

Executive and Professional Development

Certificate in Comprehensive Project Management

OVERVIEW

Project Managers

Develop the thorough knowledge, skills, and proficiency in understanding concepts, tools, and techniques that underpin the requirements you need to successfully lead projects; build strong, cohesive teams; and be recognized for excellence in your field.

This course provides coverage of all aspects of the project management framework, with insight into best practices, that will enable strong stakeholder engagement, a thorough understanding of requirements, and successful delivery of projects.

FALL 2025 DATES

October 14 - November 14, 2025

SPRING 2026 DATES

April 14 - May 14, 2026

Format | Online

Fee | \$3,470

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 project success, and be valued and recognized for your project management savvy. This 8 day program is designed to provide the in-depth, and well rounded expertise you require to be a fully engaged and knowledgeable team member. The comprehensive coverage of project management knowledge areas, process groups, and process activities, provides a solid understanding of all aspects of project management which can be applied immediately after participation in class, assisting in increased project management recognition, as well as career development.

REQUIREMENTS

The Certificate in Comprehensive Project Management 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.

Applied Learning Opportunities

Group and individual exercises, tests and unique learning aids will facilitate the learning of these important concepts and knowledge areas. The on-line instructor led course utilizes the same learning aids. The eight days are restructured to use a small selection of pre-recorded videos, and limited homework assignments throughout the modules, enabling more on-screen time for more difficult concepts, reviews, group activities, discussions, and application of the key learning concepts.

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



2025 - 2026 Sessions

8 Day Certificate Program

Fee: \$ 3470

Includes program material and a certificate of completion

Dates:

Fall 2023:

October 14 - November 14, 2025

Spring 2024:

April 14 - May 14, 2026

Location:

Online

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 smu.ca/epd

Certificate in Comprehensive Project Management

This eight day certificate program provides a full 360° review of all process activities as outlined in the current 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 ability to successfully lead organizational projects. Team members will find value in this program, to enable them to be fully engaged in work projects in your team role, or take on new project responsibilities and find growth in your project management career. This course is so comprehensive, both project managers and team members have used this extensive knowledge as their foundation for preparing to write the PMP® or CAPM® certification exams. A Capstone project, highly rated group work sessions, tests, and unique learning aids, allow time to apply key concepts, and build an understanding of the critical elements that lead to project success.

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 online programming. *The modules must be taken in order.*

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

Three Days

Dates:

Fall: October 14 - 16, 2025 (Tuesday - Thursday)

Spring: April 14 - 16, 2026 (Tuesday - Thursday)

- 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 28 - 30, 2025 (Tuesday - Thursday)

Spring: April 28 - 30, 2026 (Tuesday - Thursday)

- 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 13 - 14, 2025 (Thursday - Friday)

Spring: May 13 - 14, 2026 (Wednesday - Thursday)

- 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