

COURSE FEATURES

Project Management

(5 day Instructor-Led Course)



Course Overview

The CBP™ Project Management Certification equips the business professional with leading methodologies and practices in the project management field. Project management is a requirement for professionals in many fields, with many employers now identifying project management skills as vital for corporate success.

Whether you are a business executive or an information technology professional, the CBP™ Project Management Certification will enable you to advance your career and develop your professional skills.

Who Should Attend

The course is recommended for project managers, senior executives, leaders, project team members, business analysts and managers.

Prerequisites

This course requires that students meet the following prerequisites:

1. The candidate must have a commitment to the pursuit of excellence.
2. A general understanding of projects and business elements.
3. The candidate must have completed a high school or secondary school diploma or similar educational standards.

What You Will Accomplish

The CBP Project Management certification covers the four key project management areas required to achieve the CBP Professional™ or CBP Master Executive™ designation:

- The Project Initiation Stage
- The Project Planning Stage
- The Project Implementation Stage
- The Project Closing Stage

Course Materials

Students will receive an official course manual for post-class reference and review.

Certification Preparation

This module prepares candidates to sit the Certified Business Professional exam - **E10-706**

Course Outline: CBP™ Project Management

Module 1: Introduction to Project Management

- ☐ What is a Project?
- ☐ Project Management
- ☐ Project Constraints
- ☐ Understanding the Nature of Projects
- ☐ The Project Life Cycle
- ☐ Project Identification

Module 2: The Project Initiation Stage

Section 1

- ☐ The Project Initiation Stage
- ☐ Identifying What has Triggered your Project
- ☐ Project Management Roles
- ☐ The Project Definition Document
- ☐ The Product Description
- ☐ Determining Project Goals
- ☐ Brainstorming and Consultation: Determine Goals
- ☐ Determining Project Specifications
- ☐ Determine Project Deliverables

Section 2

- ☐ Determine Project Constraints
- ☐ Determine Project Assumption
- ☐ Presenting Your Business Case
- ☐ Speaking to the Business Need
- ☐ Presenting the Business Case
- ☐ Completing the Project Definition Document

Module 3: The Project Planning Stage

Section 1

- ☐ The Planning Stage
- ☐ Determine the Scope of Work
- ☐ Scope Management Plan
- ☐ The Work Breakdown Structure (WBS)
- ☐ Creating the Work Breakdown Structure, WBS
- ☐ Unique WBS Identifiers
- ☐ Determine Deliverable-Specific Task List
- ☐ Define Task Descriptions

Section 2

- ☐ Planning the Time Element
- ☐ Time Estimates
- ☐ Time Estimate: Mathematical Method, PERT
- ☐ PERT Calculations
- ☐ Buffer Time
- ☐ The Project Schedule
- ☐ Project Schedule Charts
- ☐ Updating Project Assumption & Time Constraints
- ☐ Assigning Resources and Responsibility

Section 3

- ☐ Planning the Cost Element
- ☐ Resource Identification
- ☐ Cost Estimation Methods
- ☐ Administrative Costs
- ☐ Buffer Costs

Section 4

- ☐ Procurement Plan
- ☐ Human Resource Management Plan
- ☐ Project Cost Constraints and Assumptions

Section 5

- ☐ Planning the Quality Element
- ☐ Decision Making and Risk Taking Skills

Module 4: Team Building for Project Leaders

- ☐ Team Building
- ☐ Leadership vs. Management
- ☐ Responsibilities of a Team Leader
- ☐ Team Building Benefits
- ☐ Team Selection
- ☐ Team Communication
- ☐ What is Conflict Resolution?
- ☐ Motivating Teams
- ☐ Coaching Teams

Module 5: Motivation

- ☐ Motivation
- ☐ Desires and Needs
- ☐ Encouraging Performance
- ☐ Morale
- ☐ Improving Morale
- ☐ Building Loyalty in Teams

Module 6: Implementing the Project Plan

- ☐ Implementing the Project Plan
- ☐ Implementing the Procurement Plan
- ☐ Quality Control and Assurance Measures
- ☐ Business Communication Model
- ☐ Performance Tracking
- ☐ Earned Value Analysis
- ☐ Change Management
- ☐ Budgetary Control Measures
- ☐ Implementation Stage: Project Management Areas

Module 7: The Closing Stage

- ☐ Acceptance of Deliverables
- ☐ Releasing Resources
- ☐ Acceptance of Contracts
- ☐ Disassembling Project Team Members
- ☐ Project Documentation

