

# Project Professional Certification Program

## Course Descriptions

### Unit I - Week 1 - Project Management Essentials

#### Module 1: Finding Your Bearings as a Project Manager

If you would like to learn the basics of what it means to lead a project – without all the technical jargon – this course is for you. You'll learn some of the foundational concepts, such as what a project is and what you'll be responsible for, and things you'll need to understand before planning begins. You'll also learn where to go to access useful information and how to identify the different types of people who will have an interest in the project – its stakeholders.

#### Module 2: Getting the Big Picture by Defining the Project's Scope and Team

At the start of any project – before you plan the budget or create the schedule – you need to develop a clear vision of what you want to achieve and how you'll get there. That involves clarifying what stakeholders expect to see in the end, all the tasks that will need to be carried out, the resources you will need, and who will be doing the work. In this course, you will learn how to nail down all those big-picture details so that your project gets off on the right foot.

#### Module 3: Mastering the Details of a Project's Schedule and Budgeting

Once a project's scope has been clearly defined with all necessary tasks identified, it's time to get into more detailed estimating and planning. Drawing on all the information from the initiation phase, you must now define how much time and money will be required to meet objectives and complete the project. In this course, you will learn how to develop the schedule and cost baselines and use them to monitor and measure performance throughout the project.

## Module 4: Managing a Project to Minimize Risk and Maximize Quality

When starting a project, there are many things to consider. One key area is risk. You need to prepare ahead of time for all the things that could go wrong...or go right! Another key area is quality. How are you going to ensure that your product or service meets stakeholders' expectations? And then there's figuring out whether to do all the work in-house or outsource it to a third party. And how do you choose the vendors who will partner with you to minimize risk and maximize quality? This course will help you sort out all these considerations by explaining common methods and best practices related to managing risk, quality, and procurement.

## Unit II - Week 2 - Running Projects

### Module 1: Navigating through Changes and Conflicts in Projects

Of all the different types of skills and competencies a project manager uses, soft skills are the most important. The ability to communicate effectively with team members and negotiate between conflicting demands so stakeholders remain positive can mean the difference between success and failure. In this course, you'll learn how to handle it when someone requests a change to the project, how to create a plan for communicating with stakeholders, and approaches for dealing with conflicts that arise.

### Module 2: Planning Meetings Fit for Purpose

Have you ever sat through a meeting that you felt was a waste of your time? Maybe the meeting wasn't relevant to you or it was just poorly run. Perhaps it lacked a clear purpose. The root cause of ineffective meetings is almost always poor planning. Meetings are among the most expensive forms of communication in today's business environment, so it's essential to make the investment worthwhile. This course outlines a process for preparing for effective meetings. First, you'll learn how to clarify the purpose and objectives of a meeting. Second, you'll learn how to determine if the meeting is required, or if a meeting alternative can fulfill the objectives. Third, you'll learn how to choose the best participants. Fourth, you'll learn how to create the agenda. And fifth, you'll learn how to prepare yourself and your participants for a successful meeting. The next time you need to prepare a meeting, the methods introduced in this course will help you make the most of your and your participants' valuable time. You'll also learn how to effectively start a meeting.

### Module 3: Running Meetings in Better Directions

Have you ever attended a meeting that left you feeling frustrated? Perhaps the meeting was too long, unfocused, or dominated by arguments and disagreements. Not all meetings have to be like this. Meetings can be very productive; many issues can be resolved, and participants can feel grateful they attended. Whether it's a regular meeting or a task force meeting, the meeting

leader should open the meeting with appropriate information and in the right tone. An effective meeting leader encourages full participation from the group to ensure the objectives are reached within the allotted time. To close the meeting, the leader summarizes the decisions arrived at and follows up on the actions that need to be taken. This course covers the skills and lessons that will help you to fulfill the key responsibilities of a meeting leader at each stage of a business meeting.

## Unit III - Week 3 - Project Communication Skills

### Module 1: Clarity and Conciseness in Business Writing

Being clear and concise in business documents and messages isn't always easy. But it's essential in the workplace if you want what you write to be read. In this course, you'll explore techniques you can use to make your writing more clear. Specifically, you'll learn about the importance of using short and familiar words, appropriate connotations, concrete and specific language, and transitional words and phrases. You'll also explore tips for being more concise in your writing and best practices for organizing content.

### Module 2: Designing Effective PowerPoint Presentations

To be effective, a presentation has to capture your audience's attention and deliver a compelling message. In this course, you'll learn design principles for creating engaging presentations in PowerPoint 2016. You'll also learn how to ensure your message is clear and persuasive, and how to use sound, images, color, and styles to optimize the visual impact that a presentation has on your audience. This course is one of a series in the SkillSoft learning path that covers best practices when using PowerPoint 2016.

### Module 3: Choosing the Right Interpersonal Communication Method to Make Your Point

Today there are more communication methods than ever before. Choosing the right method for the situation can have a huge impact on how your method is received. The further you stray from communication methods that are rich in personal attributes, the more likely it will result in a one-way communication. In this course, you'll learn how to select the best communication methods to convey your intention and target your audience. By doing so, you improve the odds of getting your message across and leaving your audience feeling informed, enlightened, and engaged.

## Module 4: Enhance Written Communication & Business Writing

In today's fast-paced world, information is sent and received more rapidly than ever before. But how do you ensure that the messages you are sending are effective, acceptable, and will be taken seriously? The use of proper email etiquette is the cornerstone for ensuring your message gets across quickly, appropriately, and concisely.

This course covers the basic requirements for using e-mail to communicate effectively. Specifically, you will be introduced to tried-and-true guidelines for emailing effectively, fundamental elements every email should contain, and the importance of keeping emails concise. The course also covers the etiquette associated with using instant messaging programs as an extension of email.

## Unit IV - Week 4 - Organization for Project Management

### Module 1: Organize Your Physical and Digital Workspace

Removing the mess from your workspace and getting organized can significantly improve many aspects of your work day, including your ability to concentrate, achieve targets, and become more efficient. This course will help you increase your productivity by showing you how to organize and maintain both your physical and digital workspace. You'll learn how creating a clutter-free workspace and effective filing can improve your productivity. But it's not just your physical workspace that needs decluttering; this course will show you how to manage digital files, which is just as important. And once you've gotten your workspace under control, you'll learn how to maintain it.

## Module 2: Using the Calendar to Schedule Appointments, Events, and Tasks in Outlook 2016

The Microsoft Outlook 2016 calendar enables you to create events, appointments, and tasks, and schedule meetings. The calendar is fully integrated with the other components of Outlook 2016 and allows you to easily incorporate your contacts and e-mail functionality with the calendar. In this course, you will learn about navigating and using the calendar and creating events, appointments, and tasks. This course also covers how to add additional calendars, change the appearance of the calendar, and print the calendar and tasks.

## Module 3: Working with Tasks, Relationships, Constraints, and Milestones in Project 2016

Setting up a project using Project 2016 is a crucial step to project management success. In this course, you'll learn how to create and organize tasks, as well as form task relationships by linking and unlinking tasks. In addition, this course demonstrates how to import tasks, set lags, constraints, and milestones, as well as work with the Task Information dialog box. This course is one of a series in the SkillSoft learning path that covers Microsoft Project 2016 for beginners.

## Unit V - Week 5 - Excel for Project Management

### Module 1: Microsoft Excel 2016 Essentials: Charts, Tables, and Images

Using tables, charts, and images in Excel 2016, you can create attractive and well-organized representations of worksheet and workbook data. These elements can be easily inserted into your workbook and customized as necessary. In this course, you will learn how to effectively use and customize tables and charts in Excel 2016. You will also learn how to use headers and footers to add additional information to your work.

### Module 2: Microsoft Office 2016 Intermediate Excel: PivotTables and Advanced Charts

In Microsoft Excel 2016, PivotTables and PivotCharts let you dynamically reorganize and display your data. They can summarize huge amounts of data by category without the need to input complex formulas or spend long hours manually reorganizing your spreadsheet. You can choose and change what you want to summarize. In this course, you will also learn how to use advanced chart features like trendlines and dual axis charts.

## Unit VI - Week 6 - Visio Basics

## Module 1: Getting Started with Visio 2016

Microsoft Visio 2016 provides users with a variety of pre-configured diagram templates, stencils, and shapes that help to create quick and efficient diagrams. This course covers the Visio 2016 interface, exploring and navigating the interface and the various features it provides, including templates, shapes, and pages. The course also covers configuring page setup options, applying themes, backgrounds, and enabling tasks panes and other tools.

## Module 2: Creating and Managing Diagrams in Visio 2016

Visio 2016 allows you to create different types of diagrams using its wide range of formatting and design features. This course discusses and explores the various features and shows you how to add and modify shapes, use shape stencils, and insert and format text. This course also covers how to connect shapes and arrange shapes and objects in Visio 2016.