

# Project Management Certificate Program

Program Duration: 10 evenings



**Organizations across industries are challenged to deliver an increasing number of projects and programs, while maintaining flat (or decreasing) budgets and resources.**

XLC's **Project Management Certificate Program** is built on the content and processes found in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition*. This highly interactive program develops the essential skills and real-world practices required for project managers to be successful, delivering projects on time, on budget, and according to specifications.

An emphasis is placed on projects being processes with gates or quality check points imbedded within these processes. Not all projects are the same -- they range from capital assets projects where the end point is known to IT and development projects where the end point is somewhat vague.

**Successfully deliver your projects on time, on budget and according to specifications by:**

- Developing an applied understanding of the principles, process and tools of project management and how to leverage them in your real world environment
- Understanding the needs and requirements of key stakeholders to effectively define project scope and deliverables
- Learning how to utilize the project management process and tools to control elements of the project, such as cost, scope and scheduling
- Effectively leveraging resources such as team members, project sponsor and project management tools
- Incorporating risk management and contingency planning into your project

To successfully complete the Xavier Project Management Certificate program and earn a digital badge, you will apply program learnings by completing homework after each of the 3 modules. The homework will be reviewed by the program facilitator.

## Audience:

The Project Management Certificate Program is appropriate for supervisors, managers or team members who are responsible for the successful completion of projects. Participation in this program qualifies for Professional Development Units (PDU's).

## Cost:

\$3,300.00 General Registration  
\$2,970.00 Xavier Alumni, Military/Govt./Non-profit

3.9 CEUs (39 PDUs) will be issued for this program.

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## **Module I: Understanding the Project Process (Days 1 and 2)**

Being a member of a project team requires a complete understanding of the project process, and the terminology and roles inherent to it. What is a project? How are projects organized? How do I manage risks? What are the roles and expected deliverables? How do I control quality?

The answers to these questions can be found in the two-day Understanding the Project Process module of our Project Management Series. By attending this program, participants will learn how to define a project in terms of business need, project objectives, project deliverables and risk. Participants will also be given a typical project life cycle, along with coaching in developing a project life cycle of their own.

### **Participants will walk away with these skills:**

- Defining a project
- Organizing projects
- Identifying risks associated with projects
- Knowing the roles and responsibilities in the project management process
- Defining and understanding a project's expected deliverables
- Controlling quality
- Chartering a project team
- Understanding the Project Management framework, knowledge areas, and project life cycle

## **Module II: Project Planning and Scheduling (Days 3 & 4)**

Planning and scheduling are critical aspects of the project management process. Keeping the project focused, on budget, and on time is necessary in order to achieve successful completion. Project planning and scheduling are ways of keeping things moving in the desired direction and at the desired pace.

Project Planning and Scheduling will focus on planning the project before “rushing off” to completion. It will teach participants how to develop a budget breakdown system, an activity-based schedule, and how to cover cost contingencies.

### **Participants will walk away with these skills:**

- Using a budget breakdown system
- Utilizing steps to successful activity-based scheduling
- Covering cost contingencies
- Creating a milestone schedule
- Estimating required resources using three different techniques
- Staffing up and staffing down resources during a project
- Defining scope and deliverables
- Defining interim deliverables for each final deliverable using life cycle stages
- Measuring quality criteria for each interim deliverable
- Creating a table of reviews and approvals
- Creating a list of status reports
- Reviewing project team membership for gaps and overlaps
- Creating budget breakdown systems and milestone schedules

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## Module III: Project Execution and Control (Days 5 & 6)

Execution and control are the final stages of the project management process. It is at this point in the process that the project team can see and evaluate the results of their work. But the task of managing the project is still not complete.

This final segment of covering Project Execution and Control presents tools and techniques used in monitoring project execution. It will show participants how to determine where or if adjustments in the project execution must be made. It will also focus on the areas of progress tracking, updating the project plan, managing changes, and calculating earned value.

### Participants will walk away with these skills:

- Managing changing requirements
- Updating the project plan effectively
- Calculating earned value
- Knowing the appropriate role of the Project Manager during project execution
- Tracking project progress
- Monitoring cost, schedule and quality
- Dealing with project adjustments, change management, and recovery
- Defining and managing "scope creep"
- Utilizing project reporting techniques
- Managing project closeout processes

### Digital Badge

Xavier Leadership Center is proud to offer each participant a digital badge once participants have met program completion criteria. Digital badges include a direct link to view program credentials, and can be utilized by participants on social media and digital resumes.



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## Facilitators

### Cory Beimesche



Cory Beimesche is the Head of Delivery Services for RoundTower Technology, one of the areas fastest growing companies. Her background includes roles from tactical execution leadership to executive management. She started her tech career as a software developer and moved to consulting roles as a project and program manager for over a decade where she led large transformational projects for many companies in several industries. From consulting she moved to running the Project Management Office for CBTS and ultimately served as Vice President of Network and Engineering with Cincinnati Bell. She is on the advisory boards of iSPACE, Gateway STEM (Nashville), UC's College Conservatory of Music, and serves as a mentor to students in Xavier University's MBA and undergraduate programs. She has her Bachelor's degree from Xavier, and is currently in the MBA program at the Xavier's West Chester campus.

### Jim Sexton



Jim Sexton has over 40 years of project management and construction and experience. During this time, he has managed over \$1 Billion including assignments in project management, field engineering, safety management project controls, and cost engineering.

Jim joined Procter and Gamble in March 1991. He worked in 4 business units, supporting 16 global brands such as Tide, Downy, Dawn, Pampers, Charmin, Bounty and Puffs. During his tenure at Procter & Gamble, he managed projects in 20 countries.

Jim taught Capital Management in 6 countries on 4 continents. Jim has earned the P&G Leadership and Mastery Award, Capital Management in 2011. He was recognized as an Expert Construction Manager, the highest level in P&G. Jim has also achieved Advanced Capital Project Manager and Capital Systems Manager certifications.

Prior to joining P&G Jim's career included working with engineering, construction and steel companies. Jim holds a Bachelor of Science degree in Industrial Management from the University of Cincinnati, and an MBA degree in Finance from Xavier University in Cincinnati, Ohio. In 2011 he served as the Annual Conference Chairperson for the Construction Users Round Table annual meeting.

Jim has his Project Management Professional certification from the Project Management Institute.