

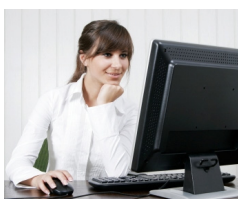
# Project Information Management Systems



This course provides a process based approach to manage development project information. While development projects are similar in some ways to other types of projects, they pose unique challenges for the managers and organizations that undertake them.

This course will give students an understanding of the most common processes, tools, techniques, and practices that are necessary to manage development project information. This course examines the defining characteristics of information in development projects, and introduces the student to a variety of information management techniques that can be applied to a development project. The course has a duration of three weeks. Each week presents the activities and exercises required to meet the learning objectives. Participants require an average of one hour per day to complete the assigned activities. 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.

The online course has duration of three weeks. Each week the instructor will provide instructions to help students complete the required assignments. Students will participate in discussions and receive feedback from the course instructor. Students will have access to videos, lectures, tests, and assignments that can be accessed at any time. Students will apply their understanding in case study exercises that will be reinforced with feedback from the instructor. Successful completion of all the course requirements will lead to the award of a Certificate of Completion.



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## About this course

This intensive and hands-on course gives you the skills to ensure your project information reaches the right stakeholder at the right time. You will gain a strong working knowledge of the concepts of project information management and be able to immediately use that knowledge to effectively manage information in your projects. You will need between 8-10 hours per week to complete the lectures and case study exercises. You will participate in engaging online conversations with peers from around the world while receiving a constant guidance from the instructor.

## Audience

This course is designed for all people that want to improve the way information is managed in their projects, including professionals wishing to upgrade their skills and knowledge, team members, supervisors of project managers and students of project management. Participants to our courses come from various parts of the world, a medium level of reading and writing English is recommended. 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 Project Information Management Online course participants will: Understand the information management processes and information life cycle, know the steps required to plan and manage project information and develop an effective project information management plan. Participants will have an improved understanding of how a PIMS can improve the quality of the reports and decisions in the project. At the end of your course you will have the confidence to apply the principles of information management in your organization or project.

## 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 Unions 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 PIMS. We offer a special discount of 30% for groups of three or more people from development organizations.



# Project Information Management Systems

## Course Syllabus

### Lesson 1 Introduction to PIMS

What is PIMS?

The problem with information management

Systematize before you automate

Logical framework and PIMS

Definitions of data, information and knowledge

### Lesson 2 Information Environment

Information Environment

Information Dimensions

Information Standards

Information Architecture

### Lesson 3 Components of a PIMS

Core Modules

Team information

Beneficiaries

Project Results

### Lesson 4 Information Life Cycle

Life Cycle of PIMS

Information Needs

Collecting Information

Sharing Information

Evaluating the PIMS

### Lesson 5 Developing the PIMS

The SDCL

System requirements

Design of the solution

Development and testing

User Training

Deploying the PIMS

### Lesson 6 Management of PMIS

Managing the information system

Information management plan

Information requirements

Information access

Internal controls and quality

Evaluating the PIMS



# Project Information Management Systems

## Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees.** The course fee is **USD120** 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 **15 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 fundamental concepts of Project Information Management Systems. 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.



# Project Information Management Systems

## Course Feedback

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

"Project Information Management System (PIMS) is must study course for every development professional. If you are a development worker who has yet studied this course, I strongly recommend that you prioritize it course as part of your continued professional capacity development"

**Henry Njakoi – Tanzania**

"Excellent course teaching fundamentals and processes behind the development of an effective information management system, with the right focus on automation and technological tools. Extremely helpful in situated the mindset required for complex information management. Thank you!"

**Arnab Majumdar, MSF Canada – Canada**

"My intention was to refresh myself in Project Management Information System (PMIS) after so many years implementing it in the development world. But I was surprised recognizing that the PMIS course didn't only refreshing my knowledge but also introducing me to the modern teaching tools and techniques in delivering knowledge to remote participants, as well as allowing participants to share ideas, insights and real-life experiences. I certainly will adopt some of the techniques in my work!"

**Mohammad Ilyas – Indonesia**

"Very good blending of learning methods aiming to improve knowledge and application in daily work of PMIS concepts. Highly theoretical course, missing the conversion of the theory into a practical application embedded in the course curricula."

**Manuela Gazibar, World Vision – Romania**

"This was one of the most well organized, researched and structured eLearning course I have ever done with tremendous support from the tutor as if he knew me personally who even wrote to me to enquire if I had any challenges when I lagged behind and offered to help in any way possible. This personal touch made me feel special and encouraged me triple fold. I have already used some of the skills even before completion and I could see from my boss that he was very impressed with the WBS logframe, and asked me to share it with our Regional Office."

**Malindi Kaima, Child Fund International - Zambia**

# Project Information Management Systems

## Certification Program

This course is part of the PM4DEV Certification Program. The Certificate in Development Project Management (CDPM®) addresses the people skills and real-world practices required for successful project managers.

The PM4DEV certificate program provides you with a comprehensive introduction to development project management. To earn the certificate, you will select and complete three 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

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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.

