COURSE SYLLABUS

Project Management Certificate Program

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

> Group classes (Washington, DC) 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



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- Project Management Essentials Course (16 Hours)
- Schedule, Finance & Resources Management Course (16 Hours)
- Scope, Quality & Risk Management Course (16 Hours)
- Project Leadership Course (8 Hours)
- Stakeholder & Communications Management Course (8 Hours)
- Introduction to Agile Project Management Course (8 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

Project Management Essentials Course

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

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

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

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

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

This foundational one-day 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.