



THE EXECUTIVE CERTIFICATE IN PROJECT MANAGEMENT

A Customized On-Site Program *For:*



City of Delray Beach
Environmental Service Department
561-243-7295 | 561-243-7060
434 South Swinton Avenue, Delray Beach, FL33444

PROGRAM: The Executive Certificate in Project Management

PROGRAM LENGTH: 84 hours (12 sessions), 1 day per week for 12 weeks

PROGRAM TIME: 9:30 a.m. to 4:30 p.m., with one hour for lunch

PROGRAM DATES: To be mutually agreed upon between FAU Executive Education and The City of Delray Beach, tentative dates to begin in summer 2016, to be completed by Oct. 1, 2016. **NOTE: To complete the 12 week program by Oct. 1, the agreement would need to be executed by June 17.**

PROGRAM LOCATION: Program may be conducted at the FAU Boca Raton Office Depot Center for Executive Education or at the City of Delray Beach.

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

CURRICULUM DESIGN:

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 will be offered **free of charge** to City of Delray Beach participants of the ECPM training. The exam prep course 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 Delray Beach associates may re-sit up to two (2) missed modules during an existing FAU Executive Certificate in Project Management program on the Boca Raton FAU campus for up to one year after commencement of the customized on-site course.

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

FEES:

City of Delray Beach Group Pricing:	
Flat fee for Participants 1 -12	\$36,000
Additional Fee for Participants 13-20	\$2,400/person
Additional Fee for Participants 21-25	\$1,800/person

PROGRAM INCLUSIONS/ ATTENDEE:

- ✓ The Executive Certificate in Project Management Program Curriculum, customized to include references to City cases;
- ✓ Pre-development calls/meetings (up to 4) to research and integrate 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);
- ✓ Course Materials:
 - *A Guide to the Project Management Book of Knowledge (PMBOK)® 5th Ed.*
 - Lecture Notes and Course Binder
 - CAPM® /PMP® PREP Study Materials
- ✓ Certificate of Completion and requisite CEUs/PDUs

SAMPLE CERTIFICATE OF COMPLETION:



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.

FAU CONTACTS:

Vegar Wiik,

Executive Director

Office of Executive Education

Florida Atlantic University

College of Business

Office Depot Center for Executive Education

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Paige Garrido,

Asst. Director – Corporate Training

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Email: pgarrido@fau.edu

INSTRUCTOR(S):



Barbara Zimmerman, MSPM, BSIM, PMP®, PMI-ACP® - 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.

REFERENCES:

City of Fort Lauderdale: FAU/Key Performance provided the Executive Certificate in Project Management for 44 city employees.

Contacts:

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

Florida Power and Light: FAU/Key Performance provide ongoing training in the Executive Certificate in Project Management.

Barry Johnson
PMO Manager
9250 West Flagler St.
Room, 3401
Miami, FL 331743414
Barry.johnson@fpl.com
305-552-2731

City of Pompano Beach: FAU/Key Performance provided Project Management/Lean Six Sigma training for 91 city employees.

Michael W. Smith, IPMA-SCP
Human Resources Director
City of Pompano Beach
Michael.smith@copbfl.com
954-786-4600

TERMS & CONDITIONS

i. Content

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

Should additional content customization or changes to scope be discussed - The City of Delray Beach 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 Delray Beach cancel the program less than thirty days prior to commencement of the program, The City of Delray Beach will still be responsible for covering the costs of administration, instructional time and materials. Customization and integration of City of Delray Beach processes and systems will also be billable at \$150.00/hr, pro-rated for the hours completed at time of cancellation.

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 Delray Beach provide the following information for each of its attendees in the form of an Excel document:

Name, Physical Address, Email Address, Title

The parties below agree to the terms stipulated above for the Executive Certificate in Project Management.

The City of Delray Beach

Signature_____

Title _____

Date _____

**Florida Atlantic University
Executive Education**

Signature_____

Title _____

Date _____