



THE EXECUTIVE CERTIFICATE IN PROJECT MANAGEMENT

A Customized On-Site Program *For:*





TABLE OF CONTENTS

PROGRAM DETAILS: 4
PROGRAM INCLUSIONS: 9
PROGRAM COLLABORATION: 10
ADMINISTRATION: 11
INSTRUCTOR(S): 12
FEES: 13

CLIENT The City of Ft. Lauderdale, Engineering Division

CONTACT(S)

Pedram Zohrevand, Ph.D., P.E.,
Assistant City Engineer
City of Fort Lauderdale
Office: 954-828-6134
Mobile: 305-904-7609
Email: PZohrevand@fortlauderdale.gov

S. Nicole Archie,
Organizational Development and Training Coordinator
City of Fort Lauderdale
Office: 954-828-5309
Email: NArchie@fortlauderdale.gov

PROGRAM DETAILS:

PROGRAM: The Executive Certificate in Project Management

PROGRAM LENGTH: 84 hours; 4 months

PROGRAM TIME: ½ day, twice-weekly sessions (a.m. / p.m.)

PROGRAM DATES: To be mutually agreed upon between FAU Executive Education and The City of Ft. Lauderdale, Engineering Division.

PROGRAM LOCATION: Program may be conducted at the FAU Boca Raton Campus, Office Depot Center for Executive Education *OR* the FAU Davie Campus (pending dates and spatial availability), *OR* the City of Ft. Lauderdale.

PROGRAM FACILITIES: The FAU Instructor will require a projector, screen and ability to have her presentation pre-loaded prior to the session (s). In addition, whiteboard space is preferable.

CURRICULUM DESIGN:

The Executive Certificate in Project Management

The Executive Certificate in Project Management is designed to focus on the 5 basic process groups and 10 knowledge areas included in the *A Guide to the Project Management Body of Knowledge (PMBOK)*® and is supported by the Project Management Institute (PMI)® criteria. The program is designed for both new and practicing project managers.

The Executive Certificate in Project Management also includes an OPTIONAL comprehensive 3-day preparation course to prepare students for the Project Management Institute's (PMI)® Project Management Professional (CAPM)® and (PMP)® certification exams. *This 3-day session focuses preparation and practice techniques needed in order to pass the exam and is included within the scope of this program.*

This program provides an overview of project management concepts and principles using lecture, small group case studies and discussions. The complete program allows each team to develop a real project from concept to close-out emulating the project management life cycle. After completing the program, you will have learned to:

- Differentiate between projects and programs by identifying and contrasting characteristics of each;
- Link project goals and objectives to clear, compelling stakeholder needs;
- Recruit and manage high-performance teams;
- Identify and outline project scope;
- Create project charter, scope statement, work breakdown structure, project network, project schedule and project budget;
- Monitor project budget, schedule(time) and scope against project baselines;
- Identify, evaluate and manage project risks and develop risk management plans;
- Apply concepts such as critical path, schedule compression, crashing, slick/float, fast tracking, earned value management, and resource leveling to track project and keep its milestones on track;
- Develop project baselines and change control systems to manage changes throughout project life cycle;
- Identify key stakeholders and their impact on, as well as their roles in a typical project;
- Differentiate types of organizational structures and their impact on managing projects;
- Monitor and control quality throughout project life cycle;
- Close-out projects and capture lessons learned
- Learn how project management software assist with schedule, budget, and resource management;

This program covers the Project Management Institute's® (PMI)® 10 Knowledge Areas and

5 Process Groups, according to the *A Guide to the Project Management Body of Knowledge* (PMBOK Guide)®:

10 Knowledge Areas:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

5 Process Groups:

- Initiation
- Planning
- Execution
- Controlling
- Closing

An FAU **Executive Certificate in Project Management** will be awarded upon completion. The 3-day PMP® Exam Prep is optional, and is intended for students who wish to pursue PMP® certification as an addition to the Professional Certificate.

Instructional Method and Format

- Taught by a PMP®-credentialed instructor
- Highly interactive, in-class, instructor-led program
- Includes lectures, small group case studies and discussions
- Culminates in a final project which demonstrates participants' mastery of the material and methodology and allows each student to develop a real or simulated project from concept to closing, emulating the project management life cycle.

Attendance

To receive a certificate of completion and the requisite CEUs, participants must attend at least 80% of the program, cannot miss more than two (2) sessions, and must demonstrate mastery of the program content through a final project and presentation.

Make-Up Sessions

City of Ft. Lauderdale associates may re-sit up to two (2) missed modules during an existing FAU Executive Certificate in Project Management program campus for up to one year after commencement of the customized on-site course. City of Ft. Lauderdale associates will be responsible for covering the incidental on-campus fees associated with parking and catering.

COURSE MATERIALS:

- *A Guide to the Project Management Book of Knowledge (PMBOK)*® 5th Ed.
- Lecture Notes and Course Binder
- CAPM® /PMP® PREP Study Materials
- Access to an Online Database of 1,000+ sample exam questions
- Certificate of Completion



PROGRAM INCLUSIONS/ ATTENDEE:

- ✓ The Executive Certificate in Project Management Program Curriculum, customized to include references to City cases and Oracle software;
- ✓ Pre-development calls/meetings (up to 4) to research and integrate Oracle software and City business processes into the curriculum;
- ✓ 3-day CAPM® /PMP® PREP (Optional; City participants may attend the FAU open-enrollment session);
- ✓ Access to BlackBoard (virtual classroom) and class room recordings for up to 6 months post course completion;
- ✓ Course Materials:
 - *A Guide to the Project Management Book of Knowledge (PMBOK)® 5th Ed.*
 - Lecture Notes and Course Binder
 - CAPM® /PMP® PREP Study Materials
 - Access to an Online Database of 1,000+ sample exam questions
- ✓ Certificate of Completion and requisite CEUs/PDUs

PROGRAM COLLABORATION:



All Project Management and Six Sigma Certificate programs are offered by **Florida Atlantic University** in conjunction with **Key Performance, LLC**, a registered and accredited education provider.

Key Performance, LLC. (www.KeyPerformance.com) is a premier project management training company with offices in both the U.S. and Europe. Specializing in Project Management and Lean Six Sigma training for a wide range of industries and government agencies, all instructors are experts in the subjects they teach.

Both Florida Atlantic University's Executive Programs and Key Performance, LLC are accredited by the Project Management Institute® (www.pmi.org) as Registered Education Providers (R.E.P.).



All program courses will generate Continuing Education/Professional Development Units (CEU/PDU) credits that may be applied toward receiving and maintaining PMP® certification.

ADMINISTRATION:

Vegar Wiik,

Executive Director

Office of Executive Education

Florida Atlantic University

College of Business

Office Depot Center for Executive Education

777 Glades Rd, Bldg. 93, Ste. 201

Boca Raton, FL 33431

Office: 561-297-0351

Email: vwiik@fau.edu

Natalya I. Sabga,

Assoc. Director – Corporate Training

Office of Executive Education

Florida Atlantic University

College of Business

Office Depot Center for Executive Education

777 Glades Rd, Bldg. 93, Ste. 201

Boca Raton, FL 33431

Office: 561-789-5723

Email: nsabga@fau.edu

INSTRUCTOR(S):

Barbara Zimmerman, MSPM, BSIM, PMP® - has over 20 years of experience in the Information Technology industry with half of that in project management. As both a consultant and employee, she has obtained experience in the utilities, manufacturing, education, software development, and financial industries. As a trainer, she has delivered workshops in PMP® Exam Prep Certification, Project Management using Microsoft Project, and the Microsoft Office tools. Barbara has earned her Bachelor of Science degree in Industrial Management from Purdue University and a Master of Science degree in Project Management at George Washington University.

Other – TBD*

***FAU Executive Education reserves the right to modify instructors for this program. All instructors will be PMP® certified and come to FPL with at least 10 years of Project Management practical and consulting experience.**

FEES*:

| | |
|---------------------------|-----------------------|
| Flat Fee (Attendees 1-40) | \$64,000.00 |
| Attendees 41-44 (max.) | \$1,600.00 per person |
| Recording Fee | \$4,000.00 |

***Fees do not include incidental parking fees nor catering per person, if the program is held on the FAU campus.**

Terms & Conditions

i. Content

The City of Ft. Lauderdale and FAU's Office of Executive Education have agreed explicitly on content and direction of the program prior to agreement execution.

Should additional programming or changes to scope be discussed - The City of Ft. Lauderdale and FAU will mutually agree upon content, direction, and applicable fees for said future programming separately.

ii. Billing

Fifty percent (50%) of the total shall be invoiced at agreement execution and the balance shall be invoiced two (2) days prior to course commencement. All invoices are payable within forty-five (45) days of the invoice date.

iii. Cancellation

Should The City of Ft. Lauderdale cancel the program less than thirty days prior to commencement of the program, The City of Ft. Lauderdale will still be responsible for covering the costs of administration, instructional time and materials.

iv. Attendees

For the purposes of historical data tracking and pursuant to the rules and regulations for Continuing Education Unit (CEU) conferral, FAU Executive Education will request that The City of Ft. Lauderdale provide the following information for each of its attendees in the form of an Excel document:

Name, Physical Address, Email Address, Title

The City of Ft. Lauderdale

Signature _____

Title _____

Date _____

**Florida Atlantic University
Executive Education**

Signature _____

Title _____

Date _____