



SYLLABUS: CERTIFIED PROJECT MANAGEMENT SPECIALIST (CPMS) – CRN 40224

Program Coordinator: Logan Gelzer
Exam Dates: First Wednesday of Each Month
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Time: Self-Paced Program
Location: 100% Online
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LEARNING OBJECTIVES OF THE CPMS:

- Students will learn the role of projects and project management in the overall success of their enterprise.
- Students will learn how to identify different types of project stakeholders and the importance each plays in successful project management:
 - Students will learn what a project manager is and isn't responsible for.
 - Students will learn the importance of executive sponsorship in projects.
 - Students will learn how to select and recruit the right project team.
- Students will learn how to integrate and balance business goals with project goals.
- Students will learn different project management models from traditional project management to extreme project management.
- Students will learn different cost and time estimating techniques.
- Students will learn how to measure project success.
- Students will learn when to stop a project.
- Students will learn how to plan, execute, monitor and close projects.
- Students will develop key ingredients of a successful project plan:
 - Students will select an appropriate project management model for the class project.
 - Students will develop a communication plan for the class project.
 - Students will develop a risk plan for the class project.
 - Students will develop a Work Breakdown Structure for the class project.

PROGRAM REQUIREMENTS:

Self-Management: The Certified Project Management Specialist (CPMS) is a self-study certification program. We greatly want to see you succeed, but your success depends on and directly corresponds to the amount of effort and time you put into learning the material.

Strategic Project completion: The strategic project for the CPMS course is laid out in the study guide. This project is worth 50% of the CPMS grade and must be received completed before you can schedule your examination date.

Time-Management: Being that the CPMS is a self-study program, it is your responsibility to make time to read the required texts, to ask questions as they arise, and to keep in mind your examination date.

Examination: Examinations are offered annually on January 10th, April 10th, July 10th, and October 10th. After registering for the CPMS, you can schedule your examination date by submitting your completed strategic project (aforementioned) and your preferred exam date.

Please note that your exam date request must be received at least 3 weeks before the exam date. For example, if you would like to sit for the January 10th exam, we need to receive your request and completed project no later than December 20th. You can send your completed project and date request to the email address above.

PREREQUISITES: We require one year of work experience before candidates are accepted into the CPMS program.

REQUIRED TEXTS:

1. Wysocki, R.K. (2009) *Effective Project Management: Traditional, Agile, Extreme* (5th edition). Indianapolis, Indiana: Wiley Publishing, Inc.
2. Harvard Business Review (2005). *Harvard Business Review on Managing Projects*. Boston, Massachusetts: Harvard Business School Publishing.

REQUIRED TOOLS: Internet access and an Internet browser with which to take the online exam and to view the program videos. Internet Explorer and Firefox work best, though most browsers should suffice.

CPMS GRADE BREAKDOWN:

Strategic Project: (100 pts) – Instructions provided in the CPMS Study Guide.

Exam: (100 pts)

- 80 multiple choice/true-false questions (80%)
- 2 short-essay questions worth (20%)

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For more information and to register for this self-paced project management training and certification program, please visit our website at:

<http://businesstraining.com/Project-Management-Certification.html>