COURSE SYLLABUS

FPM 131: Fundamentals of Project and Program Management Course (Self-Paced)

The FAC-P/PM Entry-Level certification provides a strong foundation in managing federal projects across acquisition, contracting, financial, and leadership disciplines. Designed for those with at least one year of project management experience within the last five years, it equips participants to plan, execute, and support projects that align with agency missions and federal standards.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/fpm-131-fundamentals-of-project-and-program-management-course-self-paced



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Course Outline

Module 1: Introduction & Course Overview

- Course Introduction
- Course Objectives
- Certification Path
- Project Management Review

Module 2: The Integrated Project Team (IPT)

- Review the role of the Integrated Project Team (IPT).
- Participant in an IPT role-playing exercise.
- Review the importance of project management leadership and planning activities.
- Develop a Team Operating Agreement (IPT Charter).

Module 3: Justifying the Solution

- Review major documents, activities, and responsibilities of the Concept Definition Phase.
- Conduct a Business Case Analysis.
  - Capability gaps
  - High level requirements
  - Analysis of Alternatives (AoA)
- Develop a business case.

Module 4: Developing Requirements

- Review major documents, activities, and responsibilities of the Concept Planning Phase.
- Develop a Work Breakdown Structure (WBS) and a WBS Dictionary entry.
- Write detailed requirements from high-level requirements.

Module 5: Planning the Acquisition

- Explain how acquisition planning supports project objectives during the Concept Planning phase.
- Identify the purpose and key components of core acquisition artifacts, including the PWS, Source Selection Plan, IGCE, and QASP.
- Apply project planning outputs (requirements and WBS) to develop acquisition-ready documentation.
- Describe how best-value considerations inform source selection and contract oversight decisions.

Module 6: A Systems Engineering Approach

- Explain the role of systems engineering in supporting project and acquisition decision-making.
- Distinguish between system-level and item-level requirements and their implications for design and risk.
- Identify and assess technical risks using a structured risk register.
- Select appropriate risk response strategies and understand their impact on cost, schedule, and performance.
- Describe the purpose of developmental and operational testing in verifying and validating system performance.

Module 7: Monitoring and Measuring Performance

- Review the key documents, activities, and responsibilities of the Development and Implementation Phases.
- Review methodologies for monitoring and controlling projects, including development of project management plan and Earned Value Management (EVM).
- Demonstrate that project baseline equals schedule baseline plus cost baseline and scope baseline.

Module 8: Course Summary and Post-Test

- Course recap
- Post-test review
- Next steps
- Certification pathways
- Recommendations