

# Applied Project Management Online Certificate

Learn valuable, highly-practical, and transferable skills...

- using your project
- on your schedule
- at your desk
- for your career

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in association with



## WHAT WILL I STUDY?

The purpose of this program is to provide you with practical and professional skills in all aspects of project management. There are six courses including the integration project. All courses are compulsory and they may be completed uninterrupted in 14 weeks, or over several terms up to a maximum of two years.

The courses are designed to be taken in sequence to give you the opportunity to progressively work through the entire life cycle of a project, from initiation to closeout. The program finishes up with a practical integration project. This final project provides an opportunity to demonstrate competency by consolidating the skills developed throughout the program.

### Project Initiation and Charter Development

Learn the terminology, processes and approach to formal project management. At the end of this course you will be able to:

- identify project requirements
- establish effective project objectives
- define a project manager's responsibilities
- create a project charter

### Project Planning, Scheduling and Budgeting

Develop valuable project planning skills by creating a comprehensive project plan. At the end of this course you will be able to:

- document project deliverables accurately
- breakdown work to a manageable level
- estimate task and resource needs
- develop a realistic and optimized schedule
- create a comprehensive project budget
- plan proactively to manage project risks
- use advanced features of Microsoft Project and other tools

### Project Execution and Control

Learn to perform and control projects efficiently and effectively. At the end of this course you will be able to:

- track project tasks
- evaluate project performance accurately
- take corrective actions to recover variances
- control changes with informed decision-making
- manage project contracts and procurement

### Project Leadership and Communications

Develop essential leadership and communication skills to manage project teams. At the end of this course you will be able to:

- control project information creation, distribution and storage
- manage stakeholder expectations proactively
- lead and motivate project teams
- identify and manage types of power

### Project Closeout and Continuous Improvement

Learn to closeout a completed project or phase and how to implement continuous improvement for future projects. At the end of this course you will be able to:

- complete administrative and financial closure
- transfer the project to operations
- capture lessons learned
- improve project management for future projects

### Applied Project Management Integration Project

Apply the various concepts, skills, and experiences from all of the previous courses to a comprehensive, integrated project. This is the final course in the program and it includes the final exam.

## COURSE SEQUENCE

### Project Initiation and Charter Development

(1 week)

### Project Planning, Scheduling and Budgeting

(5 weeks)

### Project Execution and Control

(3 weeks)

### Project Leadership and Communications

(2 weeks)

### Project Closing and Continuous Improvement

(1 week)

### Applied Project Management Integration Project

(2 weeks)

## HOW MUCH WORK IS INVOLVED?

The program is designed to be approximately six hours per week of study plus six to eight hours per week to complete the practical assignments. These are average numbers based on feedback from hundreds of students who have taken the program, but each student's experience will be different depending on their prior experience, their efficiency with the tools, and their time constraints.

## WHO IS THIS PROGRAM FOR?

This program was created for anyone who is interested in learning to manage projects better. You do not have to be in a project management position, but many of our students are working as project managers, supervisors, or project coordinators. It helps if you have experience working on projects in some capacity so you can put the learning in context, but it does not matter what industry you work in.

Past participants have come from very diverse backgrounds. They have included people with no experience managing projects, to people with more than 30 years experience managing large, multi-year projects. Some participants have little formal education, while others have advanced degrees and their PMP® credential already. One thing is common between all of the students: they all state that they learned a lot from this program.

## HOW WILL THIS PREPARE ME FOR MY PMP®?

The PMP® credential requires education, project management experience, training, and an exam. This program provides more than twice the required training, and all of the content aligns with the most current version of the *PMBOK® Guide*. We also provide guidance on studying for the exam.

## WHAT ARE THE PREREQUISITES?

The courses in the program must be taken in sequence, even if you intend to spread them out over several terms, so you must have completed the previous course in the sequence before you can take the subsequent course. Other than that, you must have a reasonable level of computer literacy, and you must have sufficient proficiency in English to communicate your learning in your assignments.

## WHY IS THIS PROGRAM BETTER THAN OTHERS?

Many other project management programs are designed for technical audiences, and they give students a generic case study to work on with a team. Sometimes working on an assignment as a team means that students only learn their part of the assignment instead of all the skills; and working on a case study may not be applicable to your field or industry.

In our program, you choose your own project to work on, and you complete individual assignments. This means you will learn all of the skills, not just part of them; and it will be using a familiar project rather than an unrelated case study.

## HOW DOES ONLINE LEARNING WORK?

The online learning in our program is called asynchronous, which means that you do not need to be online at the same time as the instructors or other participants. The courses are accessible from anywhere with an internet connection, and past students have studied from all over the world - one student even studied from a camp in the middle of the Amazon jungle. You can study at a time and place that is convenient for you and your schedule.

The courses are divided into modules that follow a weekly schedule. Each week you will learn a module or two, and complete a practical assignment to apply the skills learned that week. This helps you pace your progress through the courses to ensure that you are able to learn without falling behind.

The content of each module includes readings, online videos, samples, templates, exercises, and an assignment to help you learn the techniques, see how they are applied to a sample project, and then practice using the skills with a project of your own.

Our program also uses a wide variety of tools, like discussion forums, blogs, wikis, group activities, and email, to increase the collaboration between you, the other participants, and the instructor. The instructors are also available by appointment for consultation by phone or online chat. You can feel confident that you will be guided through the learning process as much or as little as you prefer.

## HOW IS THIS PROGRAM RECOGNIZED?

We are a Global Registered Education Provider (R.E.P.) with the Project Management Institute (PMI®), which means that the program has been reviewed annually and it is current to the rigorous standards of the leading international professional association for project management. You can be assured that you will learn the most up-to-date skills of project management. Also, past students have received credit for this program towards undergraduate and graduate degrees through prior learning assessment, but the final decision on credit award is always up to the granting institution.

## HOW WILL I BE ASSESSED?

You will receive a letter grade for each course in the program. All marks are awarded based on completion of written assignments in each course. The final course in the program consists of an integration project and a final exam, which covers all of the material learned in the program.

## WHO ARE THE INSTRUCTORS?

All courses are taught by working professionals with over 20 years experience in management and teaching. All of the instructors hold the Project Management Professional® (PMP®) credential, and have managed projects in a wide variety of industries, so you will receive real-world instruction that is focused on your learning needs.

There are two instructors assigned to each term, and these instructors stay with the cohort for the term, so you will receive consistent feedback throughout the courses, and you and your instructors will get to know each other.

## HOW LONG HAS THE PROGRAM BEEN AROUND?

This program has been delivered for over seven years to several hundred students. It is reviewed after each term, and continuously updated with the most current information. You can feel confident that you'll be getting training that is high quality and proven.

## WHAT MATERIAL WILL I NEED?

The program uses several resources to help you learn practical project management skills. When you enroll, you will receive detailed instructions on what is required, but you can expect that you will need:

- A computer with internet access and a current browser
- Windows Operating System (Mac users can create a virtual PC on their Mac using software like Parallels)
- Microsoft Word and Excel
- Microsoft Project (only works with Windows)
- Textbook

## WHERE CAN I SEE A SAMPLE OF THE COURSES?

Go to: <http://moodle.appliedmanagement.com>  
Click the button "Login as a guest" and under the Guest category, click on the AMC Sample Course. Within this sample course, you can click on any of the links to see examples of various features that you'll find in the courses.

## WHAT DO STUDENTS SAY ABOUT THE PROGRAM?

*"I just wanted to say what a great program you have. I have learned a lot in these past several weeks. The support and guidance offered by the Applied Project Management Program was exactly what every project manager should have. This program has supported my development from both a project management and a personal perspective, providing me with the information, tools, and confidence to thrive in today's dynamic business environment. Also, with your very cost-effective program, I was able to pass the PMP® exam on the first try. I am truly grateful to have participated in this program."*

**Richard Cui, PhD, PMP, Senior Researcher**

*"The course environment is both challenging and stimulating. I regularly apply the knowledge and skills I learned in this rigorous and practical program. I'd recommend the program to anyone wanting to truly prepare themselves for the non-sugar-coated reality of project management."*

**Malcolm McKinnon, MBA, Vice President and COO**

*"I took the program in 2006. As a result of this training, I achieved a promotion and significant increase to my salary."*

**Janice Milnerwood, PMP, Senior Project Manager**

*"Taking this program was a critical move in my professional career and a must for anyone wanting to be a cut above the competition!"*

**Riz Rafiq, PMP, Project Director, PMO**

*"The program not only gave us the information, but challenged us to learn it and use it in real project scenarios. Great program!"*

**Alexis Applin, Senior Project Manager**

Course	Cost	Length	Winter 2014	Spring 2014
Project Initiation and Charter Development	\$392.08	1 week	Jan. 4 to 9	April 12 to 17
Project Planning, Scheduling and Budgeting	\$1,960.40	5 weeks	Jan. 11 to Feb. 13	April 19 to May 22
Project Execution and Control	\$1,176.24	3 weeks	Feb. 15 to Mar. 6	May 24 to June 12
Project Leadership and Communications	\$784.16	2 weeks	Mar. 8 to 20	June 14 to 26
Project Closing and Continuous Improvement	\$392.08	1 week	Mar. 22 to 27	June 28 to July 3
Applied Project Management Integration Project	\$889.44	2 weeks	Mar. 29 to April 10	July 5 to 17
<b>Total*</b>	<b>\$5,594.40</b>	<b>14 weeks</b>	<b>Jan. 4 to April 10</b>	<b>April 12 to July 17</b>

\*Textbook and software additional (approx. \$300)

REGISTER TODAY: 705-722-1511  
FOR INFO: 705-728-1968, ext. 1643

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