

## Project Management Information sheet

Umpqua Community College Community & Workforce Training Department is now offering innovative, modern project management training for Douglas County and beyond.



If you have questions after reading this informational sheet please call our office at (541) 440-4668.

### What is project management and what do project managers do?

A project is a specific, time-bound activity that has defined objectives and goals. Within a project, the time-span is specific and finite, the final outcomes are planned, and there is a set budget.

A Project Manager is a professional that possesses the skills and aptitudes to execute project deliverables within a set of parameters. This differs from daily “management,” which is ongoing, and not necessarily tied to specific outcomes. Project Managers need to have specific skill sets that make them uniquely qualified for managing time-bound, budgeted projects, as well as technical skills and understanding of their industry.

Project Management is a growing field, globally, 2.2 million additional Project Managers will be needed by 2027.

### Project Management Classes Offered at UCC

There are seven (7) skills-based training classes offered, detailed below. If you are only interested in one topic, you can take only that class. If you are working toward a career change, we suggest taking all 7 classes through the UCC PM Training Certificate.

Seven class series.

The PM Training Certificate offered at Umpqua is awarded through Umpqua Community College and the State of Oregon, and is not to be confused with the Project Management Institute’s Project Manager Professional® Certification. Although this class series will develop your project management skills and may count toward PMP® hours requirements, the certificate conferred is not a PMI PMP®. [Learn more about PMI’s Certification Process](#)

### UCC Project Management Training Certificate Course of Study

There are 7 classes total in the UCC PM Training Certificate. If all 7 classes are passed, the student will receive a Training Certificate from Umpqua Community College/The State of Oregon. UCC PM Training Certificate cohorts begin in fall and spring terms, and the 7-class certificate is completed in fewer than 6 months. Students can take each class one at a time, or can enroll in the UCC PM Certificate Cohort and save 17%. See below for a breakdown.

#### Foundations of Project Management

TOPICS: Overview of PM tools and techniques; project charter, schedule, risk closing

#### Project Requirements and Procurement

Topics: collecting and managing requirements, procurement planning, contract types/documents,

#### Project Risk Management

Topics: planning, identifying, analyzing, and responding to risk, contingency management

## Project Management Information sheet

### Project Management Cost Management

Topics: earned value, project budgeting and control, estimating

### Project Leadership Essentials

TOPICS: people skills, managing stakeholders, communication, leadership, organizational alignment

### Project Quality and Control

TOPICS: quality planning, control quality, assurance, performance control and metrics, change control, configuration management

### Project Management Simulation (Capstone)

Topics: project execution life cycle, monitoring and controlling essentials, team collaborations, problem solving, MS Project

**Total if taken individually \$2295**

**Discount for enrolling in the Certificate Program \$1899**

*(partial refunds are not available if enrolled in the UCC PM Training Certificate)*

## Virtual Instructor Led Trainings

All LCC Continuing Education Project Management classes are offered virtually, and are instructor led (VILT, Virtual Instructor Led Training). This method of delivery is flexible for the modern professional. This means you will log into a live class at the same time each week.

For the best experience in a virtual classroom, you will need a laptop, notebook, or PC with:

- A solid, reliable WIFI connection
- a webcam,
- a built in microphone, and
- speakers

You may also use a headset with a microphone function instead of built-in speakers and mic.

[Learn more about taking a class virtually](#) using Adobe Connect, from our PM Instructor, Jim O'Donnell.

## Resources

[Project Management Institute Certification Process](#)

[Willamette Valley PMI Chapter](#)

[PMI Portland Chapter](#)



# Project Management Information sheet

## Full Course Descriptions

### Foundations of Project Management

Foundations of Project Management Introduces attendees to the essentials of project management. It approaches project management from the standpoint of managing a single, stand-alone project that is small to medium in size. The course takes attendees through the project life cycle in the same sequence they would face when managing a real project in the workplace. Topics covered include the product and project life cycles, including initiation, planning, executing, controlling, and closing. Subject areas addressed include the project charter, creating a WBS, Network Diagramming, finalizing the project plan, scope management, stakeholder identification, cost management, scheduling and schedule management, and change control.

### Project Requirements and Procurement

Successfully collecting and managing requirements has been recognized as a key success factor in many projects. If requirements are not effectively captured, the probability of meeting customer and stakeholder expectations in a project is very low. This course introduces attendees to the key concepts, methodologies and best practices of collecting and managing project requirements. Additionally, the project activities associated with procurement are also covered: procurement planning, contract selection, source selection, procurement documents and procurement execution and control. Key topics addressed include the process for collecting and analyzing requirements, defining scope through effective WBS practices, procurement planning, execution and contract control. Terminology, processes and definitions, where appropriate follow the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide)

### Project Risk Management

Projects today are tending towards ever-increasing levels of uncertainty, complexity and ambiguity. This environment requires new and more sophisticated approaches and techniques for management of these efforts. This course addresses the various approaches, philosophies and techniques for effective management of project risk and complexity. Key topics addressed include the processes and techniques for risk planning, risk identification, analysis, response planning and control. Additional topics covered include the definition, identification and categorization of complexity, historical approaches to complex projects, a framework for managing projects in various complexity regimes, managing project sponsorship, stakeholder analysis and communication and techniques for managing large, high uncertainty and "edge of chaos" projects. Terminology, processes and definitions, where appropriate follow the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide).

### Project Management Cost Management

Competition around precious organizational resources and funding means that project managers need to be ever-cognizant of the importance of efficiently managing and spending organization's funds. Effective project cost control allows for more effective utilization of these resources and also establishes accountability and justification of project financial needs. This course covers the basics of project estimating, budgeting, financial justification and cost control for projects. Key topics addressed include the processes and techniques for cost management planning, estimating, budgeting and control. Another key topic is earned value management, a technique commonly employed on larger projects to track progress and performance. Terminology, processes and definitions, where appropriate follow the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide).

### Project Leadership Essentials

Project leadership involves the understanding and alignment to organizational strategy and vision. This course will discuss the strategic planning process at both the organizational and project level. In today's matrix and cross-functional environments, project managers and team members often face the challenge of gaining commitment and cooperation of individuals outside their authority. You will gain knowledge about your own influencing style and how to improve your influence skills, especially in situations where you have no positional authority. You may also be required to frequently cooperate and communicate across functions, distance and cultures. Core skills for accomplishing this, and all

## Project Management Information sheet

the other topics, will be taught with case studies, exercises and discussion. Terminology, processes and definitions, where appropriate follow the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide). This is a virtual class. Within 5 days of registration, you will receive an email from the instructor containing links to the virtual classroom. You will need a stable internet connection, and will log in at the same time each week, and receive live instruction.

### Project Quality and Control

This course introduces attendees to the key concepts, methodologies and best practices of project management quality and control. It approaches project management from the standpoint of managing a single, standalone project that is small to medium in size. The course takes attendees through the quality planning, quality control, quality assurance, execution and controlling processes and uses group exercises as a hands-on approach to reinforcing the key concepts. Key topics covered include quality planning, quality control, quality assurance, performance control, establishing project metrics, change control and configuration management. Terminology, processes and definitions, where appropriate follow the Project Management Institute's (PMI®) Guide to the Project Management Body of Knowledge (PMBOK® Guide).

### Project Management Simulation (Capstone)

Prerequisite: All 6 of the PM courses. Finish your Project Management Certificate by engaging in a real-time simulated project, often working with other students, and guided by a seasoned project management professional. From project origination to completion, you'll have the opportunity to apply all of the skills and techniques you've learned throughout the program, including leadership, risk and cost management, quality control, and more. Learning Outcomes Collaborate on the creation, management, and execution of a complex project. Apply all of the skills you've learned throughout the certificate program. Receive guidance and coaching on how to handle challenging project elements, Gain confidence in your project management skills by managing a mock project from beginning to end