learners will be able to determine the appropriate project activities to crash or to fast track and to identify the implications of resource leveling.	<ul style="list-style-type: none"><li>Schedule Crashing</li><li>Fast Tracking</li><li>Resource Leveling</li><li>Case Study</li></ul>

## Managing Quality and Resources (PM0022)

<b>Description</b>	Balancing financial and staff resources - while at the same time maintaining quality standards - is a constant challenge. In this second module of the curriculum, course participants learn how to manage limited project resources, including budget and personnel. Quality control guidelines, which facilitate project monitoring and resource requirement change identification, are provided.
<b>Target Audience</b>	Professionals who need to manage or work on a project, PMP candidates
<b>Duration</b>	6-8 hours
<b>Prerequisites</b>	PrimeProject Management™ Fundamentals, or equivalent
<b>Media</b>	Internet

<b>Course</b>	<b>Description</b>	<b>Objectives</b>	<b>Topics</b>
Cost Management	This course identifies the processes needed to estimate costs and allocate budgets to individual work items.	Learners will measure performance using earned value analysis, calculate cost and schedule performance indices and cost estimate at project completion.	<ul style="list-style-type: none"> <li>• Reporting with Earned Value</li> <li>• Calculating Cost Performance Index</li> <li>• Schedule Performance Index</li> <li>• Calculating Estimate at Completion</li> </ul>
Quality Management	This course describes methods, such as control charts, cause and effect diagrams, and Pareto diagrams, which can be used to monitor project compliance to relevant standards.	Learners will be able to identify quality management principles and interpret a control chart. They will also be able to identify the steps in creating a Cause and Effect diagram and a Pareto diagram.	<ul style="list-style-type: none"> <li>• Quality Management Principles</li> <li>• Control Charts</li> <li>• Cause and Effect Diagrams</li> <li>• Pareto Diagrams</li> <li>• Case Study</li> </ul>
Human Resources Management	This course provides learners with a methodology to identify and document staffing requirements for a project and includes in-depth descriptions of staff acquisition techniques and suggestions to enhance project team performance.	Learners will identify the impacts of organizational structures on project management and how to recognize and avoid collaboration barriers between project personnel	<ul style="list-style-type: none"> <li>• Organizational Structures</li> <li>• Barriers to Collaboration</li> <li>• Identifying Personnel Resources</li> </ul>

## Keeping Projects on Track (PM0023)

<b>Description</b>	Communicating the correct information, in the right manner, to the right person is essential to maintaining a smooth project flow. This third module of the curriculum provides strategies to facilitate communication between internal and external team members. Course participants also will learn how to identify and evaluate risks that could affect the project completion.
<b>Target Audience</b>	Professionals who need to manage or work on a project, PMP candidates
<b>Duration</b>	6-8 hours
<b>Prerequisites</b>	PrimeProject Management™ Fundamentals, or equivalent experience
<b>Media</b>	Internet

Course	Description	Objectives	Topics
Communications Management	This course helps learners to define the information and communication channels for the all of the stakeholders associated with the project, including performance reports and other administrative processes.	Learners will perform stakeholder analysis and identify communications evaluation criteria and situations that require exception reporting	<ul style="list-style-type: none"> <li>• Perform Stakeholder Analysis</li> <li>• Evaluate Communications</li> <li>• Exception Reporting</li> </ul>
Risk Management	This course provides techniques to identify, evaluate, and respond to conditions or activities that can adversely affect the project.	Learners will be able to identify the four responses to risk and several methods to use to prioritize risks including Expected Monetary Value calculation.	<ul style="list-style-type: none"> <li>• Risk Response Planning</li> <li>• Prioritizing Risks</li> <li>• Decision Analysis Case Study</li> </ul>
Procurement Management	This course describes the processes used to acquire goods and services from external resources, including bid solicitation, selection, contract administration, and closure activities.	Learners will identify the components of a formal solicitation and to identify key contract types. They will also be able to compare contractors in relation to multiple criteria.	<ul style="list-style-type: none"> <li>• Contracting Sellers</li> <li>• Selecting Sellers</li> <li>• Contract Types</li> </ul>
Professional Responsibility	This course reflects on the principles of the PMP Code of Professional Conduct, describing learners' responsibilities in their day-to-day practice.	Learners will describe the guidelines for ensuring integrity and identify ways of acquiring and sharing knowledge and also explain guidelines for working with diversity.	<ul style="list-style-type: none"> <li>• Ensuring Integrity</li> <li>• Acquiring and Sharing knowledge</li> <li>• Working with Diversity</li> </ul>

## Preparing for Certification (PM0024)

<b>Description</b>	Studying for certification exams can be nerve-wracking. This final module helps candidates prepare for PMI's Project Management Professional certification exams by providing sample questions in each of the test areas. Even individuals not in pursuit of certification can benefit from completing it, however, as it reinforces the knowledge and skills gained throughout the curriculum
<b>Target Audience</b>	PMP candidates, professionals who want to reinforce the subject matter covered within the curriculum.
<b>Duration</b>	13-15 hours
<b>Prerequisites</b>	PrimeProject Management™ Professional Modules 1-3, or equivalent experience
<b>Media</b>	Internet Target

<b>Course</b>	<b>Description</b>	<b>Objectives</b>	<b>Topics</b>
PMP Certification Review	This course reviews and reinforces the knowledge requirements of the PMI Project Management Professional certification exam.	Learners will be able to complete practice PMP certification test items and reinforce their knowledge of the PMI Project Management Body of Knowledge area	<ul style="list-style-type: none"> <li>• Certification Overview</li> <li>• Integration Management</li> <li>• Scope Management</li> <li>• Time Management</li> <li>• Cost Management</li> <li>• Quality Management</li> <li>• Human Resources Mgmt</li> <li>• Communications Management</li> <li>• Risk Management</li> <li>• Procurement Management</li> <li>• Professional Responsibility</li> </ul>

**For more information**

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