



Project Management Professional Exam Prep with Organizational Leadership

MSB107 / 300 Hours / 12 Months / Self-Paced / Materials Included

Course Overview:

This course will provide experienced project managers with the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Project Management Professional (PMP) exam. This credential is considered the standard of excellence in the field of project management and is often a required credential in the field. This comprehensive course will use learning activities, practice exams, and assignments to help students prepare for, and successfully complete, the PMP exam.

Project Management Professional Exam Prep Objectives:

- Describe the importance of project management, organizational project management maturity and the PMP® certification process
- Identify the nine knowledge areas of PMI's Guide to the PMBOK®
- Describe the project management process from start to finish
- Identify the 44 key processes of project management and how they relate
- Describe projects and project management disciplines
- Identify the steps taken when initiating a project
- Describe how to plan project work
- Develop project schedules, cost estimates, and budgets
- Explain how to plan project quality, staffing, and communications
- Describe the process for monitoring and controlling project work, schedules, costs, quality, staffing, and communications
- Explain how to monitor and control project risks and contracts

Offering a straightforward introduction to the basic principles of leadership, this course provides students with practical strategies for becoming more effective leaders in organizational settings and in their own lives. Using leadership theory and practical activities, this course will provide a comprehensive overview of the basics of leadership in an understandable, student-centered format. Each section of this course will focus on a fundamental aspect of leadership, discuss how it can be applied in real leadership situations, and provide relevant profiles of leaders. The course will utilize applied activities such as case studies, self-assessment questionnaires, observational exercises, and reflection and action worksheets to help the student further explore leadership concepts and real-world applications.

Organizational and Behavioral Leadership Objectives:

- Define leadership and explain the evolution of the concept of leadership
- Identify the different traits of leaders
- Describe how to engage people's strengths through the leadership process
- Define the three types of leadership: the authoritarian, democratic, and laissez-faire styles, and develop an individual leadership style and philosophy
- Describe the strategies used to attend to both tasks and relationships as part of the leadership process
- Describe the importance of developing leadership skills, and identify common leadership skills that improve effectiveness
- Describe the process of developing a workable vision within any context of leadership
- Identify the strategies used to establish a constructive climate, manage conflict, and overcome obstacles

About ProTrain:

ProTrain is committed to offering world class interactive online courses that provide training and learning support for the student in a number of ways during their experience. The ProTrain course structure has been developed to provide activities to guide students throughout the entire process of learning. Learning activities include hands-on assignments that allow students to use what they are learning to allow better transferable skills within their work environments; and collaborative assignments, like wikis and discussion groups that allow them to share what they have learned with others in the same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or her assigned Training Assessment Manager (TAM) and Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and feedback sessions for various subject categories. Throughout the entire course, students are monitored by the SSS representative using progress reporting from the ProTrain Registration System (PRS).

ProTrain will provide Students who successfully complete their online certification programs and pass their industry level certification exams the access to the new ProTrain Education-2-Employment Career Tracker system. The Career Tracker will allow our students who pass exams to load their own resumes at no additional cost, and letting industry employers find their talent through the same database.

Curriculum Developer Biography:

Willow Nolland is an expert in education and eLearning, with more than ten years of experience in curriculum development and instructional design. She has worked in higher education for over twelve years, and has developed numerous courses and has been involved in curriculum development across disciplines. She has experience with academic program development and coordination, curriculum development, student learning outcomes, educational partnerships, and student development. In addition, she has developed and administered professional development programs for various groups, including teachers, counselors, healthcare workers and members of private industry. She is a certified Quality Matters Reviewer and has taken graduate courses in online course development. She designs and teaches online courses at the college level and is proficient in a variety of course management systems. She has helped educators redesign their courses to transition them from a face-to-face format to an online format, and has provided course editing assistance to others. As a freelance instructional designer and curriculum developer, her projects have included course editing and redesign of online continuing education courses for nurses, CEU curriculum development for healthcare workers and teachers, and course review and editing for various colleges and universities.

Course Outline:

Project Management Professional Exam Prep Curriculum::

Lesson One: Introduction to Project Management and the PMBOK Guide

This lesson will provide an overview of the PMBOK Guide, as well as the concept of project management. The Relationships among Portfolio Management, Program Management, Project Management, and Organizational Project Management will be discussed. In addition, students will learn about the business value of project management and the relationship between project management, operations management, and organizational strategy. Finally, students will learn about the role of the project manager and his or her responsibilities within the organization.

Lesson Two: Organizational Influences and Project Life Cycle

Projects and project management take place in an environment that is broader than that of the project itself. Understanding this broader context helps ensure that work is carried out in alignment with the organization's goals and managed in accordance with the organization's established practices. This lesson describes how organizational influences affect the methods used for staffing, managing, and executing the project. It discusses the influence of stakeholders on the project and its governance, the project team's structure and membership, and different approaches to the phasing and relationship of activities within the project's life cycle.

Lesson Three: Project Management Processes

The PMBOK® Guide describes the nature of project management processes in terms of the integration between the processes, their interactions, and the purposes they serve. Project management processes are grouped into five categories known as Project Management Process Groups (or Process Groups). This lesson provides information for project management of a single project organized as a network of interlinked processes. It details the project management processes, and includes information regarding project management process interactions and project management process groups.

Lesson Four: Project Integration Management

Project Integration Management includes the processes and activities to identify, define, combine, unify, and coordinate the various processes and

project management activities within the Project Management Process Groups. In this lesson, students will learn how Project Integration Management includes making choices about resource allocation, making trade-offs among competing objectives and alternatives, and managing the interdependencies among the project management Knowledge Areas.

Lesson Five: Project Scope Management

This lesson will explore the topic of Project Scope Management. Project Scope Management includes the processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully. Managing the project scope is primarily concerned with defining and controlling what is and is not included in the project.

Lesson Six: Project Time Management

In this lesson, students will learn the processes involved in Project Time Management, which refers to the components required to manage the timely completion of the project. Specifically, this lesson will address the concepts of schedule planning and management, activity definition and sequencing, estimating activity resources and durations, and schedule development and control.

Lesson Seven: Project Cost Management

This lesson will provide an overview of the processes involved in Project Cost Management. Students will learn how to ensure that projects can be managed in a way that allows for completion within the allocated budget. Within this lesson, students will learn about planning, estimating, financing, funding, managing, and controlling costs for each project.

Lesson Eight: Project Quality Management

This lesson will provide a comprehensive overview of Project Quality Management. This topic includes the processes and activities of the performing organization that determine quality policies, objectives, and responsibilities so that the project will satisfy the needs for which it was undertaken. Project Quality Management uses policies and procedures to implement, within the project's context, the organization's quality management system and, as appropriate, it supports continuous process improvement activities as undertaken on behalf of the performing organization. Project Quality Management works to ensure that the project requirements, including product requirements, are met and validated.

Lesson Nine: Project Human Resource Management

This lesson will provide an overview of Project Human Resource Management, which includes the processes that organize, manage, and lead the project team. The project team is comprised of the people with assigned roles and responsibilities for completing the project. Project team members may have varied skill sets, may be assigned full or part-time, and may be added or removed from the team as the project progresses. Project team members may also be referred to as the project's staff. Although specific roles and responsibilities for the project team members are assigned, the involvement of all team members in project planning and decision-making is beneficial.

Lesson Ten: Project Communications Management

This lesson will provide students with the knowledge and skills necessary to perform effective Project Communications Management. This includes the processes that are required to ensure timely and appropriate planning, collection, creation, distribution, storage, retrieval, management, control, monitoring, and the ultimate disposition of project information. Project managers spend most of their time communicating with team members and other project stakeholders, whether they are internal (at all organizational levels) or external to the organization.

Lesson Eleven: Project Risk Management

In this lesson, students will learn about Project Risk Management, which includes the processes of conducting risk management planning, identification, analysis, response planning, and controlling risk on a project. The objectives of project risk management are to increase the likelihood and impact of positive events, and decrease the likelihood and impact of negative events in the project.

Lesson Twelve: Project Procurement Management

This lesson will provide a comprehensive overview of Project Procurement Management, which includes the processes necessary to purchase or acquire products, services, or results needed from outside the project team. The organization can be either the buyer or seller of the products, services, or results of a project. It also includes the contract management and change control processes required to develop and administer contracts or purchase orders issued by authorized project team members. In addition, Project Procurement Management includes controlling any contract issued by an outside organization (the buyer) that is acquiring deliverables from the project from the performing organization (the seller), and administering contractual obligations placed on the project team by the contract.

Lesson Thirteen: Project Stakeholder Management

This lesson will provide an overview of Project Stakeholder Management. This includes the processes required to identify the people, groups, or organizations that could impact or be impacted by the project, to analyze stakeholder expectations and their impact on the project, and to develop appropriate management strategies for effectively engaging stakeholders in project decisions and execution. Stakeholder management also focuses on continuous communication with stakeholders to understand their needs and expectations, addressing issues as they occur, managing conflicting interests and fostering appropriate stakeholder engagement in project decisions and activities.

Organizational and Behavioral Leadership Curriculum:

Lesson 1: Understanding Leadership

In this lesson, students will explore the different ways of looking at leadership and their impacts on what it means to be a leader. First, students will define leadership and explore the evolution of the concept of leadership. From there, students will be introduced to the different theories of leadership and identify how those theories shape leadership.

Lesson 2: Recognizing Your Traits

This lesson will focus on the different traits of effective leaders. It will strive to answer questions such as “Why are some people leaders while others are not? What makes people become leaders? Do leaders have certain traits?” This lesson will also begin to explore the traits that are not found in effective leaders.

Lesson 3: Engaging People's Strengths

This lesson will help students understand the importance of engaging people's strengths through the leadership process. The goal in this lesson is to explore how understanding strengths can make one a better leader. First, students will explore the concept by defining strengths and describing the historical background of strengths-based leadership. Students will learn how to identify strengths, followed by a description of different measures that can be used to assess individual strengths. The final section of the lesson will look at the concept of strengths-based leadership in practice, including specific strategies that leaders can employ to use strengths to become more effective leaders.

Lesson 4: Understanding Philosophy And Styles

In this lesson, students will learn how a person's view of people, work, and human nature forms a personal philosophy of leadership. In addition, this lesson will examine how that philosophy is demonstrated in three of the most commonly observed styles of personal leadership: the authoritarian, democratic, and laissez-faire styles. Students will identify the nature of these styles and the implications each has for effective leadership performance.

Lesson 5: Attending To Tasks And Relationships

In this lesson, students will learn about the importance of attending to both tasks and relationships. Leaders do two major things: (1) They attend to tasks, and (2) they attend to their relationships with people. The degree to which leaders are successful is determined by how these two behaviors are exhibited. Situations may differ, but every leadership situation needs a degree of both task and relationship behaviors. This lesson will help students develop the skills necessary to be effective in both areas.

Lesson 6: Developing Leadership Skills

This lesson will provide an understanding of the importance of developing leadership skills. Leadership skills give people the capacity to influence others. They are a critical component in successful leadership. Although there are many different leadership skills, they are often considered as groups of skills. In this lesson, leadership skills are grouped into three categories: administrative skills, interpersonal skills, and conceptual skills.

Lesson 7: Creating A Vision

An effective leader creates compelling visions that guide people's behavior. To better understand the role of vision in effective leadership, this lesson will address the following questions: “What are the characteristics of a vision?” “How is a vision articulated?” and “How is a vision implemented?” In the discussion of these questions, students will focus on how to develop a workable vision within any context of leadership.

Lesson 8: Establishing A Constructive Climate

In this lesson, students will learn how to establish a constructive climate that helps improve workplace efficiency and effective teamwork. Students will also learn how to listen to out-group members and find ways to include them in the group process to improve cohesiveness. Establishing a constructive climate demands that a leader provide structure, clarify norms, build cohesiveness, and promote standards of excellence. By establishing a constructive

climate for the group, a leader ensures that members work more effectively together.

Lesson 9: Handling Conflict

This lesson will emphasize ways to handle conflict. First, students will define conflict and learn about the role communication plays in conflict. The different kinds of conflict will be discussed. From there, students will explore ideas about effective negotiation as well as other communication strategies that help resolve conflict. In the final section of this lesson, students will examine styles of approaching conflict and the pros and cons of these styles.

Lesson 10: Addressing Ethics In Leadership

This lesson will focus on the importance of ethics in leadership. Leadership has a moral dimension because leaders influence the lives of others. Because of this influential dimension, leadership carries with it an enormous ethical responsibility. Hand in hand with the authority to make decisions is the obligation a leader has to use his or her authority for the common good.

Lesson 11: Overcoming Obstacles

This lesson will provide an overview of the role of obstacles in leadership and the importance of overcoming them. First, students will learn about the different types of obstacles that leaders might face. From there, students will learn a variety of strategies that can be used to overcome these obstacles and lead effectively.

All necessary materials are included.

Certification(s):

This course prepares the student to take the **Project Management Institute (PMI) Project Management Professional (PMP)** certification exam. **The price of the course INCLUDES the price of the certification exam.**

To apply for the PMP, students will need to have either:

- A secondary degree (high school diploma, associate's degree, or the global equivalent) with at least five years of project management experience, with 7,500 hours leading and directing projects and 35 hours of project management education.
OR
- A four-year degree (bachelor's degree or the global equivalent) and at least three years of project management experience.

System Requirements:

Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue streaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.

Operating System Requirements:

- Windows Vista, 7, 8, 8.1, 9, 10
- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

Web Browser Settings:

- Accept Cookies
- Disable Pop-up Blocker.

****Outlines are subject to change, as courses and materials are updated.****