Professional in Project Management (PPM)

Introduction

The Professional in Project Management (PPM) is a credential designed by Global Association for Quality Management (GAQM) to supply the right knowledge and skills for project management aspirants. The PPM certification course demonstrates that the student has pledged time, energy, and effort to the project management profession. Students feel a boosted confidence and gain the respect and recognition of their peers. Thereby, upscaling the candidate's career by preparing them for different project management aspects such as; how to plan, execute, control, and complete projects.

Course Highlights

This course teaches you about core aspects such as:

- Implementing knowledge management initiatives
- Establishing team norms
- Project risks
- Communication as a leadership tool
- The business case for knowledge management
- Uncertainty and risk management
- Project planning

Course Outline

Module 1 – Project Management Fundamentals	- Defining a project and project management - How projects can benefit you and your organization - Project life cycles - Selling your own project ideas - Role & skills of the project manager - Creating a vision - Setting project goals - Project planning worksheets - The statement of work
Module 2 – Project Management Training	- What a project is - Project management basics - How projects can help you - A project's life cycle - Selling and preparing a project - The role of a project manager - Project goals - Laying out a project - Project risks and contingency planning - The work breakdown structure - Planning tools and budgets - Teamwork and development - Communication - Closing out a project - Team meetings - Project presentations
	What really needs to be done?

Module 3 – Intermediate Project Management	• Scheduling your project • The Work Breakdown Structure and other planning tools • Budgeting • Project risks • Schedule and budget compression • Change control process • Closing out a project
Module 4 – Effective Planning & Scheduling	• Projects and schedules • The Work Breakdown Structure (WBS) • Estimating activity durations • Identifying task dependencies • Aligning resources with activities • Project planning • Scheduling software • Uncertainty and risk management • Communication • Creating a viable schedule • Updating and monitoring the schedule
Module 5 – Advanced Project Management	• Choosing the Project Team • Scheduling Your Project • Building a Winning Team • Team meetings • Nine Easy Ways to Reward Your Team • Developing a Communication Plan • Communicating with Sponsors and Executives • Dealing with Problem Team Members
Module 6 – Team Building	• Types of teams • The TORI model • The Team Player Survey • Organizations Today • The Stages of Team Development • Communication Skills • Shared Leadership • DeBono's Thinking Hats • Managing Team Conflict • The Trust/Relationship Model • Obtaining Consensus • Team-Shaping Factors • Team Problem-Solving • SWOT Analysis
Module 7 – Building Better Teams	• Defining teams • Establishing team norms • Working as a team • Your team player type • Building team trust • The stages of team development • Team building with TORI • Communication • Becoming a good team player
Module 8 – Risk Management	• Understanding risk • Risk management activities • Assessing risk • Responding to risks • Resourcing controls • Reaction planning • Reporting and monitoring • Communication • Reviewing and evaluating the framework
	• What is crisis management?

Module 9 – Crisis Management	- Training leaders and staff - Conducting the crisis audit - Performing a risk level analysis - Developing a response process - Consulting with the experts - Incident management techniques - Working through the issues - Establishing an emergency operations center - Building business continuity and recovery - Recovering and moving on - Plenty of case studies
Module 10 – Time Management	- The Power of a Change - Changing Our Perspective - Setting Goals - Planning Tips and Tricks - Setting a Routine - Doing it Right - Putting an End to Procrastination - Getting Organized - Organizing Your Files - Managing Your Workload
Module 11 – Leadership Skills	- Managing your time and energy - What makes a good leader? - Communication as a leadership tool - The commitment curve - Employee development models - Dealing with conflict and difficult issues - What successful leaders do
Module 12 – Self-Leadership	- What is self-leadership? - Knowing who you are - Change management - Knowing what you do - Motivation for optimists - Using what you know
Module 13 – Communication Strategies	- Creating positive relationships - Growing our self-awareness - Communication basics and barriers - Asking questions and listening skills - Body language - Communication styles - Creating a positive self-image - Frame of reference - Techniques for the workplace - Assertiveness
Module 14 – Knowledge Management	- Definitions of knowledge management, tacit knowledge, explicit knowledge, and KMBOK - The business case for knowledge management (WBS) - The knowledge management mix - The knowledge management framework - Knowledge management models - The knowledge management toolkit - Implementing knowledge management initiatives - Designing a chief knowledge officer position - Case studies and success stories

Prerequisites

The Professional in Project Management (PPM) Certification requires a mandatory E-Course completion requirement.

Target Audience

Program managers, project managers, HR Managers, Business Managers, Marketing Managers, Entrepreneurs, and project leaders with at least two (2) years of experience managing project teams

Duration

45 to 50 Hours