COURSE SYLLABUS

Project Management Certificate Program (Self-Paced)

Build essential project management skills through hands-on training in planning, execution, and communication.

> 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/project-management-certificate-program-self-paced



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Course Outline

This package includes these courses

- Project Management Essentials Course (Self-Paced) (12 Hours)
- Schedule, Finance & Resources Management Course (Self-Paced) (12 Hours)
- Scope, Quality & Risk Management Course (Self-Paced) (12 Hours)
- Project Leadership Course (Self-Paced) (6 Hours)
- Stakeholder & Communications Management Course (Self-Paced) (6 Hours)
- Introduction to Agile Project Management Course (Self-Paced) (6 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 (Self-Paced)

Project Management Essentials Course (Self-Paced)

Gain essential project management skills aligned with the Project Management Institute's PMBOK Guide. Through hands-on training, you will learn how to manage a project from start to finish using structured processes and professional standards.

- Create project charters, stakeholder analyses, scope statements, and risk registers.
- Develop accurate estimates and establish metrics for project performance.
- Apply tools for planning, execution, monitoring, and closeout phases.
- Understand how to manage change, communication, and project documentation.

Schedule, Finance & Resources Management Course (Self-Paced)

Master the techniques to create project schedules, estimate costs, and manage resources effectively. This course provides hands-on training in critical path analysis, earned value management, and stakeholder coordination.

- Summarize the structure of the PMBOK® Guide – Eighth Edition: principles, performance domains, focus areas, and processes.
- Describe how the Schedule, Finance, and Resources performance domains relate to one another across the project lifecycle.
- Turn project scope into an activity list and a precedence network diagram.
- Develop duration, cost, and resource estimates using analogous, parametric, bottom-up, and three-point techniques.
- Calculate the critical path (forward and backward pass) and finalize a project baseline.
- Apply earned value management (EVM) to forecast schedule and cost performance.
- Compress schedules (fast-tracking, crashing) and manage change through integrated change control.
- Recognize how these predictive techniques map to adaptive and hybrid approaches.

Scope, Quality & Risk Management Course (Self-Paced)

Learn to align project scope and quality with organizational goals while effectively managing risks throughout the project lifecycle. This course provides hands-on training in creating deliverables, analyzing risks, and ensuring quality standards.

- Understand the relationship between scope, quality, and risk management.
- Create deliverables like requirements statements, work breakdown structures, and risk registers.
- Plan and manage project scope and quality against measurable goals.
- Identify, analyze, and respond to project risks.
- Apply the PMI project management framework to real-world scenarios.
- Explore strategies for maintaining quality and mitigating risks post-planning.

Project Leadership Course (Self-Paced)

Build the leadership skills that move you beyond managing tasks to leading people, so your project teams stay motivated, aligned, and productive even under real budget and deadline pressure.

- Articulate the effects of leadership and project management on the success and failure of a project.
- Connect how key leadership competencies and models for a project leader can be applied to a project.
- Explain how project management and project leadership contribute to the success of a project.
- Describe how different leadership styles affect project teams.
- Explain how the project leader influences and motivates team members and their performance.

Stakeholder & Communications Management Course (Self-Paced)

This course teaches how to analyze stakeholder needs and develop communication strategies that build alignment. Participants learn planning tools, message framing, and delivery techniques suited to professional environments.

- Identify elements of the standard PMI project management framework (process map).
- Describe the relationship between project stakeholders and communications management processes throughout a project lifecycle.
- Create stakeholder and communications management deliverables, including a stakeholder register, communications plan, and stakeholder management strategy.

Introduction to Agile Project Management Course (Self-Paced)

This foundational self-paced workshop introduces Agile tools and methods through simulation exercises. Participants learn how to plan sprints, facilitate backlog refinement, and use Scrum frameworks to manage short-cycle projects in federal environments.

- Describe Agile methodologies, frameworks, and processes.
- Explain Agile best practices and benefits.
- Apply a scrum project management framework.