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## MDP110 – On-Line Principles & Techniques of Project Management

### Course description

Principles & Techniques of Project Management provides foundational knowledge for subsequent project management courses. It presents an overview of project management concepts and techniques. This on-line course equips individuals with the basic education needed to develop project management skills and begin working toward their Project Management Professional (PMP) certification. The flexibility afforded by the on-line format will enable you to easily fit this recommended first course into your busy schedule.

### Prerequisites

Although not required as a first course, Principles & Techniques of Project Management is strongly recommended.

### What you will achieve

- Topics covered in the on-line program include the following:
- The project management framework
- Project management life cycles
- The five project management process groups: Initiating, Planning, Executing, Controlling, and Closing.
- Skills assessment tools available for download allow students to rate their performance on key project management activities.
- Principles & Techniques of Project Management is a multimedia course presented through text, graphics, flash interactive features, case studies, examples, and streaming video. Three distinct learning models are represented in the material:
- **Apprentice (Step by Step):** Students are introduced to the course content and its interactive features.
- **Incidental (Case Study):** Students use case studies to further their understanding of basic concepts. Through case studies, students can see how the concepts presented might be relevant in real-life scenarios.
- **Discovery (Active Learning):** Students reinforce course concepts using flash interactive features in question and answer sessions.

### What you will learn

- Interacting with peers and instructors is an important part of the learning experience. A student's active participation in the online discussion group can be a major asset in the learning experience. Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with other participants, and in turn, learn from them.
- Pre- and post-course quizzes, in combination with randomized quizzes after each lesson, will enable students to assess their understanding of the concepts presented.
- E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to the instructor via e-mail. Every effort will be made to respond within 24 hours.

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## MDP173 – On-Line Project Communications Management

### Course description

This on-line course provides students with an overview of industry standard project communications management processes and techniques. This course examines several communications pitfalls and traps, and discusses how to avoid and resolve these issues.

### What you will achieve

- Topics covered in this on-line program include:
- Communications in the project management framework
- Communications planning
- Information distribution
- Performance reporting
- Administrative closure Interactive exercises throughout enable students to test their knowledge of the material presented in the course.

### What you will learn

- The Project Communications Management course is presented through text, graphics, Flash interactive features, case studies, examples, and streaming audio. Five distinct learning models are utilized throughout the course:
- **Apprentice (Step-by-Step):** Students are introduced to the course content and its interactive features.
- **Incidental (Case Study):** Students use case studies to further their understanding of basic concepts. Through the case studies, students can see how the concepts presented might be relevant in "real life" scenarios.
- **Discovery (Active Learning):** Student reinforce course concepts using Flash interactive features in question and answer sessions.
- **Deduction (Data Analysis):** Students enhance their understanding of course concepts through careful analysis of the material. This information is frequently presented through examples and interactive features.
- **Induction (Examples):** Course concepts are reviewed via the examination of realistic scenarios. These examples help students to apply acquired knowledge to real-life situations. Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with others, and in turn learn from them. Pre- and post-course quizzes, in conjunction with randomized quizzes after each lesson, enable students to assess their understanding of the concepts presented. E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to an instructor via e-mail.

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## MDP220 – On-Line Managing Project Cost

### Course Description

Estimating & Managing Project Costs is an important consideration for projects of any dimension. Project managers must have a thorough understanding of how to effectively estimate, budget, and control costs in order to meet the expectations of stakeholders and project sponsors. This online course provides students with the foundation they need to be successful in this area of project management.

### What you will achieve

- Topics covered in this online program include the following: Resource Planning: Determining the people, equipment, and materials needed for a project.
- Cost Estimating: Developing an estimate of the costs for the resources needed for a project.
- Cost Budgeting: Allocating the cost estimates to individual tasks.
- Cost Control: Monitoring and controlling changes to the project budget.

### What you will learn

Interactive exercises will enable students to test their knowledge of the material presented throughout the course. The concepts of Estimating & Managing Project Costs are offered through text, graphics, flash interactive features, case studies, examples, and streaming video. Five distinct learning models are utilized throughout the course: Apprentice (Step by Step): Students are introduced to the course content and its interactive features.

- **Apprentice (Step-by-Step):** Students are introduced to the course content and its interactive features.
- **Incidental (Case Study):** Students use case studies to further their understanding of basic concepts. Through case studies, students can see how the concepts presented might be relevant in real-life scenarios.
- **Discovery (Active Learning):** Students reinforce course concepts using flash interactive features in question and answer sessions
- **Deduction (Active Learning):** Students enhance their understanding of course concepts through careful analysis of the material. This information is frequently presented through examples and interactive features
- **Induction (Examples):** Course concepts are reviewed via the examination of realistic scenarios. These examples help students to apply acquired knowledge to real-life situations.

Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with others, and in turn, learn from them. Pre-and post-course quizzes, in combination with randomized quizzes after each lesson, enable students to assess their understanding of the concepts presented. E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to an instructor via e-mail.

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## MDP222 – On-Line Managing Project Risk

### Course Description

How to Assess and Manage Project Risk is intended to provide students with the knowledge and experience necessary to identify, analyze, and respond to project risk. In this on-line course, students will learn how to effectively manage project risk for all projects, regardless of size. Students will learn how to manage changing risks over the life cycle of a project.

### What you will achieve

- This course will cover the following topics: Risk Management Overview: This lesson introduces key project risk management definitions, concepts, and processes.
- Risk Management Planning: This lesson discusses risk management planning, including guidelines for planning meetings.
- Risk Identification: This lesson discusses identifying and categorizing project risks.
- Qualitative Risk Analysis: This lesson discusses evaluating the impact of risk on projects.
- Quantitative Risk Analysis: This lesson discusses using a graded approach to ensure expenditure does not exceed the impact of realized risk.
- Risk Response Planning: This lesson discusses how the project team decides how to respond to identified risks.
- Risk Monitoring: This lesson discusses how to track identified risks, monitor residual risks, and identify new risks.

### What you will learn

Interactive exercises will enable students to test their knowledge of the material presented throughout the course. The concepts of How to Assess & Manage Project Risk are offered through text, graphics, flash interactive features, case studies, examples, and streaming video. Five distinct learning models are utilized throughout the course:

- **Apprentice (Step by Step):** Students are introduced to the course content and its interactive features.
- **Incidental (Case Study):** Students use case studies to further their understanding of basic concepts. Through case studies, students can see how the concepts presented might be relevant in real-life scenarios.
- **Discovery (Active Learning):** Students reinforce course concepts using flash interactive features in question and answer sessions
- **Deduction (Active Learning):** Students enhance their understanding of course concepts through careful analysis of the material. This information is frequently presented through examples and interactive features
- **Induction (Examples):** Course concepts are reviewed via the examination of realistic scenarios. These examples help students to apply acquired knowledge to real-life situations.

Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with others, and in turn, learn from them. Pre-and post-course quizzes, in combination with randomized quizzes after each lesson, enable students to assess their understanding of the concepts presented. E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to an instructor via e-mail.

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## MDP226 – On-Line Project Quality Management

### Course Description

Project Quality Management focuses on overseeing product quality and ensuring process quality when creating project deliverables. Project Quality Management provides information on the tools, techniques, and metrics used to guarantee sufficient product and process quality. This on-line course develops the skills needed to effectively plan and manage quality for every project.

### What you will achieve

- Project Quality Management Overview - the section of the course covers key project quality management definitions, concepts, and processes.
- Quality Planning - this lesson examines the inputs, tools and techniques, and outputs of quality planning, as well as a practical investigation of planning quality into a project
- Quality Assurance - quality assurance emphasizes the evaluation of quality and performance during execution, rather than waiting for completion to evaluate results
- Quality Control - monitoring and controlling project quality is covered through discussions of control charts and Pareto diagrams.

### What you will learn

Interactive exercises will enable students to test their knowledge of the material presented throughout the course.

The Project Quality Management course is presented through text, graphics, flash interactive features, case studies, examples, and streaming video. Five distinct learning models are utilized throughout the course:

- **Apprentice (Step by Step):** Students are introduced to the course content and its interactive features.
- **Incidental (Case Study):** Students use case studies to further their understanding of basic concepts. Through case studies, students can see how the concepts presented might be relevant in real-life scenarios.
- **Discovery (Active Learning):** Students reinforce course concepts using flash interactive features in question and answer sessions
- **Deduction (Active Learning):** Students enhance their understanding of course concepts through careful analysis of the material. This information is frequently presented through examples and interactive features
- **Induction (Examples):** Course concepts are reviewed via the examination of realistic scenarios. These examples help students to apply acquired knowledge to real-life situations.

Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with others, and in turn, learn from them. Pre-and post-course quizzes, in combination with randomized quizzes after each lesson, enable students to assess their understanding of the concepts presented. E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to an instructor via e-mail.

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## MDP177 – On-Line Effective Project Scheduling

### Course description

Understanding a project's schedule requirements and time-phasing of project tasks is the backbone of effective project management. This online course, compliant with the Project Management Institute's PMBOK (2000 Edition), focuses on the importance of developing an accurate, enforceable project schedule.

### What you will achieve

- Topics covered include the following:
  - Scope definition and the development of an effective Work Breakdown Structure
  - The relationship between risk and schedule; including how to use schedule contingency
  - Activity definition and sequencing: determining all activities to complete project work and how they interrelate with each other
  - The proper use of Precedence Diagramming Methodology (PDM), Critical Path Methodology (CPM), and Gantt charts
  - Activity duration estimating and resource scheduling; the manner in which durations, person effort and resource availability affect each other and how to solve resource over-allocation and resource conflicts through leveling

### What you will learn

- Interactive exercises will enable students to test their knowledge of the material presented throughout the course.

The concepts of Effective Project Scheduling online are offered through text, graphics, flash interactive features, case studies, examples, and streaming video. Five distinct learning models are utilized throughout the course:

- **Apprentice (Step by Step):** Students are introduced to the course content and its interactive features.
- **Incidental (Case Study):** Students use case studies to further their understanding of basic concepts. Through case studies, students can see how the concepts presented might be relevant in real-life scenarios.
- **Discovery (Active Learning):** Students reinforce course concepts using flash interactive features in question and answer sessions
- **Deduction (Principles):** Students enhance their understanding of course concepts through careful analysis of the material. This information is frequently presented through examples and interactive features
- **Induction (Examples):** Course concepts are reviewed via the examination of realistic scenarios. These examples help students to apply acquired knowledge to real-life situations.

Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with others, and in turn, learn from them. Pre-and post-course quizzes, in combination with randomized quizzes after each lesson, enable students to assess their understanding of the concepts presented. E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to an instructor via e-mail.

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## **MDP237 – On-Line Procurement & Contract Management**

### **Course description**

The procurement of products and services is a rapidly growing area of project management. This online course provides the information and tools needed, from the standpoint of both the buyer and seller, to manage procurement successfully. From making the decision of what should be procured, and all the way through solicitation, source selection, contract management and closeout, this course presents a systematic approach to planning and executing project procurement.

### **What you will achieve**

- Introduction to the terms, vocabulary, and fundamental concepts of procurement and contracting
- Knowledge of the types of contracts and their relative advantages and drawbacks
- Ability to create processes for procurement and solicitation planning
- Skills for obtaining bids and choosing among potential sellers
- Techniques for administering contracts and ensuring that project needs are met
- Understanding of procurement issues from the unique perspectives of both the buyer and the seller

### **What you will learn**

- Legal Concepts of Contracts - Basic terms and concepts of contract law.
- Procurement Planning - Determining what to procure and when
- Solicitation Planning - Documenting requirements and identifying potential sources
- Solicitation - Obtaining quotations, bids, offers, or proposals
- Source Selection - Choosing among potential sellers Contract Administration - Managing the relationship with the seller
- Contract Closeout - Settling the contract, ensuring that all terms have been satisfied

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## MDP225 – On-Line Preparing for the PMP Exam

### Course description

PMP Prep prepares project managers for the Project Management Professional (PMP®) Certification exam offered by the Project Management Institute (PMI®). This on-line course will enable you to identify your personal strengths and weaknesses involving mastery of the five Process Groups and nine Knowledge Areas. You will be able to develop a personal study program to prepare for the PMP® Certification exam.

### What you will learn

- Project Integration Management: Development and execution of the project plan, and overall change control.
- Project Scope Management: Planning, definition, change management, and verification of the project scope.
- Project Time Management: Activity/task definition, dependencies, schedule development, and time control.
- Project Cost Management: Resource planning, estimating, budgeting, and control.
- Project Risk Management: Planning to avoid, transfer, reduce, and control risk.
- Project Quality Management: Quality planning, control, and assurance, and quality control tools.
- Project Procurement Management: Knowledge of procurement and solicitation planning, bidding/request for proposals, contractor/supplier selection.
- Project Communications Management: Communications planning, information distribution, progress reporting, and administrative closure.
- Project Human Resource Management: Effective use of people, including organizational planning, staff acquisition, and team development.

The concepts of this course are presented through text, video, graphics, Flash interactive features, case studies, examples, and streaming audio. Two distinct learning styles are utilized throughout the course:

- **Apprentice (Step by Step):** Students are introduced to the course content and its interactive features.
- **Discovery (Active Learning):** Students reinforce course concepts using flash interactive features in question and answer sessions

Discussion topics introduced by the material provide a platform for students to share their thoughts and ideas with others, and in turn, learn from them. Pre-and post-course quizzes, in combination with randomized quizzes after each lesson, enable students to assess their understanding of the concepts presented. E-mail support is provided. Any questions, concerns, or comments regarding the course content can be sent to an instructor via e-mail.

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## MDP176 – On-Line Capstone Project

### Course description

The Capstone Project is a simulation of a real-world project. Students who enroll in the Capstone Project are required to create a viable project plan by applying proven project management skills and techniques acquired through training and work experience.

Students are given a choice of several project scenarios on which to base their project plan. Project plan components are submitted to an instructor via e-mail for initial assessment and feedback. Students are given the opportunity to update and modify the components based on instructor feedback prior to submitting a final project plan as a complete, assembled entity.

### Prerequisites

Completion of other online or instructor-led courses towards the Project Management Online Certificate. This project is the last required course toward completing your Project Management Online Certificate.

### What you will achieve

- The final deliverable is a complete project plan comprised of the following components:
  - Executive Summary
  - Project Charter
  - Project Scope Statement
  - Communications Plan
  - Work Breakdown Structure
  - Activity Duration Estimates
  - Resources and Resource Matrix
  - Status Report
  - Project Network Diagram
  - Project Schedule
  - Time-Phased Budget
  - Risk Response Plan
  - Change Control Documents
  - Quality Plan

### What you will learn

- Students will be provided with the necessary templates to complete the project. This project will function as a real-life project. The instructor will take on the role of an internal stakeholder on the project, providing change requests, reallocating resources, changing budget requirements, etc. - - all the issues that commonly affect projects.

Throughout the project, e-mail support will be provided by the instructor. Questions, concerns, or comments regarding the project can be sent to an instructor via e-mail.