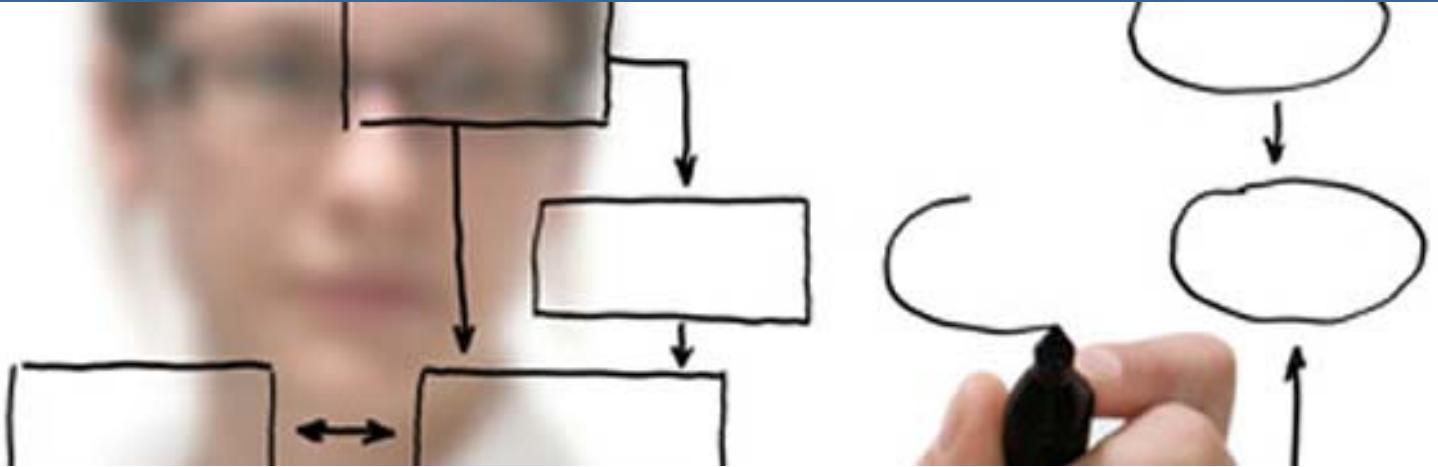# Effective Project Management

Modern project management has been proven to be the most effective method of delivering results within cost, schedule, and resource constraints. In this his course you will learn the management processes required to deliver consistent results in a development project. While development projects are similar in some ways to other types of projects, they pose unique challenges for the managers and organizations that undertake them. This course will give you a complete understanding of the most common processes, tools, techniques, and best practices that are necessary to manage development projects. This course will teach you the process management skill required to balance the project constraints. You will gain a strong working knowledge on the nine processes of project management and be able to immediately use that knowledge to successfully improve your management competency.

This online course promotes and facilitates the collaborative learning approach in online courses. Students will participate in discussions as part of the assignments and receive feedback from the course instructor. The instructor provides materials, lectures, tests, and assignments that can be accessed at any time. Students "learn by doing" through the class exercises while lecture points are reinforced with class discussions and videos and "hands-on" integrated exercises, which lead students through the project management processes.

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

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. The course is based on the third edition of the textbook Effective Project Management.

Effective Project Management

About this course

This is an advanced level course that will give you the skills to ensure your projects are completed on time and on budget while satisfying the needs of stakeholders. The course is three weeks long and is based on the third edition of the textbook Effective Project Management. You will need an average of one hour per day to complete the required activities such as lectures, forum participation and case study exercises. Participants will use a case study to practice some of the tools and methods, will participate in engaging online conversations, and will learn from the experience of development professionals from around the world. During the course you will receive a constant guidance from the instructor.

Audience

This course is designed for those who want to start a career in development project management, including seasoned professionals wishing to upgrade their skills and knowledge. This is an ideal course for team members, managers of project managers and students of project management who want to learn the modern practices of project management. If you are a project manager this course will give you an opportunity to explore new techniques and learn best practices from the latest research on project management. 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 completion of this course, attendees will be able to: Understand the nine process areas of project management. Use a step-by-step process to manage projects. Apply best practices to plan a project using a proven four-step process. Understand the key activities that must be managed to ensure project success. You will learn a number of techniques for completing projects on time, within the estimated budget, and delivering promised results. Understand the characteristics of a project and its process deliverables. Understanding of projects, project leadership, project management and/ or related experience is a recommended requirement.

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. A copy of the textbook will be available in pdf format

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 EPM. We offer additional discounts for groups from development organizations.

Effective Project Management

Course Syllabus

Lesson 1 Introduction
Development Project Management
Definition of Project Management
Project Management Constraints
Project Management Challenges
Project Management Processes

Lesson 2 Scope Management
Defining Project Scope
Assigning Scope of Work
Verifying the Work
Adapting the Scope

Lesson 3 Schedule Management
Defining the Schedule
Publish The Schedule
Monitor the Schedule
Update the Schedule

Lesson 4 Budget Management
Estimating the Budget
Executing the Budget
Budget Control
Budget Updates
Stakeholder Management Improvement

Lesson 5 Quality Management
Quality Standards
Quality Assurance
Quality Control
Quality Improvement

Lesson 6 Team Management
Team Identification
Team Building
Team Performance
Team Improvement

Lesson 7 Stakeholder Management
Stakeholder Analysis
Stakeholder Engagement
Stakeholder Management Evaluation
Stakeholder Management Improvement
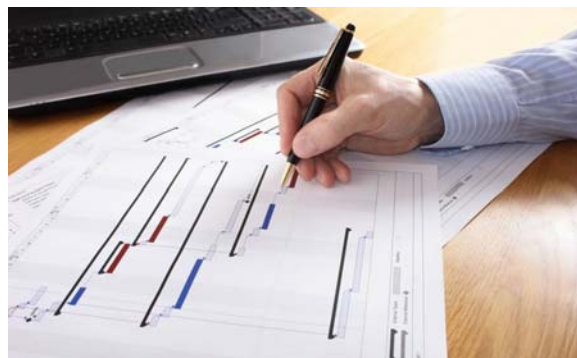
Lesson 8 Information Management
Information Planning
Management of Information Processes
Information Management Checks and Controls
Information Management Improvements

Lesson 9 Risk Management
Risk Planning
Risk Monitoring
Risk Response
Risk Management Improvement

Lesson 10 Contract Management
Contract Planning
Contract Administration
Contract Monitoring
Contract Modifications

Effective Project Management

Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees**. The course fee is **USD175** 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 20% 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 core principles of Effective Project Management; 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.

Course Feedback

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

"Project management is always very entailing and a number of times as a project manager, you find yourself making mistakes or assumptions not because you want to but because of inadequate knowledge. Having gone through this course, I have gained some understanding on the core project management processes which have raised my confidence levels in managing complex projects from the onset to closure. This is really a worthwhile investment."

Ronald Kubasu, Kenya

"EPM course is relevant. The course provides the tools and techniques that help me improve effectively my capacity in PM. The dynamic of the posts and exercises are very practical. "

Kokou Amouzu, Togo

"PM4DEV's course in Effective Project Management was really just what I needed to boost my skills and efficiency as a PM, and the fact that it's specific to international development projects was key, in that I could start applying some of the strategies immediately. Whether you've been at it for years or are just starting out, I highly recommend this course for anyone whose assignments include Project Management!"

Virginia Williams, USA

"I learnt a lot in particular the way to really have control on the nine Project management processes which will determine the success and meet the donor, beneficiaries, and the other stakeholders' expectations. I understand that, all processes supposed to be interactive, how every element in those processes is very important, how they are cross-linking one another and why Project Manager should to be aware on in order to achieve the real results and reach the project goals. My big and interesting discovery, which I confirmed through my field experiences, is the amount of time (average 80%) the PM spends on communication without realizing."

Myriam Valme Joseph, Haiti

"I have acquired so muck knowledge and understanding about project management process. The experience of my tutor and classmates was so enriching and worth emulating. I appreciate being part of this course to a very large extent."

Ibrahim Turay, 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.