

# PM Professional Development Program

## Course Catalog

Enterprise Portfolio Management Office



<p><b>Project Management Foundations</b> APM PDU/Contact Hours: 18 Talent Triangle: T=14, L=2, S=2 In this 3-day course, you will be introduced to the concepts and best practices of project management. Project Management Foundations gives you the fundamentals, techniques and tools to manage your project to success.</p>
<p><b>Managing Project Requirements</b> GCPM &amp; APM PDU/Contact Hours: 12 Talent Triangle: T=12, L=0, S=0 In this 2-day course, you will learn to apply the concepts for effective requirements management. You will learn what makes up a good requirement, the difference between functional and non-functional requirements. You will also learn best practices for eliciting, validating and verifying requirements.</p>
<p><b>Planning, Scheduling and Control</b> APM PDU/Contact Hours: 12 Talent Triangle: T=10, L=0, S=2 In this 2-day course, you will get hands-on experience practicing your skills in building project requirements and the work breakdown structure. You will learn how to establish and manage a realistic schedule and detailed budget.</p>
<p><b>Managing Organizational Change</b> GCPM PDU/Contact Hours: 12 Talent Triangle: T=4, L=3, S=5 In this 2-day course, you will understand how changes in organizations occurs one individual at a time and how to develop plans to assist people in making the transition from the current state to a future state. This course will introduce you to a framework that you can easily integrate into your project plan to smooth the implementation of your project.</p>
<p><b>Leadership for the Project Manager</b> GCPM &amp; APM PDU/Contact Hours: 12 Talent Triangle: T=0, L=10, S=2 This 2-day course is designed to provide project managers with concepts and techniques to lead projects using well-known leadership principles and techniques. Participants will learn to recognize various organizational structures a project manager performs in, describe various leadership characteristics and styles, and demonstrate the use of communication as a leadership tool.</p>
<p><b>Managing Projects with Enterprise Performance Lifecycle (EPLC)</b> PDU/Contact Hours: 12 Talent Triangle: T=10, L=1, S=1 In this 2-day course, you will learn the state standard project management lifecycle. You will learn how to use this framework to structure and manage your project and to develop major project management deliverables for each phase of the lifecycle. You will also learn how a stage gate review is conducted. IT standards covering portfolio and project management will also be reviewed.</p>
<p><b>Project Governance</b> GCPM PDU/Contact Hours: 12 Talent Triangle: T=4, L=4, S=4 In this 2-day course, participants will learn concepts, processes, and structures that will equip them to develop project governance frameworks for their projects and understand various governance structures used by the state. The course will enable project managers to understand and use governance principles, to establish project controls, enable effective decision-making, to integrate with other governing bodies, and provide oversight of projects.</p>
<p><b>PMP® Exam Prep</b> PDU/Contact Hours: 35 Talent Triangle: T=31, L=2, S=2 In this 4½-day <i>PMBOK® Guide</i> aligned course the participant is prepared for the Project Management Professional (PMP®) certification examination. You will learn to recognize both the content and format of examination questions, be able to identify weak areas that require more individual study and apply an advanced knowledge of project management based on the <i>PMBOK® Guide</i> model. Note: it is recommended that the participant be eligible from PMI to sit for the examination.</p>
<p><b>Procurement Practices for Project Managers</b> GCPM &amp; APM PDU/Contact Hours: 12 Talent Triangle: T=10, L=1, S=1 In this 2-day course, you will learn the 7-stage process for procurement used by the state of Georgia along with industry best practices in contract administration and management. You will also learn Request for Proposal review techniques for your project, and the Request for Solution process for full-service GETS agencies will be discussed.</p>

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**Scheduling with Microsoft Project** GCPM & APM PDU/Contact Hours: 18 Talent Triangle: T=12, L=0, S=0

In this 3-day 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.

**Successful Project Meetings** PDU/Contact Hours: 12 Talent Triangle: T=0, L=6, S=6

In this 2-day course, you will learn concepts and techniques to effectively manage all of your project meetings. You will also practice these techniques through role play exercises and use best practice processes to plan, facilitate and get results from meetings.

Instructor-led session: October 14 – 15, 2015; April 4 – 5, 2016

**Identifying and Managing Risk** APM PDU/Contact Hours: 12 Talent Triangle: T=9, L=1, S=2

In this 2-day course, you will learn the concepts and building blocks to successful risk management. The course focuses on how to identify, qualify, quantify, prioritize and manage project risks to help ensure success. It teaches project risk management skills through hands-on exercises and practical experiences.

**Building Project Relationships** APM PDU/Contact Hours: 12 Talent Triangle: T=0, L=8, S=4

In this 2-day course, you will learn to apply principles and techniques for building strong relationships among project stakeholders, negotiating to win-win conclusions, using analytical problem-solving techniques, managing resistance to change and applying the appropriate communication style to achieve results.

**Recovering Failing Projects** GCPM PDU/Contact Hours: 18 Talent Triangle: T=14, L=2, S=2

In this 3-day course, you will learn how to recognize the early signs that your project is in danger. It equips you with techniques to identify the root cause of your problems, analyze the potential solutions and select the solution that will rescue your project.

**Building & Managing an Effective PMO** GCPM PDU/Contact Hours: 12 Talent Triangle: T=4, L=4, S=4

In this 2-day course participants will learn the importance of the project/program/portfolio office and its strategic and tactical role within the organization. PMO governance will also be discussed. Participants will also learn concepts and techniques that will prepare them and the enterprise to use a project/program/portfolio office as a strategic framework to achieve the mission of the organization.

**Program Management: Delivering Business Results** PDU/Contact Hours: 12 Talent Triangle: T=3, L=2, S=7

This 2-day course will provide a holistic view of the program management discipline which describes program management as a critical business function, and how a program should be managed to produce business results. The goal of this course is to learn concepts and techniques that will prepare individuals and the enterprise to use program management as a leadership discipline to achieve business results.

**Portfolio Management: Delivering Strategic Objectives** PDU/Contact Hours: 12 Talent Triangle: T=3, L=2, S=7

In this 2-day course, participants are introduced to the portfolio management discipline which describes portfolio management as the alignment of organizational activities to the organizational strategic plans, and how a portfolio should be managed to produce optimal business value.

NOTE:

GCPM – indicates this is a required course for the Georgia Certified Project Manager designation

APM – indicates this is a required course for the Associate Project Manager designation

To learn more, visit our [PM Certification](#) web page.

Please check the [Course Schedule](#) web page as course dates may change