Take the next step in career advancement

Project Management Courses & Certificate Series

Georgia Tech Professional Education is a Project Management Institute Registered Education Provider
As innovation and competition in the marketplace accelerates, there is increased demand for project management. In this complex business environment, organizations look at project managers to carry out large scale projects on time and on budget. Project management is a core function in all industries and one of the most versatile career paths. Georgia Tech offers training options depending on your goal. You can enroll in the Georgia Tech Project Management Certificate Series or register for individual courses.

Training Benefits

- **For You**
  - Set yourself apart in this highly competitive marketplace
  - Develop strong leadership and communication skills
  - Learn to create an optimal project environment and build high performance teams
  - Design an effective project planning process and strategy
  - Manage projects to meet or exceed expectations
  - Implement best practices to overcome obstacles
  - Proven content and exercises
  - PMI Registered Education Provider

- **For Your Organization**
  - Overcome the triple constraints of scope, schedule and cost
  - Strengthen relations between project teams in your organization
  - Increase project visibility for shareholders
  - Prepare management staff with project management skills
  - Create a competitive advantage and improve risk assessment
  - Increase productivity, efficiency, quality and customer service
By 2020, 15.7 million new project management roles will be created globally across seven project-intensive industries.

Georgia Tech project management courses benefit project managers from all industries

Source: PMI Project Management Talent Gap Report, March 2013

at Georgia Tech

Who Should Attend

- Professionals responsible for completing projects on time and on budget, without sacrificing project quality
- Professionals preparing to transition into a new career in project management
- Non-project managers without formal training, charged with managing large, complex projects
- Seasoned project managers interested in refreshing their skills while earning PMI-Approved PDUs
- Project managers preparing for the PMP® certification exam

Organizations whose employees have previously participated in Georgia Tech Project Management Training:

- ARRIS
- Arthritis Foundation
- AT&T
- AutoTrader.com
- Bank of America Corp.
- Centers for Disease Control and Prevention
- Chick-fil-A
- CIBA Vision
- Cisco Systems
- Cooper Industries
- Cox Communications
- CSX Corporation
- Deloitte & Touche
- Emory Healthcare
- General Electric
- Genuine Parts Company
- Georgia Department of Labor
- Georgia Power Company
- Georgia-Pacific
- iHealth Technologies
- Kaiser Permanente
- Kimberly-Clark
- King & Spalding
- L-3 Communications
- Lockheed Martin Aeronautics
- Macy’s
- Make-A-Wish Foundation of America
- McKesson
- Navicare
- Northrop Grumman
- Philips Healthcare
- RaceTrac
- Rollins
- SAS
- Siemens Energy & Automation
- Southern Company
- The Coca Cola Company
- Towers Watson
- Turner Broadcasting System
- United Parcel Service
- US Department of the Air Force
- US Department of the Army
- Verizon Wireless
- WellStar Health System

I chose the Georgia Tech Project Management program for its acumen and reputation for being a step above. I wanted to improve my company’s project management processes and needed some in-depth knowledge to do so. The classes provided me instant insight on our shortfalls, and as a team we started immediately implementing our new standards. The instructors were first class, engaging, and practical. The stellar class interaction was a result of the professional environment. I highly recommend this course to anyone in the construction-building industry who wants to transform their company structure, or acquire the individual tools necessary to operate at a high level.

— Matt Rawlins, President
Rawlins Mechanical

This program has empowered me with tools, techniques, and a higher level of thinking around managing projects and leading people. Thanks to Georgia Tech’s Project Management program, I am thinking more strategically and doing things with more insight about the people that I work with in order to meet goals that improve overall results, provide quality service, and produce better products. I recommend the Georgia Tech Project Management program!

— Howard Dickens, Employee Development Specialist
Institute of Nuclear Power Operations
Learn the basics of project management to advance my career

Gain work experience and education
Review PMP® eligibility requirements at www.pmi.org

Attend the Georgia Tech Project Management Introduction course

Earn a Georgia Tech Project Management Certificate

Attend the Georgia Tech Project Management: Managing Risk and Procurements course*
Attend the Georgia Tech Project Management: Delivering the Triple Constraints course*
Attend the Georgia Tech Project Management: Communicating Within Teams course*
Attend the Georgia Tech Project Management: Case Study Workshop

*These courses may be taken in any order.

Become a certified Project Management Professional (PMP®)

Submit your PMP® application to PMI
Find more information at www.pmi.org

Attend the Georgia Tech PMP® Exam prep course

Pass the PMP® Certification Exam
Individual Courses

Georgia Tech delivers practical skills and knowledge that can be immediately applied on the job. Students have flexibility in registering for standalone courses offered as part of the Georgia Tech Project Management Certificate Series. At Georgia Tech, you will learn how to properly plan, manage and deliver projects that satisfy your stakeholders. Participants will be given credit for courses taken should they decide to obtain the Georgia Tech Project Management Certificate in the future.

This certificate requires the successful completion of the following courses:

- **Project Management Introduction:** Fundamentals to Successful Projects .................................. page 5
- **Project Management:** Managing Risk and Procurements ........................................ page 6
- **Project Management:** Communicating Within Teams .............................................. page 6
- **Project Management:** Delivering the Triple Constraints ........................................ page 6
- **Project Management:** Case Study Workshop .......................................................... page 7

Register online at pe.gatech.edu/pm.
After researching a number of project management training programs, I chose to pursue a PM certification program through Georgia Tech, because of their reputation as a world class educational institute and their valued reputation in the PM community. Also, the classes are competitively priced and conveniently located in Atlanta. The course schedule was well-structured with a mix of lectures, class discussions, and hands-on exercises led by knowledgeable and engaging instructors. Prior to my enrollment in the certificate program, I’ve heard from previous attendees that this program was a great training opportunity. Now speaking from first-hand experience, Georgia Tech’s PM certificate series definitely exceeded my expectations.

— Abe Kani, President eNovation Inc.

Project management skills are in demand for non-project managers. According to ComputerWorld, 40% of I.T. executives plan to hire specifically for PM skills and training in the next 12 months.

More than 12% (double-digit) growth in demand for project management professionals is expected between 2010 and 2020.

Source: PMI Project Management Talent Gap Report, March 2013

Project Management Introduction: Fundamentals to Successful Projects (COMP 6300P)

Familiarize yourself with the skills, knowledge and tools needed to effectively manage projects. This course serves as an introduction to all 10 knowledge areas of A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Fifth Edition, established by the Project Management Institute as the industry standard for project management instruction.

You will learn how to:
• Use management processes no matter where you are in your project
• Apply a process framework to even the most chaotic projects
• Develop a project charter and use the charter as a key political tool
• Accurately track and report project progress
• Identify, analyze, and prioritize strategies to mitigate project risks

What you will cover:
• Benefits of a structured approach
• Starting projects on the right foot
• Project planning
• Developing the Work Breakdown Structure
• Managing risks
• Developing an effective schedule
• Resource allocation
• Completing the plan
• Monitoring and controlling the project
• Taking corrective action
• Closing the project

According to ComputerWorld, 40% of I.T. executives plan to hire specifically for PM skills and training in the next 12 months.
Project Management: Managing Risk and Procurements (COMP 6310P)

Reduce risk exposure by using effective risk management and procurement practices. Identify threats and develop a strategy by quantifying and prioritizing project risks. Incorporate effective vendor management practices to ensure successful completion of project objectives.

You will learn how to:
- Develop a risk management plan
- Identify contract components
- Evaluate bids and proposals
- Learn the importance of stakeholder analysis and how “silent” stakeholders can affect project outputs
- Apply effective vendor management practices
- Understand the importance of different contract provisions and how they impact your project

What you will cover:
- Introduction, integration and review of risk and procurement management
- Identifying and controlling potential threats
- Prioritizing risk response strategies
- Developing contract terms
- Establishing the best kind of contract
- Determining the contract award process
- Enhancing vendor management

Project Management: Communicating Within Teams (COMP 6320P)

Learn the essential elements of effective project communication. Know the stages of team development and how the project manager can apply different leadership styles depending on the situation.

You will learn how to:
- Leverage appropriate leadership styles in specific situations
- Understand the stages of team development
- Identify team roles and effective methods to communicate expectation
- Apply appropriate conflict management styles
- Adopt differing strategies for establishing and controlling stakeholder expectations
- Apply effective communication techniques for remote and virtual teams

What you will cover:
- Elements of effective communication
- Styles of communicating
- Stages of team development
- Decision-making in teams
- Project leadership within teams
- Handling conflict in teams
- Intrinsic vs. Extrinsic motivation
- Building high performance teams

Project Management: Delivering the Triple Constraints (COMP 6330P)

Learn to balance the triple constraints of scope, schedule and cost to ensure successful projects. Face these competing forces with the tools you need to manage projects with realistic expectations. Learn to proactively identify and deal with schedule and cost variance and integrate quality processes into your projects.

You will learn how to:
- Manage and control expectations of project scope objectives
- Build, analyze and optimize a project schedule
- Use Earned Value Analysis (EVA) to evaluate project status
- Identify the characteristics of troubled projects and strategies for corrective action

What you will cover:
- Scope, schedule and cost management
- Scope and quality planning
- Schedule planning; estimating durations
- Building an effective schedule
- Cost estimating and budgeting
- Controlling scope, schedule and cost
- Challenges of project execution
- Troubled projects

Register online at pe.gatech.edu/pm.
I would eagerly recommend the Project Management Program at Georgia Tech as it well represents the practical needs of the developing Project Management Professional. I plan to obtain the PMP Certification this year and I am confident that my investment in this series will help me achieve my personal goals.

— Chris Sticher, Director, Project Management Larson-Juhl

The Georgia Tech Project Management program is providing me with the skills and fundamentals I need to manage projects more efficiently and effectively. The classes are very interactive and the instructors are very engaged. This has been an invaluable experience for me.

— Juliane Kissmann, Sr. Financial Systems Analyst Invesco Ltd.

Project Management: Case Study Workshop (COMP 6340P)

As the capstone to the certificate program, this course will provide valuable project management experience in a realistic case-study environment by looking at the unique challenges of projects. Learn to build and use key project management documents, and leverage the knowledge learned throughout the series.

You will learn how to:
- Apply project management processes and techniques to a project
- Develop sound techniques for planning, estimating, tracking and controlling projects
- Set clear project definitions and establish a change-control process
- Identify constraints and methods for dealing with them
- Project and analyze risks and develop mitigation plans
- Calculate and interpret project variances

What you will cover:
- Principles of project management
- Introduction to the case study
- Project planning
- Developing the Work Breakdown Structure
- Managing risks
- Developing an effective schedule
- Managing resources
- Getting the work done
- Managing vendors
- Controlling the project risks
- Taking corrective action
- Delivering a successful project

The following courses are recommended prerequisites:
- Project Management Introduction: Fundamentals to Successful Projects (COMP 6300)
- Project Management: Managing Risk and Procurements (COMP 6310)
- Project Management: Communicating Within Teams (COMP 6320)
- Project Management: Delivering the Triple Constraints (COMP 6330)
Project Management:
Preparing for the PMP® Exam (COMP 6360P)


You will learn how to:
- Conclude your content review and study for the exam
- Manage your time during the exam
- Describe the project management framework to answer situational questions
- Apply earned value formulas appropriately and interpret the results
- Implement PMI’s professional responsibility policies to project scenarios

What you will cover:
- Getting ready the days before and day of the exam
- The PM framework and project management context
- Project scope management
- Project time management
- Project cost management
- Project quality management
- Project human resource management
- Project communications management
- Project risk management
- Project procurement management
- Project integration management
- Project stakeholder management
- Professional responsibility

I highly recommend the Georgia Tech Project Management program as it provides a good understanding of the PM methodologies and practice. The instructors are engaging and bring real-life experience, complimenting their informative lectures and discussions with actual project situations and group simulations. This program is not only beneficial for those new to the field, but can also reinforce and introduce new practices for experienced PMs such as myself, a certified PMP.

— Cameron Darweesh, PMP

Register online at pe.gatech.edu/pm.
Special Certificate Discounts Available*

Two discounts are available to those interested in registering for the Georgia Tech Project Management Certificate Series:

- **Save 15%** when you register for all five courses in the Certificate Series!
- **Save $3,167** when you register for all five courses in the Certificate Series if you qualify under the Workforce Investment Act (WIA). To check eligibility, visit pe.gatech.edu/wia-workforce-development

*Discounts cannot be combined

Register Online

pe.gatech.edu/pm

Select a course and click register

Course Location

All courses are held in Atlanta at the Georgia Tech Global Learning Center. The Georgia Tech Global Learning Center is an independent, professional meeting and learning facility. Located in Midtown Atlanta, the Center hosts conferences, meetings, seminars, and classes, and provides all-inclusive, comprehensive meeting services and event planning. With a technology-driven focus, the Center is designed, staffed, and equipped to foster the relationship between people and ideas and learning and working.

Courses can also be held at your training facility. Inquire for details at projectmanagement@pe.gatech.edu

Continuing Education Units (CEUs) and Professional Development Units (PDUs)

Participants successfully completing a course will earn Continuing Education Units (CEUs). One CEU represents 10 contact hours of instruction. You may request a certificate showing the number of CEUs earned by emailing ceu-request@pe.gatech.edu.

One Professional Development Unit (PDU) is earned for each hour spent in a planned and structured learning activity (1 CEU = 10 PDUs).

Registration Change Policy

If you change your registration 10 or more business days prior to the course start date, you may choose to substitute a person, transfer to another course, or receive a full refund.

If you change your registration less than 10 business days prior to the course start date, you may choose to substitute a person. Transferring to another course or receiving a refund will, in general, not be allowed. In extenuating circumstances, exceptions may be granted by the course instructor-of-record with the concurrence of Georgia Tech Professional Education management.

Requests must be made using the Registration Change Form, which may be found at pe.gatech.edu/policies.

Georgia Tech Professional Education Cancellation Policy

Georgia Tech Professional Education (GTPE) reserves the right to substitute instructors, change course dates and locations, or cancel a course due to insufficient enrollment or unforeseen events. If GTPE must cancel a course, participants will be notified via email or phone and will be given the option for a full refund or to transfer their registration to another course. Georgia Tech Professional Education is not responsible for non-refundable plane tickets, hotel and rental car deposits, nor any other expenses incurred.