

# Mastering Project Management



The application of knowledge is a key success factor to learning. This course goes beyond the traditional project management course by first exposing participants to a series of typical problems that project managers face on a daily basis.

Project managers encounter realistic challenges such as scope changes, communication breakdowns and unexpected stakeholder requests. This course brings together the different techniques and processes of project management and applies them to the typical situations that project managers have to deal on a regular basis. Through a case-study-based analysis, you will turn project management theory into real-world application as you synthesize and apply your skills to common project management scenarios. From managing scope to analyzing risks, you will complete every step of the project management process, using tools, templates, and project management techniques.

Participants will be introduced to a case study and will watch presentations describing the types of problems they need to solve. Participants are then asked to apply their knowledge by making decisions and completing the project information on different project templates to demonstrate their understating of project management. The goal is to successfully complete the project, while meeting all the requirements and constraints.

This course uses a project-based learning methodology were participants acquire a deeper knowledge through active exploration of real-world challenges and problems presented in the case study. Participants. learn about the use of project management processes and techniques by analyzing and responding to a question, challenge, or problem. This course uses a project-based learning methodology were participants acquire a deeper knowledge through active exploration of real-world challenges and problems presented in the case study. Participants. learn about the use of project management processes and techniques by analyzing and responding to a question, challenge, or problem.



The course is asynchronous; the instructor provides materials, lectures, tests, and assignments that can be accessed at any time. Students are given a timeframe during which they need to complete the assigned activities, participate in discussion forms, and submit their exercises in order to receive a grade.

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## About this course

Participants will learn how to apply core project management concepts in a case study project. They will learn how to make decisions regarding the management of scope, schedule, and budget and consider different alternative methods for managing a project. This course is three weeks long, each week students will work on the activities and exercises required to meet the learning objectives. Participants require an average of one hour per day to complete the assigned activities.

## Audience

This course is intended for those seeking to advance their understanding of project management and achieve better performance, better results, continuous development, and achieve a competitive advantage. This course is also the ideal course for advanced-level project managers who want to want to strengthen their skills, or desire to gain hands-on experience in core project management concepts.

## Objectives

Upon successful completion of the Mastering Project Management online course participants will learn how to:

- Evaluate project status and monitor progress
- Analyze projects plans to identify issues
- Identify solutions to address typical project problems
- Complete a project status report

## Requirements

This course requires participants to be familiar with the fundamentals of project management and have a good understanding of the type of work that occurs in development organizations and development projects, or had some experience working on a project. Students should have a good internet connection, Adobe Reader in their computers as well as MS Office to work on the course assignments.

## Registration fees

The course fee is due before the start of the course; you can receive a 20% discount if payment is made one week before the course starts. On the registration page you can choose your preferred payment methods. We accept all major credit cards in a secure online payment system. We also accept payments via Western Union or Money Gram. If you have any questions or require more instructions to send your payment please contact us at [info@pm4dev](mailto:info@pm4dev)

## Certification

Participants that successfully complete the course requirements will receive a certificate of completion mailed via post mail. This course is part of the certification program CDPM-III (Master **Certified Development Project Manager – Master Level**). For more information about this program please visit our website .



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## Course Syllabus

### Module 1

- Smart Project Objectives
- Managing Scope Creep
- Roles and Responsibilities
- Resource Allocation

### Module 2

- The Critical Path
- Issue Log
- Stakeholder Relationships
- Communications Plan

### Module 3

- Budgeting Forecasting
- Procurement plan
- Risk management
- Action Learning



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## Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees.** The course fee is **USD175** and is due before the start of the course, you can receive a **20% discount** if payment is made one week before the start of the course
- **Group Discounts:** For groups or organizations that want to register 5 or more students we offer a special 30% discount.
- **Access.** You will have access to the online course starts a couple of days before the start of the course to prepare and get familiar with the site.
- **Course Limit:** The course is limited to **20 students** per class.
- **Course Duration.** The course is three weeks long and requires between 30-40 hours to complete it.
- **Materials.** Course materials are available for download from the online course module page to allow for printing and review.
- **Evaluation.** It is required that participants complete the course evaluation after they take the final exam.
- **Course Credit.** This course provides **35 PDUs** (Professional Development Units)\* or 35 contact hours.

## Certificate

Students that successfully complete the course will receive a completion certificate. The certificate is a demonstration that you have learned the advanced concepts of Project Management. It is a valuable credential for your professional growth.

Upon receiving your certificate, you will join a growing number of people who are building their competencies to increase their skills and knowledge to improve the quality of the projects they manage. The certificate is delivered worldwide via First Class airmail at no extra cost.



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## Course Feedback

**Over the last year we have received very good feedback from students of this online course, here is a small sample:**

"I am very glad and grateful that I registered for this course. The interesting discussions in the forums, the helpful feedback of the course instructor, and the use of actual case studies made it a very productive, fulfilling and meaningful experience for me. Thank you very much!

**Marietta Rios, World Vision International , Philippines**

"The course provides a very good balance of practical and theoretical knowledge, it is stimulating and engaging, the participant are all of very high level and experience and are keen to share their experiences and views making the fora very interesting and informative. The instructor is excellent and the provided material (including the additional supportive one) very useful not only to follow the course but also professionally. I have completed a number of PM4DEV courses and I have to say that are probably the best project management course I have attended as they make you think, the learning process is well organised and impactful.

**David Luigi Fuschi, BRIDGING Consulting Ltd , United Kingdom**

"A great course that actually challenge you to live through a fictional project while applying the real project process tools and methodology. I will strongly recommend anyone wanting to master project management to enroll for this course "

**James Senesie , Save the Children, Sierra Leone**

"This course was challenging, eye opening and very practical. It put project management in action with the pin built case studies. A must for all PMs. "

**Diana Opollo, ADRA Canada**

"MPM provides real-life scenarios that practitioner- learners can relate to and the engagement with the course coordinators helps in making the take-away from this course relevant to problem solving in project management."

**Elizabeth Bakibinga-Gaswaga , United Kingdom**

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## Certification Program

This course is part of the PM4DEV Certification Program. The Certified Development Project Manager (CDPM®) is a certification program designed to increase the capabilities of staff working in development organizations and NGOs worldwide. The CDPM® certification confirms that the participants have acquired the knowledge on the use of processes, methods, techniques, and tools necessary for the effective management of development projects.

The PM4DEV certificate program provides you with a comprehensive training in development project management. To earn the certificate, you will select and complete two core courses and select elective courses that best meet your individual learning objectives. You may also register for one or more individual courses if you are interested in specific topics in project management or want to learn a new skill.

### Certification Levels:

Participants who successfully complete the requirements will receive the Certificate in Development Project Management from PM4DEV.

**CDPM Level I Three Courses** Total credit hours 105 hrs. (10 CEUs)

- FPM - Fundamentals of Project Management
- EPM - Effective Project Management
- One elective course

**CDPM Level II Four Courses** Total credit hours 140 hrs. (14 CEUs)

- APM - Adaptive Project Management
- LPM - Leadership in Project Management
- Two elective courses

**CDPM Level III Five Courses** Total credit hours 175 hrs. (17 CEUs)

- OPM - Organizational Project Management
- MPM - Mastering Project Management
- Three elective courses



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In 2013, PM4DEV became a Registered Education Provider (R.E.P.), approved by the Project Management Institute (PMI)®, to issue professional development units (PDU's) for its project management training courses.

Our instructors are experienced trainers and project managers who are PMP® certified. Our comprehensive courses in project management theory, fundamentals, principles and practices are designed around industry best practices and based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®).

We are confident in our ability to provide comprehensive, practical courses that will enable you to further your project management education.