

SF State Extended Learning | **SPRING** 2012

PROFESSIONAL DEVELOPMENT PROGRAM

www.cel.sfsu.edu/project/ Project
Management

FREE INFORMATION SESSION | THURS., JAN. 5, 2012, 5-6 PM

Network with industry professionals, faculty and staff.

Program staff will discuss our curriculum, certificate, and program requirements, as well as the logistics of getting started. Faculty and graduates will be on hand to discuss their careers, and how to enter and advance in the industry. For upcoming information sessions, please visit www.cel.sfsu.edu/project/

RSVP at www.cel.sfsu.edu/project/events.cfm



Project Management



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What is Project Management?

Project Management is the discipline of planning, organizing and managing resources in a way that allows a project to be completed within defined scope, quality, time and cost constraints. Project Managers are consistently in high demand in a growing number of industries around the world.

Whether a large corporation, small organization, or somewhere in-between, effective project management involves coordinating a wide diversity of people and tasks. Managers and supervisors, self-directed work groups, team leaders and coordinators need professional project management training in order to stay competitive. Our classes set you up for success in your current job, prepare you for future opportunities, and help you get ready to sit for either the PMP®, CAPM®, or MCTS Exams.

The current first time pass rate of our students for the PMP Exam is 89%.

PMBOK is a registered mark of the Project Management Institute, Inc. the PMI Registered Education Provider Logo is a registered mark of the Project Management Institute, Inc.

The Program

SF State Extended Learning is approved by the Project Management Institute (PMI)® as a Registered Education Provider (R.E.P.)® of project management training. Our program is based on the *Project Management Institute, A Guide to Project Management Body of Knowledge (PMBOK® Guide)*. SF State Extended Learning has agreed to abide by PMI established quality assurance criteria. All courses apply toward professional development units (PDU) for the Project Management Institute (PMI provider #2625).

Our classes set you up for success in your current job, prepare you for future opportunities, and prepare you for the PMP® and CAPM® credentials. See www.pmi.org for complete credential requirements.

How to Begin Taking Classes

- No application process to begin
- Obtain SF State Student ID and Password
- Register for classes based on individual goals
- Apply for Certificate of Completion after all classes are completed.

For registration questions, please contact Enrollment Services at (415) 405-7700, press '5' to speak with a staff person.

Intended Audience

The program is designed for professionals looking to have a better understanding of project management and to prepare students for the PMP®/CAPM® Exams. Students come from diverse professional backgrounds ranging, but not limited to finance, IT, biotechnology, multimedia, gaming and healthcare.

Length and Cost of Program

The time it takes for participants to complete the certificate of completion varies according to students' availability and interests. The classes in the Certificate of Completion for either the PMP®, CAPM®, or MCTS curriculum may be completed in as short a time as two semesters, or students may take as long as needed, up to three years.

The cost of the program is calculated on a per-class basis. Class tuition is available online at our website. There are additional costs for required textbooks, noted with each course description, plus the certificate fee of \$50. Prices may vary each semester.



Project Management Spring 2012

Location and Frequency of Classes

All classes are held at the SF State Downtown Campus at 835 Market St., 6th floor in San Francisco. Most courses are offered three times a year, during the Spring, Summer and Fall semesters.

Curriculum

The curriculum provides in-depth training in the essential elements of initiating and completing a successful project, including scheduling, estimating, risk management, and developing interpersonal skills to manage teams in the most effective and efficient manner. It also includes theory and practice in using Microsoft Project as an essential project management software resource.

Learn the tools necessary to develop skill sets, which will set you apart. Place your projects in the forefront of, and enhance your own individual value within, your workplace!

Students may complete a full certificate or simply take individual courses to learn more and further personal growth.

Certificate of Completion

Candidates for the PMP® certificate must complete all ten courses (18 CEUs), and all five courses (9 CEUs) for the CAPM® certificate. Once a candidate has completed the necessary coursework, an application for the certificate of completion must be submitted. Applications for the certification are due, along with a \$50 non-refundable fee and your unofficial SF State transcripts after all grades have been submitted.

Please visit the Project Management Certificate web page to download the Graduation Application.

About the Classes

Project Planning & Management Overview is the prerequisite for all other classes for the PMP®, CAPM®, and MCTS certificates.

Course Materials are provided in each class along with the syllabus. There are however some additional required texts. Please see individual course descriptions online for required texts.

All texts may be purchased online through the PMI Bookstore or Amazon.com. Required textbooks are not sold at the SF State Bookstore.

Note: Two classes fulfill the 35-hour formal project management training requirement to sit for the PMP® Exam or the 23-hour project management training requirement to sit for the CAPM® Exam.

Lab Time

Students enrolled in courses receive 15 hours of free Open Lab time per hands-on class.

Additional use of the Open Lab beyond the 15 hours is subject to availability of computers. All software that is used in the certificate program is installed in the Open Lab.

Open Lab Hours (Room 611)

Mon.-Thurs., 12 noon-9 pm

Fri., 12 noon-5 pm

Sat., 10 am-5 pm



PROJECT MANAGEMENT ONLINE TRAINING

The SF State Extended Learning Project Management program is now offering online courses. Individual courses are offered leading up to an entire online certificate.

Please check

www.cel.sfsu.edu/projectmanagement

for information and updates

VIRTUAL INFORMATION SESSION

Tuesday, January 3, 2012, 5-6 pm

Anyone can participate in the Project Management Online Information Session from anywhere in the world. The event is free and held 100% online through **Blackboard Collaborate™**.

A unique URL will be emailed to you on the day of the event.

Please visit www.blackboard.com/collaborate for more information on the online collaboration software and to make sure your computer meets all system requirements.

Please RSVP at www.cel.sfsu.edu/projectmanagement/events.cfm

advoco™

ADVOCO SCHOLARSHIP: EXPECT SUCCESS

www.advocoinc.com

We are excited to continue our partnership with Advoco Inc., a leading Project Management Consulting group based in San Francisco and London.

Advoco, twice a year, offers a class scholarship to students seeking to develop themselves through the Project Management Program.

For complete information, and to apply for the scholarship, please download an application form at www.cel.sfsu.edu/project/scholarship.cfm and send it to advoco@sfsu.edu.

Deadline for Spring 2012 is Friday, Dec. 16, 2011.

● Project Management Institute's Credential Options



PMP® (Project Management Professional) Curriculum (18 CEU)

This set of courses is designed for project managers wanting to learn about the Project Management Body of Knowledge (PMBOK® Guide) to prepare to sit for the PMP® Exam through the Project Management Institute (PMI). There are both education and experience requirements to sit for the PMP® Exam. (Please check www.pmi.org for complete current requirements.)

Required Courses (Complete all courses - 14.4 CEUs)	SP	SU	FA
• <i>Project Planning & Management Overview</i>	•	•	•
• <i>Scheduling Fundamentals</i>	•	•	•
• Procurement Management	•		•
• Project Estimation	•	•	•
• Project Communications Management	•	•	•
• Project Human Resources Management	•	•	•
• Project Risk Management	•	•	•
• Quality Management	•	•	•

Elective Courses (Take a minimum of 3.6 CEUs)

• Presentation Skills for Project Managers	•		•
• Project Management in Practice			•
• Virtual Management (online only)	•	•	•
• PMP®/CAPM® Exam Preparation	•	•	•
• Agile Overview for Project Managers	•	•	
• Project Manager Consulting	•		

CAPM® (Certified Associate in Project Management) Curriculum (9 CEU)

This set of courses is designed for project coordinators, project team members or aspiring project managers wanting to learn about the Project Management Body of Knowledge (PMBOK® Guide) to prepare to sit for the CAPM® Credential Exam through the Project Management Institute (PMI). This program covers the education requirements to sit for the CAPM Exam. (Please check www.pmi.org for complete current requirements.)

Required Courses (Complete all courses - 9 CEUs)	SP	SU	FA
• <i>Project Planning & Management Overview</i>	•	•	•
• <i>Scheduling Fundamentals</i>	•	•	•
• Project Communications Management or Project Human Resources Management	•	•	•
• Working in a Project Office	•		•
• PMP®/CAPM® Exam Preparation	•	•	•

MCTS (Microsoft Certified Technology Specialist) Curriculum (7.2 CEU)

MANAGING PROJECTS WITH MICROSOFT PROJECT

This set of courses is designed for project coordinators, project team members or aspiring project managers wanting to become a Microsoft Certified Technology Specialist using Microsoft Project. Candidates for Exam 70-178 will use Microsoft Project to build, maintain, and control well-formed project plans. Candidates should have experience scheduling, estimating, coordinating, controlling, budgeting, and staffing projects and supporting other users of Office Project. Familiarity with key project management concepts and terminology is recommended. This curriculum covers the education requirements to sit for the MCTS 70-178 Exam. (Please check www.microsoft.com/ for complete current requirements.)

Required Courses (Complete all courses - 7.2 CEUs)	SP	SU	FA
• <i>Project Planning & Management Overview</i>	•	•	•
• <i>Scheduling Fundamentals</i>	•	•	•
• Working in a Project Office	•		•
• MCTS Exam Preparation		•	

● Please
Register Early!

To ensure you receive course materials at the first class meeting, please enroll at least **THREE** weeks before the start date.



Project Management Classes Spring 2012

PROJECT PLANNING AND MANAGEMENT OVERVIEW (1.8 CEU)

Lecture/demonstration + open lab

The role of an effective project leader is a demanding one that requires a clear understanding of the five project processes: initiating, planning, executing, controlling and closing. Using the Project Management Institute's guidelines, learn about the nine management skill areas of scope, time, cost, human resources, communication, quality, risk, procurement and integration. This course is a prerequisite for all required courses in the Project Management Certificate.

Required Text: *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, Fourth Edition

Instructor: Doug Hawley

Schedule Number 92290 PM 9801 Section A 01

- Sat., Jan. 28-Feb. 11, 10 am-5 pm
- SF State DTC, 835 Market, 6th Floor
- \$445

SCHEDULING FUNDAMENTALS (1.8 CEU)

Platform: PC

Prerequisite: experience with Windows 7 Operating system. Through lectures and lab exercises, students will learn the principles of "dynamic" project-management scheduling using the Microsoft Project 2010 tool. The Fundamentals class is a weekly series of workshops that familiarizes participants with the essentials of project schedule construction: task analysis and organizing a work-breakdown structure, work vs. duration estimation, dependency analysis, and resource assignment. Schedule optimization is introduced via the techniques of constraint minimization, sanity checking, critical-path analysis, fast-tracking, and crashing—all in the context of the project Life-Cycle model with baselining as a touchstone of project scope management.

Note: Please bring a flash drive to all classes including the first class meeting to save your work.

Instructor: Oliver Gildersleeve

Schedule Number 92289 PM 9800 Section A 01

- Wed., Feb. 1-Mar. 7, 6-9 pm
- SF State DTC, 835 Market, 6th Floor
- \$495

PROCUREMENT MANAGEMENT (1.8 CEU)

Lecture/demonstration + open lab time

Prerequisite: Project Planning and Management

Overview. This course will cover the six processes of the project procurement management knowledge area – plan purchases and acquisitions, plan contracting, request seller response, select sellers, contract administration, and contract closure. Process components included in A Guide to the Project Management Body of Knowledge (PMBOK® Guide), will be analyzed and explained. Best practices for effective project procurement management will be explored and applied to the current challenges faced by project managers.

Required Texts: *Project Management: Case Studies*, Third Edition, Harold Kerzner

Instructor: Daniel M. Shimabuku

Schedule Number 92293 PM 9808 Section A 01

- Sat., May 5-19, 10 am-5 pm
- SF State DTC, 835 Market, 6th Floor
- \$445

PROJECT ESTIMATION (1.8 CEU)

Platform: PC

Prerequisite: Project Planning and Management

Overview. This course examines various measures of project performance to keep a project on course. Students will gain insight into best practices in estimating schedules, costs, and resource requirements. Using these data, a number of techniques have been developed that help measure project status, and have proven highly successful in assisting project managers to better measure where their projects stand. Participants will examine various ways that managers can make changes to ongoing projects improving performance without being disruptive. We will explore how managers use a variety of techniques aimed at early problem identification, predicting its impact, and how to take corrective actions to ensure the success of your project.

Required Book: *Project Estimating and Cost Management*, Parviz F. Rad, PMP, Project Management Essential Library Series, 987-1-567-144-8

Instructor: Catherine Pinkas

Schedule Number 92291 PM 9802 Section A 01

- Sat., Apr. 14-28, 10 am-5 pm
- SF State DTC, 835 Market, 6th Floor
- \$445

Project Management Classes Spring 2012

PROJECT COMMUNICATIONS MANAGEMENT (1.8 CEU)

Lecture/demonstration

Prerequisite: *Project Planning and Management Overview*. This course addresses each of the core competencies required for effective project communication management. The project management body of knowledge identifies this project communications management as a “critical process for overall project success, which employs the timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information.” It is the project communications management process that provides the critical link between people and the information being generated. What’s more, effective project managers are also leaders that deeply understand the process of communication and the importance of authentic communication as a tool for team support, coaching, and team building.

Recommended Reading: *Communication in Small Groups: Communications Skills for Project Managers*, Michael Campbell, PMP; and *Theory, Process, and Skills*, John F. Cragan, David W. Wright, Chris R. Kasch.

Instructor: Veronica Neal

Schedule Number 92295 PM 9810 Section A 01

- Thurs., Mar. 8-Apr. 12, 5:30-8:30 pm
- SF State DTC, 835 Market, 6th Floor
- \$445



PROJECT HUMAN RESOURCES MANAGEMENT (1.8 CEU)

Lecture/demonstration

Prerequisite: *Project Planning and Management Overview*. Effective project managers must possess strong skills in organizational planning, leadership, team building, communication, and performance coaching and staff management. In this course students will learn how to use human resources to achieve project goals; the process of human resources planning, facilitating team building among acquired project teams, skills for developing project teams, and managing them. Students will also develop the skills needed to establish clear project roles and responsibilities, institute rules of engagement, and exercise influence within the existing power structure using appropriate leadership styles and coaching. This class will explore critical tools for managing matrix teams and virtual teams.

Recommended Reading: *Emotional Intelligence for Project Managers: The People Skills You Need to Achieve Outstanding Results*, Anthony C. Mersino.

Instructor: Veronica Neal

Schedule Number 92296 PM 9811 Section A 01

- Sat., Feb. 18-Mar. 3, 10 am-5 pm
- SF State DTC, 835 Market, 6th Floor
- \$445

PROJECT RISK MANAGEMENT (1.8 CEU)

Lecture/demonstration + open lab

Prerequisite: *Project Planning and Management Overview*. Compared with project work done in the past, all projects today are risky. Projects are more time constrained, they pose greater technical challenges, and they rarely have adequate resources. Techniques to deal with project risk exist, and when you apply them, they will help you recognize and manage potential problems. The course will focus on practical methods for completing difficult projects. Throughout the course, examples will show how to apply these ideas to your projects.

Required Text: *Identifying and Managing Project Risk*, Second Edition, published by AMACOM Div. American Mgmt Assn.

Instructor: Catherine Pinkas

Schedule Number 92292 PM 9803 Section A 01

- Tues., Mar. 20-Apr. 24, 6-9 pm
- SF State DTC, 835 Market, 6th Floor
- \$445

QUALITY MANAGEMENT (1.8 CEU)

Lecture/demonstration + open lab time

Prerequisite: *Project Planning and Management Overview*. This course offers an overview of project quality management processes including all the activities of a project management team that determine quality policies, objectives, and responsibilities so that the project will satisfy the needs of the project’s customers and stakeholders. This class will cover the implementation of quality management systems through the policy, procedures, and processes of quality planning, quality assurance, and quality control with the study of continuous process improvement leadership and best practices. The Quality Knowledge Area of project management will be covered with the objective of preparing students for the quality portion of the PMP® certification exam.

Required Text: *Managing Project Quality* by Kloppenborg & Petrick, ©2002.

Instructor: Doug Hawley

Schedule Number 92294 PM 9809 Section A 01

- Sat., Mar. 17-Apr. 7, 10 am-5 pm
(no class on Mar. 31)
- SF State DTC, 835 Market, 6th Floor
- \$445

WORKING IN A PROJECT OFFICE (1.8 CEU)

Platform: PC

Prerequisite: *Project Planning and Management Overview, Scheduling Fundamentals*. Are there multiple projects within your organization? Would you like to gain access to Project Management Office methodology best practices? This course is designed to help project administrators, coordinators, and associate project managers. Taught in a simulation environment, students will manage multiple projects throughout the course and learn the skills necessary to balance priorities and risks for the organization.

At the completion of this course, students will be able to determine the alignment between organizational strategies and project or program selection, describe the elements of an effective enterprise project office, and develop a portfolio planning process. Students will also apply effective project management practices to managing portfolios and programs.

Required Text: *The Complete Project Management Office Handbook*, Gerald M. Hill.

Instructor: Catherine Pinkas

Schedule Number 92297 PM 9820 Section A 01

- Tues., Feb. 7-Mar. 13, 6-9 pm
- SF State DTC, 835 Market, 6th Floor
- \$495

Project
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PMP/CAPM EXAM PREP (1.8 CEU)

Lecture/demonstration + open lab time

This course is designed to prepare project leaders, coordinators and teams to take the Project Management Professional (PMP®) certification examination or the Certified Associate in Project Management (CAPM®) examination. These professional designations are recognized worldwide and are administered by the Project Management Institute (PMI).

The course identifies and discusses terminology used in the exam, reviews key project management principles, and prepares the participants to think in PMI mode. Topics include integration management, scope management, time management, cost management, quality management, human resource management, communications management, risk management, procurement management, professional responsibility and aspects of a project management office.

At the completion of this course, students will be able to use a variety of strategies to understand Project Management methodology and be prepared to turn in their applications to PMI to sit for their chosen exam. Please see www.pmi.org for credential requirements.

Required Text: please see our website at: www.cel.sfsu.edu/project for updates on the required text. Some materials will be provided in class along with the syllabus.

Instructor: Catherine Pinkas

Schedule Number 92300 PM 9836 Section A 01

- Mon., Apr. 2-May 14, 6-9 pm (no class Apr. 9)
- SF State DTC, 835 Market, 6th Floor
- \$445

AGILE OVERVIEW FOR PROJECT MANAGERS (1.8 CEU)

Hybrid

Prerequisite: Project Planning and Management Overview, or experience as a Project Manager. The aim of this course is to examine various measures of project performance and evaluate techniques that can be used to keep a project on course. We will examine best practices in estimating schedules, costs, and resource requirements. Additionally, we will look at a variety of practices to identify problems early, predict their impact, and take timely corrective action. Prerequisites for this course include a good familiarity with project management techniques and a desire to learn some Agile techniques for managing a project. Individuals who have a good familiarity with project management techniques but who have a need to use another approach other than the typical waterfall, *PMBOK® Guide*-inspired approach to project management would benefit from this class.

Instructor: Kevin Haney

Schedule Number 92299 PM 9828 Section A 01

- Sat., Jan. 28-Feb. 11, 10 am-5 pm (Feb. 4 class held online)
- SF State DTC, 835 Market, 6th Floor
- \$445

PROJECT MANAGEMENT CONSULTING (1.8 CEU)

Lecture/demonstration + open lab time

This course is designed to help project managers and PM students understand the nature of organizational project management consulting and the differences between the practices of internal and external PM consulting. Students study a comprehensive approach to the organizational PM consulting process. The coursework integrates current thinking of project management, managerial, psychological and organizational development methodologies. This is a hands-on, application class grounded in theory; this is not a theory class.

Required Text: *Flawless Consulting*, Peter Block, 2000, Second Edition.

Recommended Reading: *The Consultant's Calling: Bringing Who You Are To What You Do*, Geoffrey Bellman, 2002, Second Edition.

Instructor: Veronica Neal

Schedule Number 92298 PM 9826 Section A 01

- Fri., Apr. 13-27, 10 am-5 pm
- SF State DTC, 835 Market, 6th Floor
- \$445

PROJECT MANAGEMENT PROGRAM FACULTY

Steve Brindle is a co-founder and partner at Advoco, an international consulting company based in San Francisco where he brings value to clients through a combination of project management capabilities, communication skills and technical expertise. Steve's qualifications include a Ph.D. in Mathematics from UCSD; a first class honors B.A. in Mathematics from Oxford University, UK; and Project Management Professional. Awards include the Fulbright Scholarship; UC Regent's Scholarship; and ATV College Scholarship.

Oliver Gildersleeve, PMP, MCTS, teaches Microsoft Project and Microsoft Project Server for several consultancies to e.g. Samantec, Electronic Arts, Booz Allan Hamilton, Department of State, Scott Air Force Base. He has worked for Johnson & Johnson, Franklin Templeton, the Electric Power Research Institute, and Philadelphia Electric. From the University of Pennsylvania, he has a B.S. in Mechanical Engineering and M.S. in Systems Engineering. He also teaches sailing. In 1981, with wife and kids, he sailed 12,000 miles through the South Pacific, returning to work on schedule.

Kevin Haney, PMP has over 10 years of successful project management experience in industry, academia, and government settings. Kevin specializes in projects in biotechnology and information technology settings. His diverse roles include project management, financial analysis, business strategy, technology deployment, process analysis, and project management instruction. Kevin is a certified PMP and a certified ITIL practitioner. He has a B.S. from the University of Illinois at Urbana-Champaign in Biochemistry, an M.S. in Molecular & Cellular Biology from the University of Arizona, and an M.B.A. with a specialization in Management Information Systems from the University of Arizona. Kevin currently works at the University of California, Berkeley as project manager for the central campus Information Services & Technology group.

Doug Hawley serves as a quality systems and project management consultant and educator. His customers are private, government and non-profit organizations like Emerson Electric Company, U.S. Navy, Governor's Office of California, and the Preventive Medicine Research Institute founded by Dr. Dean Ornish. He is a 2007 Honored Instructor in the University of California extension system and has taught quality leadership at the Petroleum Institute in Harbin, China. He studied quality under Dr. W. Edward Deming until he died in 1993. He was a Distinguished Naval Graduate, Commander in the Naval Reserve and Navy Top Gun having flown the aircraft carrier based A-4, A-7 and F-18. He has an M.B.A. from Cornell University, Ithaca, N.Y. and a B.S. in Mechanical Engineering.

Veronica A. K. Neal, Ed.D., is a certified diversity professional, integral coach, leadership consultant, and project communications and human resources management specialist. Dr. Neal has close to two decades of experience in the field of diversity education, training, and human development. Professionally, she has served as a nonprofit director, program manager, project manager, and now manages a successful consulting practice. Dr. Neal continues her research and college teaching while also coaching project and program managers to bring out the best in themselves and their teams.

Catherine Pinkas, M.B.A., PMP, is currently vice president of a curriculum development company specializing in systems training materials for companies including Apple, Cisco Systems, Network Appliances, IBM, Compaq and Informix. She has more than 15 years experience in project management in construction, information technology, business development and events management.

Additionally, Catherine has been involved in financial management for over 20 years, providing both support and education to her clients for their financial lives. Catherine is also actively involved in Habitat for Humanity and other community efforts to assist families in need. education to her clients for their financial lives.

Daniel Shimabuku, Ph.D., PMP, is a practicing project manager, and has completed several major infrastructure conversions and software development projects for financial services, eCommerce, higher education, healthcare, distribution/fleet management, and manufacturing. His academic credentials include a Ph.D. from the UCLA, an M.B.A. degree from the USC in Management of Information Systems, and a B.A. degree from the UCLA. In 2004, he received his certification in project management from the Project Management Institute, and has been a PMP in good standing since.

