



UCIRVINE | EXTENSION

Business and Management

Project Management Certificate Program

Accelerate Your Career



**Project
Management
Institute**

®
CHARTER MEMBER
REP#1043

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Education Provider
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Institute, Inc.

extension.uci.edu/pm

Improve Your Career Options with a Professional Certificate



In today's competitive business environment, leaders are appointed based on credentials and experience. To stay ahead of the competition, advance your career and increase your earning potential, enroll in one of University of California, Irvine Extension's professional certificate programs. Convenient and affordable, UC Irvine Extension makes it easy to learn on your own time, in your own way. Courses are designed to ensure you gain mastery of a particular topic, and instructors are highly qualified leaders in their professions.

UC Irvine Extension is the only continuing education provider in Orange County that represents the University of California. A certificate bearing the UC seal signifies a well-known, uncompromising standard of academic excellence.



Project Management Certificate Program

UC Irvine Extension is a Charter Global Registered Education Provider of the Project Management Institute, the governing body that sets the standards for excellence in the project management profession. Most project managers start with training in the technology of their projects, but frequently lack an understanding of the managerial function necessary to manage projects. With industry leaders as instructors, UC Irvine Extension's Project Management Certificate Program teaches students how to apply fundamental project management principles, theories and practices, including the concepts described in the most recent edition of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

The program offers an organized sequence of courses that will provide preparation in the practice of professional project management. Required courses cover the body of knowledge helpful in preparing for the Project Management Professional (PMP)® exam. Elective courses further develop skills in the area of process improvement, scheduling using Microsoft Project, rapid product development, and cost management.

Who Should Enroll

This program benefits project managers from all industries who want to prepare for the PMP® exam, project team members who want to advance their skills to become project managers, and those who want to make a career transition into project management. Upon completing the program, graduates will meet the educational requirements to sit for the PMP® exam. Education credits in this certificate are not only valid as professional development units, but are also transferable toward applicable degrees at our partner universities.

Certificate Requirements

To receive the Project Management Certificate, you must complete **six required courses and two elective courses** each with a grade of "C" or better for a minimum of 175 hours of instruction. These requirements must be fulfilled within five years after the student enrolls in his/her first course. Certificate

candidates should apply for the Certificate Program before completing the third class in which he/she enrolls.

After you have completed all requirements, you may request to receive your official certificate by completing the **Request for Certificate Form** (available online) and returning it to our offices as noted on the form.

Accelerated Classroom Format

In addition to the classroom or online formats, participants may take courses in the accelerated format. Our accelerated format gives you the same comprehensive and in-depth course of study as the traditional format. However, the concentrated course schedule expedites your learning experience, enabling you to achieve your educational, professional and organizational goals in as few as 9 months.

Transfer Credit

This program qualifies for degree credit at our partner universities. Visit extension.uci.edu/partners for information.

On-Site Training

Bring this program to your workplace. Through Corporate Training, we can deliver this program or customize one that fits your company's specific needs.

Visit extension.uci.edu/corporate or call (949) 824-1847 for information.

For more information:

Vonessa Low
Program Representative

(949) 824-7774

lowv@uci.edu



Program Benefits

1. Apply fundamental project management principles, theories, and practices, including the basic concepts described in the most current version of the Project Management Institute's *PMBOK® Guide*.
2. Use project management tools and techniques that are effective in initiating, planning, executing, monitoring, controlling, and closing a project.
3. Identify characteristics of high performance teams and ways to manage stakeholder expectations.
4. Select appropriate techniques to communicate effectively with team members and other stakeholders.
5. Meet the education requirement to become a PMP® credential holder and prepare to take the PMP® exam.
6. Earn continuing education credits for professional certifications (PMI® REP number 1043).

Program Fees

The following is only an estimate of program costs for those who choose one format. **Students may take courses in more than one format.** Your total cost may vary substantially depending on the specific courses you choose. Actual fees may differ from the estimate below. Fees are subject to change without prior notice.

	CLASSROOM	ONLINE	ACCELERATED
Course Fees (6 required & 2 electives)	\$5860	\$5860	\$5960
Candidacy Fee	\$125	\$125	\$125
Textbooks	\$800	\$800	\$800
Parking	\$136*	\$0	\$222**
Total Estimated Cost	\$6921	\$6785	\$7067

*Based on 4 quarters of enrollment.

**Based on 3 quarters of enrollment. Students choosing the accelerated format can choose between single daily permits or a quarterly day permit. Daytime parking permits (7am-10pm) may be used for evening courses as well, if they decide to take accelerated and classroom format(s) in one quarter. All parking fees are subject to change.

Advisory Committee

- **Diana Adler**, Technical Specialist/Scientist, Management and Supervisory Development, Nuclear Training Division
- **Patricia Alexander**, MBA, PMP, Manager, Business Processes, Beckman Coulter
- **Kenneth W. Binnings**, EDD, M.B.A., PMP
- **Timothy Covington**, M.S., PMP, Senior Manager – Engineering, the Boeing Company
- **Susan Embry-Busch**, Director, IT Effectiveness, Avery Dennison
- **Quentin Fleming**, M.S., Author and Management Consultant, Fleming Management Consultancy
- **Steven D. Hall**, PMP, Sr. Project Manager, Abbott Vascular
- **Stephen June**, M.B.A., PMP, Senior Business Systems Analyst, JPMorgan Chase
- **Adrienne Keane**, PMP, MAPP, Talent Operations Manager, Cisco Systems, Inc.
- **Leroy Lambright**, PMP, CSQA, Director, Engineering Quality Assurance, L3 Communications/IEC
- **Kristine Hayes Munson**, IT Risk and Compliance Manager, VP, State Street
- **Karen Nguyen**, Systems & Program Manager, Kia Motors America
- **Janice Preston**, PMP, CPA, Core Performance Concepts, Inc.
- **Tony Roberts**, M.S., PMP, VP, Program Management, Masimo Corporation
- **Stan K. VanBibber**, PMP, SCPM, AVP, Enterprise Project Management
- **Marty Wartenberg**, M.B.A., P.E., Business Consulting & Training, ZB Global Design Center
- **Julie Wilson**, ACS, CEPM, FLMI, PMP, IBM
- **Deborah Wright Henley**, M.B.A., Manager, Project Management – IT Solutions, Northrop Grumman Corporation

Curriculum



Required Courses (6)

Introduction to Project Management Principles and Practices

MGMT X442.28 (2.5 units)

Project management has been proven to be the most effective method of delivering products within cost, schedule, and resource constraints. Gain a working knowledge of the basics of project management that can be instantly applied to any project. This course will provide the skills to ensure your projects deliver on time and on budget. Learn to define and manage scope via the elicitation of requirements and the creation of a detailed work breakdown structure, create a defensible and realistic project schedule and budget, develop and manage the project team, identify and manage risks, and understand the project procurement processes. *Prerequisite: None*

Management, Leadership and Team Building in the Project Environment

MGMT X474.9 (3 units)

The success of projects is dependent upon people and how effectively they work and communicate with one another. You will reflect upon your role as a manager/leader within a project management framework. Explore concepts of human behavior, motivation, problem solving, decision-making, influence, conflict management, and organization structure. Build skills in recognizing and managing project stakeholders, communications, team development, and working with virtual team members, via presentations, case studies, readings, essays, and discussions. *Prerequisite: MGMT X442.28*

Project Procurement Management: Contracting, Subcontracting, Teaming

MGMT X478.7 (2 units)

Procurement management has become a vital project management skill, as organizations increasingly outsource all but their core competencies. Understand the scope of procurement management in the contemporary project management environment and the role and responsibility of the procurement manager. Learn to establish project scope, develop a procurement management plan, select the proper contract type, define strategic teaming agreements, evaluate and select suppliers, and track supplier performance. *Prerequisite: Mgmt X442.28*

Project Risk Management

MGMT X474.1 (2.5 units)

Project success is achieved by project managers and teams skilled in coping with project risks. Making good decisions and using proven processes requires both training and experience. Gain in-depth practice applying subjective and quantitative methods to an actual project

situation. Learn from peers through risk analysis exercises, case studies, and persuasive presentations. Discover how to recognize, assess, and respond to project risks in an appropriate, cost effective manner in order to make better decisions. *Prerequisite: Mgmt X442.28*

Earned Value Project Management

MGMT X474.7 (2 units)

Earned value is a technique for defining and establishing project scope, schedule and cost in order to align with executive management expectations. Learn to use the earned value method to establish a realistic project baseline, calculate a range of estimates-at-completion (EAC), and apply effective methods for keeping your project budget and schedule on target. Develop the strategies to effectively monitor, measure, and control costs and schedule. Set project standards and metrics to measure project success and forecast results. Hands-on exercises in this course will demonstrate how earned value can be used on any project of any size. *Prerequisite: Mgmt X442.28*

↓ OR

Project Monitoring and Control

MGMT X452.39 (2 units)

This course demonstrates the essential project monitoring and project control techniques necessary for a project manager to measure and adjust project scope within the Performance Measurement Baseline (PMB) or costs. During the project execution phase, project managers often encounter situations that demand immediate project decisions or corrective actions. Through the output and analysis of a variety of project monitoring and control techniques, the project manager can be equipped to make quick and sound project decisions which will aid their project(s) and the enterprise. *Prerequisite: Mgmt X442.28*

Project Management Practicum & Project Simulation

MGMT X472.83 (2.5 units)

This hands-on capstone course lets you put into practice the five project process groups and the nine knowledge areas that are outlined in the Project Management Body of Knowledge Guide (*PMBOK® Guide*). Participants will simulate a project based on one of two case studies. The project will require students to create a complete project plan under typical business constraints. Project managers are expected to team successfully with their classmates and to perform a variety of tasks typically required of project managers on the job. *Prerequisite: Completion of 3 courses: Mgmt X442.28 Intro to Project Management, Mgmt X474.9 Management, Leadership & Team Building and one of the following: Mgmt X474.1 Project Risk Management OR Mgmt X452.39 Project Control & Monitoring. If students do not meet the prerequisites, they may register with instructor's consent.*

Curriculum



Elective Courses (Choose 2)

Project Cost Management

MGMT X442.29 (2.5 units)

No organization has unlimited time, money, or resources. For that reason, cost management can be used to evaluate the benefits and expenses of the project in relation to other potential projects before a selection is made. Learn to evaluate and analyze the financial viability and non-financial issues. Review basic financial terms and concepts that influence project selection decisions and understand all aspects of project planning. Discover how to prepare a cost estimate and budget in addition to considering ways how to monitor and control cost and manage changes to the cost baseline. *Prerequisite: Mgmt X442.28*

Systems Engineering for Project Managers

MGMT X472.85 (2.5 units)

Learn the benefits of combining traditional project management with a systems approach for an improved product development cycle focused on customer needs and reduced overall costs. Ensure steady progress toward a project's technical objectives through efficient use of financial and human resources, and timely completion of the project. In this effective system all components interact harmoniously —encouraging systematic and repeatable planning, design, and implementation throughout. Specific systems engineering, process and management topics will be reviewed.

Project Management Using MS Project 2007

MGMT X474.24 (1.5 units)

Learn the skills needed to enhance the outcomes of managing projects. Gain knowledge of the fundamentals of project scheduling and the key area of knowledge for planning projects using Microsoft Project 2007 (Windows). This course will emphasize the importance of defining the total project with the use of a Work Breakdown Structure (WBS); then formally issuing and controlling the project with the use of a Project Master Schedule (PMS). *Prerequisite: None*

Advanced Project Management Techniques Using MS Project 2007

MGMT X474.27 (2.5 units)

Gain advanced skills and knowledge in building and managing complex projects using Microsoft Project 2007 (Windows). Review scheduling techniques and methods used to support Critical Path Method, the performance of Risk Analysis, and for the management of multiple projects in an integrated team environment. Learn to identify and resolve common problems, use methods for debugging

the schedule, and develop custom reports. Study and apply techniques for the use of Earned Value method of performance measurement, tracking the progress of projects, resource loading methods, and advanced techniques for budget development. *Recommended Prerequisite: Mgmt X474.24*

Advanced PMBOK® Guide Applications (PMP® Exam Preparation)

MGMT X474.48 (2.5 units)

Review the nine knowledge areas in the PMBOK® Guide and the key concepts in Professional Responsibility. Prepare to pass the PMP® Examination with a focus on understanding how to integrate the detailed project management processes. To measure your preparedness for the exam, this course will provide exercises, practice questions, practice exams, and practical tips from Project Management Professionals®. The content of this course is fully compliant and aligns with the Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Fourth Edition. *Prerequisite: Minimum of 35 hours of project management instruction, 4,500 hours of project management experience with a bachelors degree, or 7,500 hours without a bachelors degree.*

Managing Business Process Improvement Projects

MGMT X474.10 (2.5 units)

Learn how the structured approach of business process improvement (BPI) can be performed at all levels in an organization. Through a series of training activities, you will learn how to select, design, sell, implement, and institutionalize the changes necessary for effective BPI. Determine the process flow of a project, evaluate ineffective use of time, and change the process for improved effectiveness. In addition, collaborate on a class project that will allow for application of techniques to an organization's processes and procedures. *Prerequisite: None*

Management of Multiple Projects

MGMT X478.6 (2.5 units)

Managing multiple projects typically presents unique challenges compared to the management of one large project. Build on your existing skills in the areas of scope, time, cost, risk, human resources, leadership and teambuilding through a combination of lecture and team-based learning exercises. Learn to select the most effective strategies and responses for multiple, small independent projects, portfolios, or large programs. Individual and group exercises will explore scheduling techniques and honing in on an assessment of project environments through stakeholder analysis. An adaptable multi-project simulation will also reinforce the benefits of cooperation for mutual gain. *Prerequisite: Mgmt X442.28*



Managing Project Stakeholder Risks

MGMT X474.28 (1.5 units)

Discover methods for significantly reducing risks that arise from poor communications by applying risk management techniques to stakeholder management. Rather than handling communications and risk management as separate processes, each producing separate outputs in the project plan, learn to integrate them for more effective communications that can improve a project manager's ability to manage key stakeholder risks.

Project Scheduling Concepts and Techniques

MGMT X472.63 (2 units)

Gain the necessary concepts and techniques for project managers to develop sound basic scheduling skills. A good schedule helps project managers to establish realistic goals to meet project objectives, enhance credibility, and better manage the clients' expectations. Project managers must deliver results, meet requirements, and keep to agreed-upon time and cost constraints in order to ensure the success of their projects. A high priority should be placed on skills for project estimating and scheduling, as well as negotiation and prioritization, in order to meet competitive demands and support other business objectives. Learn to identify and use common scheduling and estimating terms and their correct definitions, and apply a wide range of scheduling techniques as referenced in the PMBOK® Guide, and other accepted sources.

Project Management Tool Box

MGMT X442.31 (2.5 units)

This project management boot camp will examine the basics of putting together a well-defined, planned, and executed project. The goal is to deliver on-time and on-budget, while meeting customer expectations. Learn the basic components of project management and the project lifecycle: project definition; practical and collaborative methods for creating a successful project charter or initiation document; building and managing a project team; performing risk analysis; and project closure. Explore how to develop and lead high performance teams. If you have never managed a project before, this class will give you an introduction and provide tools that you can use for your next project.

Managing Quality in the Project Environment

MGMT X442.23 (2.5 units)

In today's competitive environment, high quality is not an option — it is absolutely required as the price of entry to compete in the global marketplace. Management in all industries are requiring that quality be an integral part of the project planning process and as a result, the traditional project manager now has to assume responsibility for the development and results of the project related quality programs. This course focuses on the key issues related to managing project quality. During this course, you will learn how the issue of quality is related to all aspects of your project from planning through implementation, and finally, the completion phase.

Project Management for Professional Services

MGMT X442.32 (2.5 units)

Project management improves the ability to plan, implement, and manage activities to accomplish specific organizational objectives. Adopting project management techniques can be a very effective approach for range of services within limited budgets including legal, financial, management and technical. Through this skills-based course a mixture of professional services case studies, small group exercises and lecture will teach professionals the skills they need to exceed client expectations for efficient and effective services work.

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