Adaptive Project Management

In this comprehensive course, you will learn how to initiate, plan, implement, adapt and close a project that meets the objectives and satisfies stakeholders. The online course will introduce the elements of the project management lifecycle. You will learn the techniques for the efficient management of a project using a phased approach. You will learn the concepts and techniques necessary for project management success.

In this course, an experienced Project Management Professional will teach you the same techniques that experienced project management professionals rely on every day. In addition, you will apply the fundamental models of reflective practice and learn to utilize the concepts of Monitoring, Adapting, and Continuous Improvement.

This course promotes and facilitates a collaborative learning approach in an online environment. Students participate in discussions as part of the assignments, and receive feedback from the course instructor. Students "learn by doing" through the class exercises while lecture points are reinforced with class discussions and videos.

The course is asynchronous; the instructor provides materials, lectures, tests, and assignments that can be accessed at any time. Students are given a timeframe during which they need to complete the assigned activities, participate in discussion forms, and submit their exercises in order to receive a grade.

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About this course

The course has duration of three weeks. Each week students will work on the activities and exercises required to meet the learning objectives. Participants require an average of one hour per day to complete the assigned activities. This course is specifically designed to focus on the practical application of project management concepts. Key topics of focus include overview of modern project management, developing a project plan and managing resources, monitoring progress, communicating to stakeholders, conducting effective meetings, updating project plans and managing project issues.

Audience

This is the perfect course for those new to the role of project manager and also for team members who want to develop their knowledge of project management terminology and procedures. Course participants include: team members, program managers, project supervisors and project managers wishing to increase their skills and knowledge to understand the tools and techniques to manage a project. Participants to our courses come from various parts of the world, and they bring a wealth of experience and knowledge that is shared in the course forums.

Objectives

Upon successful completion of the Adaptive Project Management online course participants will: Understand the concepts of project life cycle phases and project management process groups and how they are different. Describe the project cycle and the management techniques required to plan, implement, monitor and close a project successfully . Identify the key activities that must be managed to ensure project success. understand all the steps involved in managing a new project, from beginning to end.

Requirements

There are no requirements to take this course, although the students will benefit if they know the type of work that occurs in development organizations and development projects, or had some experience working on a project. Students should have a good internet connection, Adobe Reader in their computers as well as MS Office to work on the course assignments. Good connectivity is required to watch some of the online videos. As a convenience to our remote students you can download most of the course material to read offline.

Registration fees

The course fee is due before the start of the course; you can receive a 20% discount if payment is made one week before the course starts. On the registration page you can choose your preferred payment methods. We accept all major credit cards in a secure online payment system. We also accept payments via Western Unions or Money Gram. If you have any questions or require more instructions to send your payment please contact us at info@pm4dev Reference: eCourse FPM. We offer additional discounts for groups from development organizations.

Course Syllabus

Lesson 1 - Initiating Phase
The Project Charter
Analysis of Project Proposal
Project Support
Project Organization
Project Kick off

Lesson 2 - Planning Phase
Planning Approach
Development of Core Management Plans
Development of Support Management Plans
Development of M&E Plans
Plan integration

Lesson 3 - Implementation Phase
Team Development
Work Assignment Matrix
Procurement
Contract administration
Quality Assurance
Communicating with stakeholders

Lesson 4 - Monitoring Phase
Monitor Project Performance
Quality Control
Monitoring Risks
Team performance
Progress Reports
Change Control

Lesson 5 - Adapting Phase
Variance Analysis
Change requests
Develop proposal for changes
Adapt plans
Communicate changes
Reflective Practice

Lesson 6 - Closing Phase
Project Evaluation
Final Reports
Closing Contracts

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Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees**. The course fee is **USD150** and is due before the start of the course, you can receive a **20% discount** if payment is made one week before the start of the course
- **Group Discounts**: For groups or organizations that want to register 5 or more students we offer an additional 10% discount.
- **Access**. You will have access to the online course a couple of days before the start of the course to prepare and get familiar with the site
- **Course Limit**: The course is limited to **20 students** per class.
- **Course Duration.** The course is three weeks long and requires between 30-40 hours to complete it.
- **Materials**. Course materials are available for download from the online course module page to allow for printing and review.
- **Evaluation**. It is required that participants complete the course evaluation after they take the final exam.
- **Course Credit.** This course provides **35 PDUs** (Professional Development Units)* or 35 contact hours.

Certificate

Students that successfully complete the course will receive a completion certificate. The certificate is a demonstration that you have learned the concepts and techniques of managing a project cycle ; it is a valuable credential for your professional growth.

Upon receiving your certificate, you will join a growing number of people who are building their competencies to increase their skills and knowledge to improve the quality of the projects they manage. The certificate is delivered worldwide via First Class airmail at no extra cost.

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Course Feedback

Over the last year we have received very good feedback from students of this online course, here is a small sample:

"This course was easy to follow and comprehend and truly bulks up your toolbox for each stage of project management. It has inspired me to move into a stronger PM role with my career."

Whitney Bradford, USA

"The significance of this course is that it demonstrates 'what' tools and techniques to use 'when' in the project management process cycle. I strongly recommend this course to professionals who wish to gain a basic understanding on project management."

David Teaabo, Pacific Islands Forum Secretariat, Kiribati

"I appreciate the kind words of encouragement and your out of the box (practical) tutelage. The process has encouraged me to consider taking additional courses to qualify me for the (CDPM). Once again thanks for your advance insight."

Sam Goldd-Wolobah, USA

"I liked the course. It was very practical. The presentations were not overwhelming, but rather clear and easy to follow. The content and the course materials were pertinent, relevant and grasped the essential. The instructor was very committed, and the class very interactive. We were able to learn from each other, monitored by each other like being in a real-life classroom. In less than one month, I was able to master all the six phases in developing project management. With the knowledge acquired. Now I feel better prepared to carry out my job tasks."

Jean Ronald Jocelyn, Hope for Haiti, Haiti

"I appreciated you for the excellent online course that runs over past three weeks I really enjoyed the course I am sure that your guidance and the resources you have provided me will help me a lot I recommend this course to others who interested."

Fartoun Ali, Somalia

"Adaptive project management has made me understand all the secret behind managing project using phase approached. I would never regret being part of this exciting and knowledge enriching course. I have managed several projects for many years, but undertaking project management course with PM4DEV I know the real approach to project management".

Ibrahim Turay, Health Poverty Action, Sierra Leone.

Certification Program

This course is part of the PM4DEV Certification Program. The Certified Development Project Manager (CDPM®) is a certification program designed to increase the capabilities of staff working in development organizations and NGOs worldwide. The CDPM® certification confirms that the participants have acquired the knowledge on the use of processes, methods, techniques, and tools necessary for the effective management of development projects.

The PM4DEV certificate program provides you with a comprehensive training in development project management. To earn the certificate, you will select and complete two core courses and select elective courses that best meet your individual learning objectives. You may also register for one or more individual courses if you are interested in specific topics in project management or want to learn a new skill.

Certification Levels:

Participants who successfully complete the requirements will receive the Certificate in Development Project Management from PM4DEV.

CDPM Level I Three Courses Total credit hours 105 hrs. (10 CEUs)
- FPM - Fundamentals of Project Management
- EPM - Effective Project Management
- One elective course

CDPM Level II Four Courses Total credit hours 140 hrs. (14 CEUs)
- APM - Adaptive Project Management
- LPM - Leadership in Project Management
- Two elective courses

CDPM Level III Five Courses Total credit hours 175 hrs. (17 CEUs)
- OPM - Organizational Project Management
- MPM - Mastering Project Management
- Three elective courses

In 2013, PM4DEV became a Registered Education Provider (R.E.P.), approved by the Project Management Institute (PMI)®, to issue professional development units (PDU's) for its project management training courses.

Our instructors are experienced trainers and project managers who are PMP® certified. Our comprehensive courses in project management theory, fundamentals, principles and practices are designed around industry best practices and based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®).

We are confident in our ability to provide comprehensive, practical courses that will enable you to further your project management education.