

# Organizational Project Management

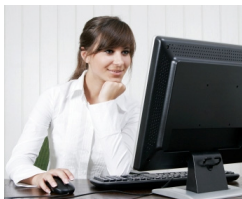


Organizational Project Management (OPM) is defined as the execution of an organization's strategies through projects by combining the systems of portfolio management, program management, and project management. OPM is based on the idea that there is a correlation between an organization's capabilities in project, program, and portfolio management, and the organization's effectiveness in implementing its strategy. The goal of an organization's strategy is the translation of its vision and mission into specific actions that will deliver maximum value to its stakeholders, including donors and beneficiaries. Achieving the strategy ensures a continued growth in development results, and a sustainable competitive advantage, especially in today's increasingly competitive global environment, organizations are constantly seeking ways to improve their capabilities and performance in the delivery of strategy.

**The goal of OPM is to ensure that the organization is doing the right projects and that projects are doing the right things.**

This is an advanced course on the concepts, procedures, and fundamental processes of organizational project management for development professionals. Participants are introduced to the principles, tools, and techniques of project management within an integrative framework. OPM is a flexible framework that facilitates the integration of all projects and programs to support an organizations development goals.

This course is especially useful for anyone working in a development organization that is seeking to better meet its strategic objectives, this course is particularly beneficial for organizations that do not have a unified project management approach and those in the process of improving or sustaining their current project management framework.



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.

# Organizational Project Management

## About this course

This is a three-week long course, 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. This course is specifically designed to focus on the practical application of project management concepts. Key topics of focus include integrated project management, program and portfolio management, the enterprise project management office, project knowledge management, organizational project governance and enterprise risk management.

## Audience

This is the ideal course for those seeking to advance their understanding of project management and use OPM to achieve better performance, better results, continuous development, and achieve a competitive advantage. Course participants include: project directors, program managers, project supervisors, project managers, and projects staff wishing to increase their skills and knowledge to understand the advanced methods, processes and techniques of project management. Participants to our courses come from various parts of the world, and they bring a wealth of experience and knowledge that is shared in the course forums.

## Objectives

Upon successful completion of the Leadership in Project Management online course participants will: Understand the benefits of alignment with organizational strategy. Identify best practices on managing programs and portfolios. Recognize the roles of the program and portfolio manager. Understand the process of managing project knowledge.

## Requirements

There are no requirements to take this course, although the students will benefit if they know 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. Good connectivity is required to watch some of the online videos. As a convenience to our remote students you can download most of the course material to read offline. A copy of the textbook will be available in pdf format

## 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) Reference: eCourse OPM. We offer a special discount of 30% for groups of three or more people from development organizations.



# Organizational Project Management

## Course Syllabus

### Module 1

#### Lesson 1 – Integrated Project Management

- 1.1. Program Management in Organizational Strategy
- 1.2. Integrated Project Management
- 1.3. Organizational Alignment
- 1.4. Organizational Project Management Maturity Model

#### Lesson 2 – Program Management

- 2.1. Introduction to Program Management
- 2.2. The Five Program Management Domains
- 2.3. Managing the Program Cycle
- 2.4. The Role of the Program Manager

### Module 3

#### Lesson 5 – Project Knowledge Management

- 5.1. Introduction to Project Knowledge Management
- 5.2. Project Knowledge Management Process Cycle
- 5.3. Competency Development Framework
- 5.4. Project Management Information Systems

#### Lesson 6 – Organizational Project Management

- 6.1. OPM governance
- 6.2. Enterprise Risk Management ERM
- 6.3. Organizational Scorecard
- 6.4. Implementing OPM

### Module 2

#### Lesson 3 – Portfolio Management

- 3.1. Introduction to Portfolio Management?
- 3.2. Portfolio Domains
- 3.3. Portfolio Life Cycle
- 3.4. The Role of the Portfolio Manager

#### Lesson 4 – Enterprise PMO

- 4.1. The Strategic PMO
- 4.2. PMO Functions
- 4.3. PMO Frameworks
- 4.4. PMO Maturity Levels



# Organizational Project Management

## Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees.** The course fee is **USD150** 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 **20 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.



# Organizational Project Management

## Course Feedback

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

"I have been working as program Manager for the past four years, but never knew there is more to learn about Organization Program Management until when engaged in this course. It is no secret, I have learnt a lot to improve my job performance."

**Ibrahim Tura - Health Poverty Action, Sierra Leone**

"The course was very engaging and excellent class management. The mid-week issue of the lectures and the schedule of applications is also very important. In this way the student is encouraged to follow the progress of the forum day by day. Highly recommended ."

**Thomas Parma - Italian Agency for Cooperation and Development**

"This is one of the best online courses I have ever done in my 15 years career in the Not-for Profit sector and it has greatly improved my knowledge on the relevance of introducing a holistic approach to manage development projects through the Organizational Project Management (OPM) framework. The value addition of a good OPM is enormous and I can't wait to start implementing it in any organization I work for. This course is useful for everyone working in the Not-for Profit sector where project implementation is the channel through which the goal and objectives of the organizational strategy is achieved."

**Mohamed Silla—ActionAid**

"I dare say, "Organizational Project Management" is a must for everyone involved in the business of executing projects for development irrespective of his/her role in the project team. Every development organization should mandate all its project and program managers to take this course if not already so done! The earlier the best! "

**Henry Njakoi, Tanzania**

# Organizational Project Management

## 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 90 hrs (9 CEUs)

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

#### **CDPM Level II Four Courses** Total credit hours 120 hrs (12 CEUs)

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

#### **CDPM Level III Five Courses** Total credit hours 150 hrs (15 CEUs)

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

# Organizational Project Management



PM4DEV is 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.

