



GTA Training and Education

Customer Course Catalog

Introduction

The customer training and education course catalog is a collection of learning and development courses that focus on:

- Project Management
- Organizational Change Management
- Information Security
- Drupal Web Platform
- Consumption Management
- IT Reporting Application
- IT Systems and Tools

To learn more information on any of these courses, please contact the Training and Education team via:

- [GTA Training and Education Website](#)
- [GTA Learning Center](#)
- GTATraining@gta.ga.gov

Customer Training and Education Courses



Course Title	Delivery	Cost per Person	Target Audience
Advanced Project Management Concepts	2 days ILT	Free	SOG Employees, Project Managers
Building Project Relationships	2 days ILT	Free	SOG Employees, Project Managers
GEMS	2 hours WBT	Free	SOG Project Managers, PM Contractors
GETS	Self-Paced	Free	GETS Customers
Identifying and Managing Risks	2 days ILT	Free	SOG Employees, Project Managers
Information Security Officer Training¹	External ILT	Varies	Agency Security Officer staff
Leadership for the Project Manager	2 days ILT	Free	SOG Employees, Project Managers
Organizational Change Management²	2 days ILT	Free	SOG Employees, Project Managers, PMO Agency Customers
Managing Project Requirements	2 days ILT	Free	SOG Employees, Project Managers
Managing Projects with EPLC	2 days ILT	Free	SOG Employees, Project Managers
Microsoft Project I	2 days ILT	Free	SOG Employees, Project Managers
Microsoft Project II	2 days ILT	Free	SOG Employees, Project Managers
Project Planning, Scheduling, Control	2 days ILT	Free	SOG Employees, Project Managers
PMP Exam Prep	4.5 days ILT	\$250	Individuals seeking the PMP® credential
Procurement Practices for Project Managers	2 days ILT	Free	SOG Employees, Project Managers
Project Assurance	2 days ILT	Free	SOG Employees, Project Managers

¹ This is an external training in partnership with University System of Georgia (USG)

² Organizational Change Management can be offered to a specific group within a duration of ½ day – 1 day

<u>Project Management Foundations</u>	3 days ILT	Free	SOG Employees, Project Managers
<u>Recovering Failing Projects</u>	3 days ILT	Free	SOG Employees, Project Managers
<u>Resource Scheduler</u>	1 hour WBT	Free	SOG Employees/Agencies that reserve conference rooms in the GTA/Health Building
<u>STARR</u>	2 hours ³	Free	SOG Agency Head/Commissioner, Super User, Business Owner, BCP ⁴ , SAISO ⁵ , CIO ⁶ , CFO ⁷ , DRO ⁸
<u>Successful Project Meetings</u>	2 days ILT	Free	SOG Employees, Project Managers
<u>Web Platform Basic Training</u>	3 ½ hours	Free	GeorgiaGov Content Creator or Editor
<u>Web Platform Advanced Training</u>	3 ½ hours	Free	GeorgiaGov Primary Web Managers

³ Duration for role specific modules vary – between 10-15 minutes

⁴ BCP – Business Continuity Planner

⁵ SAISO - Senior Agency Information Security Officer

⁶ CIO – Chief Information Officer

⁷ CFO – Chief Financial Officer

⁸ DRO – Data Retention Officer



Advanced Project Management Concepts

Duration: 2 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? The Advanced Project Management Concepts course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? The Advanced Project Management Concepts places organizational project management in the context of the design and execution of organizational strategies and will show how to use projects, programs, and portfolios for the management of product, service, and organizational process change to prepare the organization for its future. The course will also discuss the importance of the project/program/portfolio office and its strategic and tactical role within the organization. Project governance will also be discussed.

What will attendees get out of it?

Learn concepts and techniques that will prepare individuals and the enterprise to use project/program/portfolio management as a strategic framework to achieve the mission of the organization

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Building Project Relationships

Duration: 2 days Instructor Led Training- can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Building Project Relationships is designed for project managers, line/functional managers, program managers, or business associates who lead project efforts within their organizations.

What is it about? The ability to create and maintain relationships is perhaps one of the most overlooked skills of the project manager. The project manager typically does not have positional power or supervisory authority. Therefore, it is of the utmost importance to be able to develop good working relationships with all stakeholders whether they are current or future. You never know when you will need that relationship you built one year ago.

What will attendees get out of it?

Learn the necessary knowledge, skills, and techniques to effectively manage the relationships that will lead to the completion of a successful project.

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.

GEMS



Duration: 2 hours – Web Based Training

Cost: Free

Who is it for? The Georgia Enterprise Management Suite (GEMS) training is designed for State of Georgia employees who are Project Managers and PM Contractors.

What is it about? The application, Georgia Enterprise Management Suite (GEMS), provides insight into the health and status of in-flight projects through the ability to combine traditional, quantitative operational data with qualitative assessment data from multiple stakeholders. The benefits include:

- As a hosted, web-based application, GEMS can be accessed anywhere, anytime.
- All contributors – such as project management, team members and other key stakeholders – can offer their input about the status and health of the project.
- GEMS provide easier monthly reporting than the previous “dashboard” tool.
- Better analytical tools look at the entire range of project indicators.
- Improved visibility into the performance of projects, programs and portfolios is available throughout their entire lifecycle.

What will attendees get out of it?

- Gain a basic understanding of GEMS
- Understand questionnaires and how to respond to them
- Understand Project Proposal Management
- Understand Approved Project Office
- Understand Issue and Risk Management
- Conduct project health analysis

How to enroll:

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access) □
- Navigate to the Web Based Training catalog
- Click on Systems and Tools
- Click on green plus sign to enroll in the GEMS module(s) to complete

GETS



Duration: Self-paced Online Training

Cost: Free

Who is it for? The GETS trainings is designed for GETS participating state agencies

What is it about? Through the Georgia Enterprise Technology Services (GETS) program, participating state agencies purchase their IT infrastructure as a service, avoiding having to budget separately for many of the indirect or one-time costs associated with IT. GTA's goal is for the agencies to have visibility into their costs and to know how the agencies can manage their volumes to match their budgets. This self-paced training manual focuses on each service tower – *End-User Computing and Service Desk, Servers, Storage, Mainframe Computing, Voice Services, Local Area Network and Wide Area Network*

To help you manage your GETS services, we are providing easy-to-follow manuals for each service tower, or type of service. Each manual includes an overview of the service, the Resource Units billed to cover service cost, best practices in managing service consumption, and step-by-step directions for adding, deleting, or changing service in the GETS environment.

What will attendees get out of it?

- Understand how to manage their GETS services
- Learn best practices in managing service consumption

How to enroll:

- You may access the online training manuals here [GETS Manuals](#)
- And if you have any questions, please contact your GTA Customer Relationship Manager



Identifying and Managing Risks

Duration: 2 days Instructor Led Training- can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Identifying and Managing Risks course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? Risk management is identified as a core function of project management because of the presence of uncertainty and the need to measure it. Uncertainty is present throughout a project. Risk management attempts to measure uncertainty and identify appropriate measures to deal with it.

What will attendees get out of it?

- Define uncertainty and risk and how they relate to each other
- Describe how project stakeholders' risk tolerance affects project management
- Explain the concepts of probability and impact in risk management
- Identify the elements of a risk management plan
- Prepare and use a risk management plan

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access) □
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@gta.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Information Security Officer Training

Duration: Varies – this is an external Instructor Led training offered by USG. Attendees must register on their training website in order to secure a spot. Training location is Athens, GA

Cost: Varies – depending on the course

Who is it for? This Information Security Officer training is for agency Security Officer Staff.

What is it about? In coordination with the University System of Georgia (USG), GTA has developed a training program for agency information security staff. These classes are delivered by USG on a rotating basis and prepare the security staff to create and operate an information security program. The University System of Georgia (USG) Information Security and ePrivacy (InfoSec) offers workshop courses throughout the calendar year that help new Information Security Officers (ISOs) who are just entering their role as a public sector ISO or veteran ISOs who want to refresh and enhance their knowledge and understanding of the role and responsibilities of an ISO.

What will attendees get out of it?

Learn how to build successful, agile, and resilient information security and e-privacy programs. Courses explore the key critical components of a security program; cover developing, implementing, reviewing, and improving the value of that program; and provide the necessary tips and tricks for establishing or enhancing programs that are built to last.

How to enroll:

- Click here to access the USG training site: [Information Security and ePrivacy Training](#)
- Review their course schedule and register
- Any questions should be directed to the [USG Information Security and ePrivacy training team](#)

Leadership for the Project Manager



Duration: 2 days Instructor Led Training- can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Leadership for the Project Manager course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? Leadership is the ability that one has to get others to follow and perform work activities to accomplish a set of objectives. In order to accomplish this, the project manager must be able to influence project stakeholders he or she does not have direct authority over. This course is designed to provide project managers with concepts and techniques to lead projects using well-known leadership principles and techniques.

What will attendees get out of it?

- Learn to recognize various organizational structures a project manager performs in
- Describe various leadership characteristics and styles
- Demonstrate the use of communication as a leadership tool.

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.

Organizational Change Management



Duration: 2 days Instructor Led Training⁹

Cost: Free

Who is it for? Organizational Change Management course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements. This course can also be delivered separately to individual Agency customers.

What is it about? Many projects fail to realize the desired business benefits however, because not enough attention is paid to the “people side of change”. This course will provide a basic introduction to the practice of Organizational Change Management (OCM) and the benefits of introducing it into your project management approach. We will discuss some of the key tenets of effective OCM and how you can begin to introduce them to enhance your project’s value.

What will attendees get out of it?

- Understand the benefits of introducing OCM into project management approaches
- Learn how to use the key tenets of OCM to enhance project value
- Leverage OCM and Project Management disciplines upon the successful closure of a project

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@gta.ga.gov requesting to apply to the Georgia Certified Project Manager Program. ☐
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. ☐
- The program director will review your assessment with you and assist with your development plan. ☐
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.

⁹ This course can be delivered to a specific group within an agency

Managing Project Requirements



Duration: 2 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Managing Project Requirements course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? The causes of the majority of failed IT projects can be traced to poor definition and understanding of requirements. Changing requirements causes more delays than any other cause. If you want to improve project performance you must improve the way you define and manage requirements. Requirements must be a clear description in a common language. They are the bridge between the customer who will describe, pay for, and use the solution and the technical community who will specify and provide the solution. Requirements must be unique, normalized, linked, complete, consistent, bounded, modifiable, configurable and granular.

What will attendees get out of it?

- Cultivate the skills needed to elicit full business information from the right stakeholders
- Learn structured techniques to identify and present business requirements clearly and effectively

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@gta.ga.gov requesting to apply to the Georgia Certified Project Manager Program. ☐
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. ☐
- The program director will review your assessment with you and assist with your development plan. ☐
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Managing Projects with EPLC

Duration: 2 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Managing Projects with EPLC course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? The purpose of this course is to provide an understanding of the Enterprise Performance Life Cycle (EPLC) and how state agencies can use it as a framework for managing their technology investments to achieve consistently successful outcomes that maximize alignment with enterprise-wide and agency specific goals and objectives. The EPLC framework supports the GTA standards, Performance Lifecycle Framework, SM-10-006 and Performance Lifecycle Management, SM-10-007. This course will explain the three (3) processes and seven (7) stages of the EPLC and the associated responsibilities, exit criteria, deliverables and reviews associated with each process and stage.

What will attendees get out of it?

- Understand and identify the phases and stages of the EPLC
- Understand the roles and responsibilities in the EPLC
- Know the exit criteria, deliverables and reviews associated with each process and stage

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.gov requesting to apply to the Georgia Certified Project Manager Program. ☐
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. ☐
- The program director will review your assessment with you and assist with your development plan. ☐
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Microsoft Project I

Duration: 2 days Instructor Led Training

Cost: Free

Who is it for? Microsoft Project I course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? The objective of the course is to make participants feel comfortable with Project 2010. At the end of this course the participant should be able to setup a project schedule from the WBS and identify task dependencies; enter duration and work estimates; identify and assign resources. The course also discusses and demonstrates the MS Project scheduling formula and how to appropriately manipulate tasks to achieve the most effective schedule.

What will attendees get out of it?

- Understand the new features of Microsoft Project 2010
- Understand the principle of forecast and dynamic scheduling

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Microsoft Project II

Duration: 2 days Instructor Led Training

Cost: Free

Who is it for? Microsoft Project II course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? The objective of the course is to give participants advanced skills in resource assignment, tracking, and leveling; using custom fields and filters to create various views of the schedule model; and managing multiple projects and shared resource pools with Project 2010. **Participants must complete MS Project I before registering for MS Project II.**

What will attendees get out of it?

- Understand the basic functions covered in the MS Project I course

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@gta.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.

Project Planning, Scheduling and Control



Duration: 2 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Project Planning, Scheduling and Control course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? This project management course teaches techniques that will help you plan, implement, and complete projects with desired results on time and within budget. Learn to create clear project missions and goals, accurately estimate project time and costs, employ project quality management, schedule and allocate time-critical resources, and establish feedback systems for optimal project control.

What will attendees get out of it?

- How to use a step-by-step process for successful projects
- Complete multiple project tasks on time
- Improve estimation of project costs, resources, and time
- Improve your overall project management tracking
- Control projects through special methods, tools, and techniques
- Assess and improve your current project management system
- Immediately apply project management principles in the workplace
- Effectively initiate, plan, execute, control, and close out projects

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@gta.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.

PMP Exam Prep



Duration: 4.5 days Instructor Led Training

Cost: \$250 – provided by GTA in collaboration with TenStep. Only those who have paid can get into the class. Payment is made via credit card to TenStep.

Who is it for? This course is suitable for Individuals seeking the PMP® credential

What is it about? This four and a half day *PMBOK® Guide* aligned course prepares you for the Project Management Professional (PMP®) examination and raises your project management skills to a more advanced level of performance.

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@gta.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Procurement Practices for PMs

Duration: 2 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Procurement Practices for Project Managers course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? The purpose of this course is to provide an understanding of the management of procurement activities throughout the project lifecycle. The Procurement Management Knowledge Area of the PMBOK® Guide will be used to establish the procurement framework. The State of Georgia procurement process and GTA's Request for Solution (RFS) process will be mapped to the PMBOK® Guide Procurement Management processes.

What will attendees get out of it?

- Learn all aspects of the procurement management process
- Understand the relationship of the buyer and seller
- Determine the correct contract type for each procurement situation
- Know how to select a seller, monitor and control the execution of the contract
- Understand how to apply procurement concepts and techniques across their real-life projects

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.ga.gov requesting to apply to the Georgia Certified Project Manager Program. ☐
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. ☐
- The program director will review your assessment with you and assist with your development plan. ☐
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Project Assurance

Duration: 2 days Instructor Led Training

Cost: Free

Who is it for? Project Assurance course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? Project Assurance provides guidance and counsel on the planning, execution and delivery of large, complex technology initiatives.

What will attendees get out of it?

- Understand Project Assurance and why it is necessary
- Learn the EPLC Project Assurance Methodology
- Know when to conduct project assessment, what to look for at each stage of the project's lifecycle and how to identify project 'gaps'
- Gain knowledge of how to intervene in a project to build consensus for implementing solutions to close project 'gaps'
- Complete a case study

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Project Management Foundations

Duration: 3 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Project Management Foundations course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? Projects are the building blocks used to achieve the goals and mission of our organizations. A project is different than day-to-day work. Projects follow a set of structured processes that deliver a product, service or result using the resources of the organization.

What will attendees get out of it?

- Learn what project management is and what a project is
- Learn how project management helps deliver the right results on time and within budget
- Understand how to use PM processes to plan, monitor, control, and deliver successful results
- Understand how organizations influence the way projects and resources are managed.

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Recovering Failing Projects

Duration: 3 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Recovering Failing Projects course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? Projects are the building blocks used to achieve the goals and mission of our organizations. A project is different than day-to-day work. Projects follow a set of structured processes that deliver a product, service or result using the resources of the organization.

What will attendees get out of it?

- Learn what failing project is
- Understand a failing project's recovery process
- Know how to develop a Recovery Charter
- Learn the steps for assessing failing projects
- Learn the process for executing a recovery solution
- Understand the final steps in closing out a recovery

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Resource Scheduler

Duration: Web Based Training

Cost: Free

Who is it for? State of Georgia employees and agencies that reserve conference rooms, training rooms, workstations at the GTA/Health Building

What is it about? Resource Scheduler is a web-based system used to reserve space in an office environment as needed. This training provides users with the knowledge and know-how in making space reservations, changing and removing reservations, and understanding the system notifications.

What will attendees get out of it?

- Learn how to personalize Resource Scheduler
- Learn how to use Resource Scheduler in Outlook using a plugin to make reservations
- Learn how to make reservations on behalf of another person
- Understand system notifications

How to enroll:

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Web Based Training catalog
- Click on Systems and Tool
- Click on green plus sign to enroll in the Resource Scheduler Learning Plan to complete



STARR

Duration: 2-hour Web Based Training (role-based training so duration may vary by role of trainee)

Cost: Free

Who is it for? STARR users - State of Georgia Agency Head/Commissioner, Super User, Business Owner, Business Continuity Planner (BCP), Senior Agency Information Security Officer (SAISO), Chief Information Officer (CIO), Chief Financial Officer (CFO), Data Retention Officer (DRO)

What is it about? STARR, State Technology Annual Report Register, tracks information regarding agency IT spend, application inventory, security, business continuity, and application details. The information will be used to compare data and processes, identifying best practices and areas that may need assistance. The purpose of the STARR training is to familiarize participating agencies with processes and information related to the State reporting process.

What will attendees get out of it?

- Define user roles and responsibilities
- Identify scheduling deadlines for applicable questionnaires
- Utilize application enhancements in reporting efforts
- Describe components of the STARR reporting process
- Understand the purpose of each Dashboard

How to enroll:

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Web Based Training catalog
- Click on Systems and Tools
- Click on the appropriate role-based STARR training to complete



Successful Project Meetings

Duration: 2 days Instructor Led Training – can be delivered as a Virtual Instructor Led Training (VILT)

Cost: Free

Who is it for? Successful Project Meetings course is specifically designed for State of Georgia employees who are Project Managers, interested in pursuing a career track in project management, seeking to be certified in project management, has a PMP® and looking to earn Professional Development Units (PDUs) or Educational Contact Hours to satisfy PMP® certification requirements.

What is it about? Understanding how to facilitate meetings, group settings, requirements gathering sessions, or process definition workshops are all part of the project manager's role and a necessary skill set for success.

What will attendees get out of it?

- Understand the principles of facilitation
- Know how to apply facilitation principles, tips, and tactics
- Learn how to ask questions to get to a solution
- Learn how to address and resolve project team disagreements

How to enroll: Non-Certification Participants

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course

How to enroll: Certification Participants

- Send an e-mail to epmo@ga.gov requesting to apply to the Georgia Certified Project Manager Program. □
- Complete the application and Project Manager Competency Self-Assessment and send them back to the program director. □
- The program director will review your assessment with you and assist with your development plan. □
- Register for the appropriate courses in your track via the [GTA Learning Center](#) and you are on your way to achieving your certification.



Web Platform Basic Training (Drupal)

Duration: 3.5 hours Instructor Led Training

Cost: Free

Who is it for? Drupal training course is specifically designed for GeorgiaGov Content Creator or Editor.

What is it about? The Editor's class is geared towards anyone who will be logging in to manage content, as either a content Creator or Editor.

What will attendees get out of it?

- Getting Started
- Creating Content
- Managing Content

How to enroll:

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course



Web Platform Advanced Training (Drupal)

Duration: 3.5 hours Instructor Led Training

Cost: Free

Who is it for? Drupal advanced training course is specifically designed for GeorgiaGov primary web Managers.

What is it about? The Advanced class is primarily geared towards the primary web managers for each agency, with an Editor role for the site. **Editor's Training course is a Prerequisite.**

What will attendees get out of it?

- Web forms
- Managing Menus
- Managing Profiles
- Managing the Homepage
- Checking for Broken Links

How to enroll:

- Log on to the [GTA Learning Center](#) (If you do not have access, click [here](#) to request access)
- Navigate to the Instructor-led Training catalog
- Enroll/register for the course