

Certificate in Comprehensive Project Management



2018 - 2019

Project Managers

Develop the thorough knowledge, skills, and proficiency in understanding all concepts, tools, and techniques that underpin the requirements you will need to lead projects and be recognized for excellence in your field.

This course will provide coverage of all aspects of the project management framework and is so comprehensive it will even provide the knowledge and confidence you require to write your Project Management Professional (PMP®) certification exam.

Project Leaders

As a professional, you will confirm the importance of project management best practices and their contribution in delivering successful projects within your organization. To add value, best practices must be understood, applied and supported by organizational leaders. A thorough understanding and application of the key concepts are covered in this program.

Enroll your project team members, and imagine the productivity and effectiveness of a team who all understand project processes, common terminology, and a common approach to successful project management.

Project Team Members

Fast track your career in Project Management. Become an integral part of your project's success, and be valued and recognized for your project management savvy. This 8 day program is designed to not only provide the well-rounded expertise you require but it is so comprehensive in the coverage of concepts, it will provide a knowledge base that will enable you to challenge the exam to become a Certified Associate in Project Management (CAPM®).

PMBOK®, PMP® and CAPM® are all trademarks of the Project Management Institute, Inc. PMP® and CAPM® are internationally recognized certifications.



2018 - 2019 Sessions

8 Day Certificate Program

Fee: \$ 3370

Includes refreshment breaks, lunches, program material and a certificate of completion

Dates:

Fall 2018:

October 16 - November 15, 2018

Spring 2019:

April 15 - May 15, 2019

Location:

Saint Mary's University
at 1800 Argyle Street 8th floor Halifax NS

Facilitator

Sandra Martyn, PMP

Sandra Martyn is President of The Martyn Group, a private consulting and training company specializing in project management. Managing her own successful project management business for over 25 years has provided her with a unique perspective on the challenges experienced in almost all industries, including projects in manufacturing, construction, government, food, health, automotive, financial, transportation, pharmaceutical and biotech, and others. She has a reputation for planning and executing projects and building strong, cohesive teams.

As a respected trainer in project management in North America, Sandra consistently receives the highest ratings from her clients for the value she provides in her courses. Sandra adheres to the framework set out by The Project Management Institute, but her own business experience enables her to make difficult project management concepts seem easy as she delivers her training in clear and understandable terms. She helps course participants avoid common project management mistakes. Sandra loves what she does and that is clearly evident with her enthusiasm and humour in sharing her knowledge. Her teaching aids and exercises are popular, and the group work sessions are critically important in applying concepts to real life projects.

She has delivered courses to clients across Canada, as well as numerous management and project team members from other countries, including: China, Malaysia, Greece, India, and the Philippines, among others.

For several years Sandra has been on the Executive Development faculties of the Schulich School of Business at York University, Toronto; the Health Learning and Leadership Faculty at York University; Saint Mary's University, Halifax, Sobeys School of Business; University of Saskatchewan, Edwards School of Business. In addition, she has delivered training at the University of Winnipeg, PACE, and University of New Brunswick, Saint John College. She presently participates as a program advisory committee member for the Durham College Graduate Certificate in Project Management program.

Sandra is an active member of The Project Management Institute and has obtained her Project Management Professional Certification.

Register online at trainatsmu.ca

Certificate in Comprehensive Project Management

This eight day certificate program provides a full 360° review of all process activities as outlined in the sixth edition of *A Guide to the Project Management Body of Knowledge (PMBOK®)*. Project managers and leaders will learn valuable concepts to enable the use of best practices in your industry and be recognized for your knowledge and skills in leading organizational projects. Team members will also find value in this program, to enable them to be fully engaged in work projects in your team role. This course is so comprehensive, you gain the confidence needed to write your PMP® or CAPM® certification exams. A Capstone project allows time in class to apply key concepts, with highly valuable and popular interactions with fellow participants.

Certificate Requirements and Module Details

The Certificate in Comprehensive Project Management (CCPM) consists of three modules: Modules 1 and 2 are three days each, and Module 3 is only two days for a total of 8 days of programming. *The modules must be taken in order.*

Module 1: Project Introduction, Framework, Integration, Stakeholders and Scope

Three Days

Dates:

Fall: October 16 - 18, 2018 (Tuesday - Thursday)

Spring: April 15 - 17, 2019 (Monday - Wednesday)

- Introduction to the 8 day certificate program
- Common project management terminology
- Powers of a Project Manager; Key roles and responsibilities
- Traditional vs. Agile project management
- What is the role of the project management office?
- Complete review of all processes in Integration, Stakeholder, and Scope Knowledge Areas
- Introduce the Capstone project to initiate a project, and identify stakeholders



Module 2: Project Schedule, Cost, Quality, and Human/Physical Resources

Three Days

Dates:

Fall: October 30 - November 1, 2018 (Tuesday - Thursday)

Spring: April 29 - May 1, 2019 (Monday - Wednesday)

- Three key types of scheduling methods
- Building task sequences for a realistic schedule
- Three point estimates, standard deviation and task variances
- Complete review of all processes in Schedule, Cost, Quality and Human Resource Knowledge areas
- Developing cost estimates and knowing when to baseline the project
- Understanding quality concepts, tools and techniques
- Calculating the Mean, Median and Mode
- Interpreting a Bell Curve and understanding normal distribution of datapoints
- Five theories of motivation
- Use the Capstone project, group and individual exercises to apply key learning concepts

Module 3: Project Communications, Risk, Procurement and Review

Two Days

Dates:

Fall: November 14 - 15, 2018 (Wednesday - Friday)

Spring: May 14 - 15, 2019 (Tuesday - Wednesday)

- Importance of communications to project success
- Communication models and blockers
- Performance reporting and earned value analysis
- Risk - an overlay to all other planning components, Risk Response Planning
- Complete review of all processes in Communications, Risk and Procurement Knowledge Areas
- Further develop the Capstone project to assess risk, plan responses and plan communications
- Review difficult concepts from select areas, plus a final written test will bring the course to completion

Applied learning opportunities throughout the certificate. Group and individual exercises, tests and unique learning aids will facilitate the learning of these important concepts and knowledge areas.

Registration Form



STEP 1: CERTIFICATE PROGRAM REGISTRATION

You are registering for the **Certificate in Comprehensive Project Management**

STEP 2: CHOOSE A SESSION

- FALL October 16 - 18, 2018 (Tuesday - Thursday)
October 30 - November 1, 2018 (Tuesday - Thursday)
November 14 - 15, 2018 (Wednesday - Friday)

- SPRING April 15 - 17, 2019 (Monday - Wednesday)
April 29 - May 1, 2019 (Monday - Wednesday)
May 14 - 15, 2019 (Tuesday - Wednesday)

STEP 3: PARTICIPANT REGISTRATION INFORMATION

Please complete this section in full. Your name will appear on your certificate as printed. Print clearly.

Mr. Mrs. Ms.

First Name _____ Last Name _____

Company/Organization _____

Department _____ Job Title _____

Work Address OR Home Address _____

E-mail _____ Fax _____

City _____ Province _____ Postal Code _____

Tel Preferred _____ Work _____ Cell _____

Would you like to receive notification of upcoming programs and events? Email Mail

STEP 4: 10% GROUP DISCOUNT*

Are you taking advantage of our group discount? YES NO

* For 3 or more from the same company registering for the same program offering. Each registrant must complete a form. All forms must be submitted together and provide names of accompanying registrations:

STEP 5: PAYMENT METHOD

Payment is due in advance of the program start date. Please indicate your payment method: Print clearly.

Credit Card:
 Call us 902.420.5638 OR We contact you

Invoice my organization

Attention _____

E-mail _____

Tel _____

City _____

Province _____

Postal Code _____ PO# _____

Special Note:

Invoice/Receipt Address (if different from STEP 3)

If paying by cheque, please make payable to:

Saint Mary's University
Executive and Professional Development
1800 Argyle St. Suite 801 Halifax NS B3J 3N8

Visit trainatsmu.ca for full Payment, Cancellation, Transfer and Substitution Policies