

Certificate of Accomplishment in Project Management.



MORE INFORMATION

For further information on programs offered by the Graduate School, USDA, please contact:

Registrar
Graduate School, USDA
600 Maryland Avenue SW, Suite 120
Washington, DC 20024-2520

Phone (888) 744-4723
Fax (866) 329-4723

For information on programs customized to your organization, e-mail client_relations@grad.usda.gov.

www.grad.usda.gov

If you require information about this program, activity or facility in a language other than English (or in Braille, large print, audiotape, etc.), contact the registrar of the Graduate School, USDA at (888) 744-4723.



The Graduate School offers several options for the development of trained project managers, including preparation for the Project Management Professional (PMP®) examination. Our classroom-based certificate program consists of an introductory course (either Project Management or Project Management for IT: Application and Integration), five intermediate courses and one elective. All introductory and intermediate courses are fully compliant with the Project Management Institute's *Project Management Body of Knowledge (PMBOK®) Guide*, 3rd Edition, which covers all related best practices. You have three years to complete the program. For a list of electives, information on all our project management programs or to register, visit: www.grad.usda.gov/projects.



600 Maryland Avenue SW
Suite 270
Washington, DC 20024-2520

058B-06

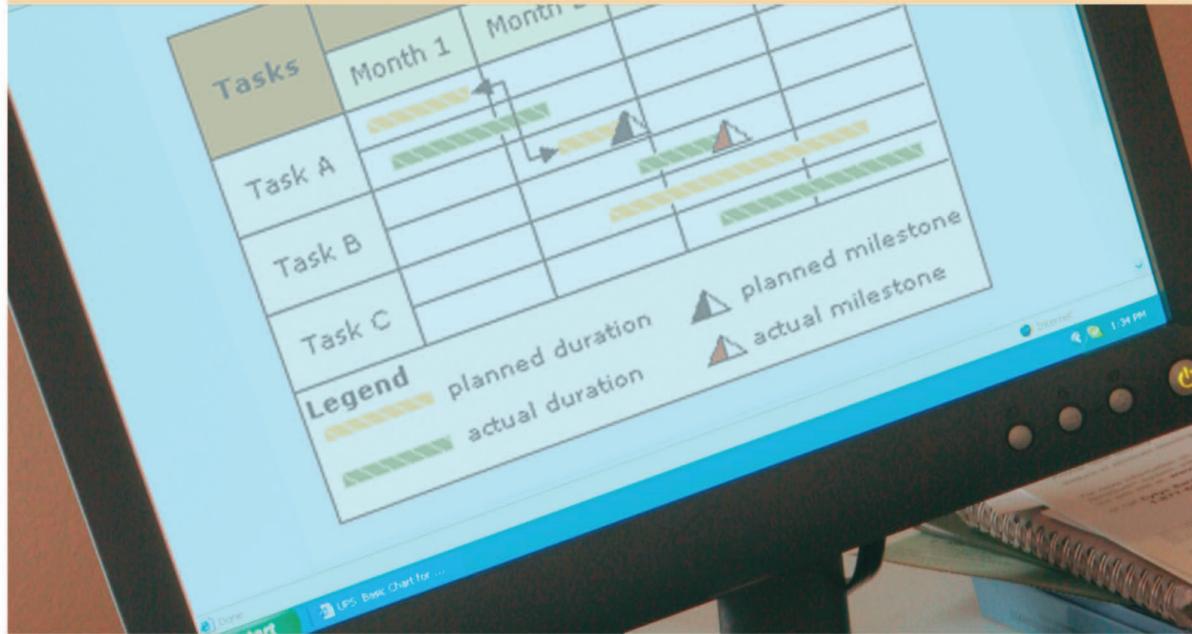
Change Service Requested

Non-Profit
Organization
US POSTAGE
PAID
Permit Number
4297
Rockville MD

Certificate of Accomplishment in PROJECT MANAGEMENT

Including New Offerings for FY07!





INTERMEDIATE COURSES

(SELECT FIVE)

PROJECT TIME MANAGEMENT

PROJ8291D | 1.4 CEU | 14 PDU | TUITION \$845

“On time” and “within budget” are two of the most frequently heard refrains in the project management business. Time and cost management form the basic foundation of the discipline of project management. In Project Time Management you learn about the identification, elaboration, planning and management of the project schedule. Based on the Project Management Institute’s *Project Management Body of Knowledge (PMBOK®) Guide* and current industry best practices, this course takes you through the development of project schedules and the requisite planning elements.

PROJECT COST MANAGEMENT

PROJ8292D | 1.4 CEU | 14 PDU | TUITION \$845

The first step in successfully managing a project’s costs is to have a budget that realistically reflects the costs for executing the project. Project Cost Management addresses the identification, elaboration, planning, development and management of the project budget. Using best practices you learn how to develop a project cost estimate, a budget and the budget baseline. In addition, you practice the preparation of a spending profile that supports variance analysis and corrective action using earned value management (EVM). You gain an effective skill set for developing and controlling the project budget baseline.

PROJECT RISK MANAGEMENT

PROJ8293D | 1.4 CEU | 14 PDU | TUITION \$845

To achieve project success in today’s fast-paced, resource-scarce environments, you must possess the ability to assess, manage and interact with inherent and unforeseen project risks. You learn to uncover, communicate and develop successful strategies to transform project risks into project opportunities. You learn about all six of the Project Management Institute risk management processes, with emphasis

on developing the risk register. You practice risk management techniques to gain practical knowledge that can be applied to current projects.

PROJECT COMMUNICATIONS MANAGEMENT

PROJ8294D | 1.4 CEU | 14 PDU | TUITION \$845

Communications management is one of the essential functions that can dramatically affect the outcome of a project. Project managers must create and effectively use a communication plan that performs two principal functions: collect the right data and disseminate appropriate information in a timely manner. To do this effectively, project teams must identify the appropriate audiences, develop appropriate communication media, establish a communication schedule, and manage the flow of information in and out of the project team. You learn the tools and techniques that project teams can use to build an effective communications plan.

PROJECT QUALITY MANAGEMENT

PROJ8296D | 1.4 CEU | 14 PDU | TUITION \$845

Most organizations recognize that both customer satisfaction and their success hinge on the effective implementation of quality concepts, tools and techniques. Project Quality Management prepares you to be a positive force in using best practice techniques to help ensure project and organizational success. You learn about the three Project Management Institute quality management processes to enhance project success.

PROJECT SCOPE MANAGEMENT

PROJ8299D | 1.4 CEU | 14 PDU | TUITION \$845

Defining the scope of a project is one of the most challenging tasks in project management. The importance of working with stakeholders to ensure the project meets their expectations cannot be overemphasized. You learn about the identification, elaboration, planning and management of project scope, including selected processes from the Project Management Institute integration and scope knowledge areas.

ONE ELECTIVE IS TO BE SELECTED FROM THE INTERMEDIATE COURSES, ONE OF THE FOLLOWING COURSES, OR OTHER ELECTIVES SHOWN AT WWW.GRAD.USDA.GOV/PROJECTS.

PREPARING FOR THE PMP EXAM

PROJ8295D | 1.4 CEU | 14 PDU | TUITION \$845

Establish your credential as a Project Management Professional (PMP®) by taking the PMP® certification exam offered by the Project Management Institute. You identify your personal strengths and weaknesses regarding mastery of the five process groups and nine knowledge areas of the *Project Management Body of Knowledge (PMBOK®) Guide*, and develop a personal study program to prepare yourself for success on the examination.

MICROSOFT PROJECT 2003

PROJ7980T | 1.8 CEU | TUITION \$995

This three-day course is designed for individuals who wish to improve their ability to manage tasks and task-related resources, timelines and costs. You learn to use this application’s tools to better organize work and people, ensuring that projects are delivered on time and within budget. Methods for controlling and updating progress, tracking schedule and resource changes, and creating reports will be demonstrated.

The following course is recommended for experienced project managers who have not had recent training or are preparing for the PMP exam and want a concentrated, yet comprehensive, course that provides the required contact hours for the PMP® certification.

PROJECT MANAGEMENT FAST TRACK

PROJ8300D | 3.5 CEU | 35 PDU | TUITION \$1,645

Your ability to effectively define, manage and measure a project’s requirements, scope, on-time delivery and success is crucial in helping you gain approval for resources. This hands-on course is aligned with the Project Management Institute’s (PMI) *Project Management Body of Knowledge (PMBOK®) Guide*



and covers all the knowledge areas and processes of project management necessary to plan and execute successful projects. You are prepared for the PMP® certification examination and receive the 35 hours of project management training required to take the examination.

The following course is available for on-site delivery only.

EARNED VALUE MANAGEMENT

PROJ8297D | 1.2 CEU | 14 PDU

Earned value analysis is the most effective method for measuring project performance. This two-day program will cover techniques and best practices in applying earned value on projects. You learn about the required elements of a project plan that makes doing earned value analysis possible. Earned value terminology and calculations will be described in detail. Suggestions on how to set up a project for easy use of earned value analysis and how to monitor project performance using earned value data will be presented.

INTRODUCTORY COURSES

(SELECT ONE)

PROJECT MANAGEMENT

PGMT7005D | 2.4 CEU | 24 PDU | TUITION \$895

Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles. Whether managing an office move, implementing a new accounting system or launching a special program initiative, this course gives you the crucial skills for success.

PROJECT MANAGEMENT FOR IT: APPLICATION AND INTEGRATION

PROJ7602T | 2.4 CEU | TUITION \$1,365

This four-day course is designed to provide a practical, industry/DoD-standard approach to managing project implementations of IT initiatives. The course describes the project management knowledge areas, specific activities performed by a project manager under each area, and the tools and techniques to be applied in specific management situations. The class is a hands-on, case study-based endeavor. Practical examples of project planning concepts, scope and resource management, cost and schedule development, risk and change management, and use of earned-value analysis for project control are central to this course.