COURSE SYLLABUS

FAC-P/PM Entry Level Certificate Program

The Entry Level FAC-P/PM certificate provides federal professionals with essential knowledge of the project and program management life cycle, contracting fundamentals, cost and financial principles, and leadership skills required in the acquisition environment. This program builds the foundation needed to contribute effectively to federal projects, PMOs, and Integrated Project Teams.

> 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/certificates/fpm-entry-level-certificate-program



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Course Outline

This package includes these courses

- FPM 131: Fundamentals of Project and Program Management Course (32 Hours)
- FPM 132: Fundamentals of Contracting Course (24 Hours)
- FPM 133: Fundamentals of Business, Cost, and Financial Management Course (24 Hours)
- FPM 134: Fundamentals of Leading Projects and Programs Course (16 Hours)

Attend the AI for Project Management class for free as part of this certificate. Choose your date after you register for the program.

AI for Project Management Course

FPM 131: Fundamentals of Project and Program Management Course

This course provides a comprehensive introduction to managing federal projects within the acquisition environment. Participants learn how projects align with agency missions and regulations, explore the roles and responsibilities of program and project managers, and gain an understanding of key technical and management disciplines such as requirements development, systems engineering, and test and evaluation. The course emphasizes translating stakeholder needs into measurable requirements and applying life-cycle thinking to ensure systems are effective, sustainable, and compliant with federal standards.

- Examine project/program performance in terms of budget, schedule, and scope.
- Integrate multiple roles and responsibilities as invested resources to make project/program decisions.
- Justify project/program management decisions as part of problem-solving exercises.

- Develop elements of key project/program management deliverables to plan a program or project throughout its life cycle.
- Define the process for developing program specification requirements and performance work statements that define the project, addressing roles and missions.
- Describe the source selection process, acquisition planning, market research, request for proposal (RFP), and evaluation of proposal and contract award.
- Connect principles of systems engineering to monitoring and controlling a project/program.
- Interpret information in case studies, real-world scenarios, and project summaries to address an organizational need.

FPM 132: Fundamentals of Contracting Course

This course is designed to help entry-level program and project managers understand and manage the federal contracting process from start to finish. Through instructor-led discussions and practical exercises, participants learn how the Federal Acquisition Regulation (FAR) and related policies support fairness, efficiency, and mission success while strengthening collaboration with Contracting Officers and acquisition specialists.

- Overview of the Federal Acquisition System, its purpose, structure, and key roles.
- Introduction to the Federal Acquisition Regulation (FAR) and its role in guiding federal procurement.
- Understanding and applying the three phases of the acquisition lifecycle: Acquisition Planning, Contract Formation, and Contract Performance & Administration.
- Development of acquisition planning documents, including market research and requirements strategies.
- Execution of contract formation activities such as solicitation, evaluation, source selection, and IGCE development.
- Monitoring contract performance, managing modifications, and supporting contract closeout with the Contracting Officer's Representative (COR).

FPM 133: Fundamentals of Business, Cost, and Financial Management Course

This course provides entry-level program and project managers with the financial and business management foundation needed to plan, justify, and monitor federal projects effectively. Through expert-led instruction and applied exercises, participants learn to develop defensible business cases, build credible cost estimates, and manage funds within the federal budgeting and appropriations framework.

- Overview of federal budgeting processes, appropriations, and their impact on project planning and execution.
- Development of business cases and cost estimates using recognized cost types and estimating methods.
- Application of the Work Breakdown Structure (WBS) as the foundation for estimating and performance tracking.
- Integration of total life-cycle cost considerations into planning and resource management.
- Use of Earned Value Management (EVM) and related metrics (CPI, SPI) to monitor cost, schedule, and performance.
- Techniques for analyzing financial data and making informed project management decisions.

FPM 134: Fundamentals of Leading Projects and Programs Course

This course is designed to help new federal project and program managers build the leadership and interpersonal skills needed to transition from individual contributor to effective team leader. Through instructor-led sessions and interactive exercises, participants learn how strong communication, ethical decision making, and team collaboration directly influence project success and organizational performance.

- Developing communication and collaboration skills to lead diverse project teams effectively.
- Applying techniques for influencing without authority and fostering accountability among team members.

- Building trust, motivating others, and maintaining customer focus in federal environments.
- Managing conflict and navigating organizational change to sustain team performance.
- Strengthening stakeholder relationships through transparency and ethical leadership practices.
- Assessing personal leadership strengths and creating actionable strategies for continued professional growth.