



**STAFFORD HOUSE**

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## **Professional Certificate Courses - Project Management Course Description and Goals**

The Professional Certificate in Project Management is a four week course which provides advanced-level international students with an introduction to the basic principles of project management in a global business environment. Project Management concepts and practices essential for business success are reviewed, discussed, and practiced throughout the course. A comprehensive review includes project and general management skills, how to initiate a project, defining project goals, breaking down project activities, planning and acquiring resources, assessing risk, developing the project plan, an overview of budgeting, how to execute the project and control the outcome, and ending the project.

By the end of the course participants will:

- ✓ Understand key project management concepts
- ✓ Understand key project management practices
- ✓ Understand a range of management styles
- ✓ Develop project management planning techniques

### **Classroom Methodology**

The course is highly practical, relevant, and an applicable experience for our students.

The course addresses the skills necessary for planning, executing, controlling and ending a project. With a heavy emphasis on the problem-solving approach, this interactive course includes a variety of teaching methods and media such as class discussions, exercises, simulations, case studies, presentations, a guest speaker and a field trip. The use of up-to-date technology is integrated throughout the course.

### **Sample Syllabus**

#### Week 1

- Key Concepts and Theories: Defining Project Management / Project Management Skills / Organizing, Managing People / Communicating / Initiating the Project / Meet Stakeholders
- Case Studies: *Baldwin Water Works; Colorado Parade*
- Student Deliverables: Students research project management certification for selected projects, and present their findings to the rest of the group.

Week 2

- Key Concepts and Theories: Agreeing on Deliverables / CSFs / Work Breakdown Structure / Project Team / Contracting for Resources / Risk Planning & Management
- Case Studies: *Denver Runway; New Zealand Wind Farm*
- Student Deliverables: Students develop a mock Communications Plan for a selected project

Week 3

- Key Concepts and Theories: Project Schedule / PERT / Critical Path / Budgeting / Estimating / Project Team / Negotiating and Problem Solving
- Case Studies: *Aramco; China Telecom*
- Student Deliverables: Students develop a mock Quality Plan for a selected project

Week 4

- Key Concepts and Theories: Change Process / Documenting Lessons Learned / Sign-off / Documentation
- Case Studies: *Marriott Bedding*
- Student Deliverables: Final Presentations; Final Project Team Papers; Final Exam

*Students submit their final report, make their presentations and take their final exam.*