

**Mastering PM Concepts: A *PMBOK® Guide* Study: 4.0 CEUs/40 PDUs**

The Mastering PM Concepts: A *PMBOK® Guide* Study course is designed to orient participants to the Sixth Edition of the *PMBOK® Guide* and support them in mastering key project management concepts. The course offers a unique, learner-centered experience, incorporating engaging video lectures, thoughtprovoking group discussions, self-assessment activities and real-world scenarios tailored to the needs of professionals. In addition to the course content and activities, participants are encouraged to engage in weekly group discussions with the other course participants and live review sessions conducted by an instructor. This course does not have any prerequisites.

Learning Outcomes

Upon the successful completion of the Mastering PM Concepts: A *PMBOK® Guide* Study course, participants will have mastered the following:

1. Discuss the project management terms presented in the *PMBOK® Guide*
2. Describe the purpose of each project management phase
3. Identify the inputs, tools and techniques, and outputs of each project management phase

Assessment Strategy**Multiple Choice Quizzes (3 attempts, 70% min)**

During this course, participants must complete three multiple choice quizzes to assess their knowledge of the content presented in the prior modules. Participants are provided with three attempts to pass each quiz with a score of 70% or better. The quizzes are created by the subject matter experts from the content in the *PMBOK® Guide*, 6th Edition.

- Week 2 (20 questions)
- Week 4 (20 questions)
- Week 6 (25 questions)

Self-Assessment Activities

Self-assessment activities are included in each course module to provide participants with an opportunity to reinforce understanding or enforce memorization of important knowledge. These activities may include group discussions, multiple choice and matching exercises. The activities are not graded and may be retaken ad infinitum.

Course Overview**Module 1: Project Management Overview*****Description:***

The project manager has an integral role in leading the project team and must comprehend what and when different activities occur during a project. ***Learning Objectives:***

- Identify the differences between project, program and portfolio management



- Identify what occurs during each phase and process of a project
- Define the project management lifecycle
- Identify the Knowledge Areas of project management

Module 2: Project Management Environment

Description:

Organizations often structure the management of projects, programs and portfolios differently. It is important to understand the different types of structures to maximize the impact of project management efforts.

Learning Objectives:

- Identify which enterprise environmental factors (EEFs) influence projects
- Identify which organizational process assets (OPAs) influence projects
- Identify the different project management structures for different organizations
- Identify how organizations develop their maturity with project management

Module 3: Project Management Profession

Description:

Understanding the dynamics of this profession as a career is important as one begins to develop as a project manager. *Learning Objectives:*

- Describe the roles associated with project management
- Explain the value of project management

Module 4: Project Integration Management

Description:

The first PMBOK® Guide Knowledge Area is Project Integration Management. Integration ties all the project pieces together. *Learning Objectives:*

- Describe the Project Integration Management process
- Identify the inputs, tools and techniques, and outputs (ITTOs) for the Project Integration Management process
- Identify the components of a project charter
- Identify the components of a project plan

Module 5: Project Scope Management

Description:

Project Scope Management determines the budget and the timelines of a project schedule. *Learning Objectives:*

- Describe the Project Scope Management process
- Identify the inputs, tools and techniques, and outputs (ITTOs) for the Project Scope Management process



- Define requirements
- Identify techniques to collect and document requirements
- Describe a work breakdown structure
- Describe scope verification and validation
- Identify verification and validation techniques

Module 6: Project Schedule Management

Description:

The sequencing and duration of project activities are critical to managing the schedule of the project.

Learning Objectives:

- Describe the Project Schedule Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Schedule Management process

Module 7: Project Cost Management

Description:

Estimating and identifying the costs of the project is critical to determining the budget and, ultimately, the value of the project. *Learning Objectives:*

- Describe the Project Cost Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Cost Management process

Module 8: Project Quality Management

Description:

Quality management has many different meanings to different stakeholders. It is critical to have stakeholders understand the level of quality and to know their quality expectations. *Learning Objectives:*

- Describe the Project Quality Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Quality Management process

Module 9: Project Resource Management

Description:

Project managers must recognize and identify the resources needed to achieve the goals of the project.

Learning Objectives:

- Describe the Project Resource Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Resource Management process

**Module 10: Project Communications Management***Description:*

Project communications may be the most difficult part of project management. The project manager must be able to successfully define and communicate the resource requirements and quality expectations to all stakeholders. Understanding how and when to communicate is critical to project success. *Learning Objectives:*

- Describe the Project Communication Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Communications Management process

Module 11: Project Risk Management*Description:*

Preparing for risks that can and will occur is often overlooked. Project Risk Management enables a project manager to prepare for risks so that their impact is minimized to your projects. *Learning Objectives:*

- Describe the Project Risk Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Risk Management process

Module 12: Project Procurement Management*Description:*

Project teams often need support from outside their organization. Services and products from outside your organization are important to the project team so that they have what they need and when they need it.

Learning Objectives:

- Describe the Project Procurement Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Procurement Management process

Module 13: Project Stakeholder Management*Description:*

Stakeholders are ultimately who the product of the project will touch. It is imperative that a project team interact and engage with the project's stakeholders. *Learning Objectives:*

- Describe the Project Stakeholder Management process
- Identify the inputs, tools and techniques, and outputs that support the Project Stakeholder Management process