

# Project Management

## Category and Courses Marketing Kit

Learn how to manage your most important resources. Become a CAPM, a PMP, an RMP, and lock-in a confident career path.



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# I. Course Summary Descriptions

## Project Management

MindEdge's Project Management courses and simulations will teach you the best practices for running a project and ensuring success. The courses cover the domains of project management and prepare you for high stakes certification tests. Our courses carry PDUs across PMI's talent triangle and span introductory and intermediate topics.

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### 60 PDU Project Management Course Bundle

Need to earn 60 PDUs to maintain your Project Management Professional (PMP) certification? Are you also looking for a high quality and interesting training program to fulfill this requirement? This 60 PDU bundle offers Project Management Professionals access to online, self-paced courses at a fraction of the price of purchasing courses individually. For \$999, participants can access seven online project management courses for a full year and earn 60 PDUs. That is a savings of \$550! Don't risk losing your PMP certification; enroll today and start earning PDUs. Courses are self-paced and can be conveniently accessed anytime and anywhere from a computer with an internet connection. Courses are engaging and include real-world examples, videos, interactive games, assessments, and focused instruction. An "Ask the Expert" feature allows you to pose course-related questions and receive feedback within 24 hours.

**Learner Satisfaction: 99%**

**Estimated length: 61 hours**

**Access Time: 365 days**

**Credits: 6.1 IACET CEUs / 61 PMI PDUs / 46 HRCI Credits / 46 SHRM PDCs**

# Leadership PDU Bundle

The Project Management Institute® (PMI®) requires all credential holders to earn PDUs in the three areas of the PMI Talent Triangle®. MindEdge has combined three online, self-paced courses into this Leadership PDU Bundle, to provide practitioners with many of the PDUs they need to fulfill requirements in this important skill area! The three self-paced courses included in this bundle—Leading Teams, Leading and Managing Change, and Body Language for Leaders—provide 12 PDUs in total, with 7.75 PDUs specifically targeted to Leadership competency. Each of the three courses in the bundle contains real-world examples, videos, interactive games, assessments, and focused instruction. Glossaries and search functions help students quickly and easily navigate through the course, and “Ask the Expert” features allow students to pose course-related questions that will be resolved within 24-48 hours by a specialist in the field. Courses included in this certificate program are listed at the bottom of this page.

**Learner Satisfaction: 99%**

**Estimated length: 12 hours**

**Access Time: 270 days**

**Credits: 1.2 IACET CEUs / 12 PMI PDUs / 12 HRCI Credits / 12 SHRM PDCs**

## Project Management (ACE CREDIT®)

This online course introduces learners to the basics of project management. Throughout six segments, learners will practice the foundational skills of project management, consider the ethics involved in leading a team, and explore similarities and contrasts between Agile and Waterfall project management methodologies. The self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to practice project management skills. Topics covered in the course: Managing Real World Projects, Project Management Team Leadership, Ethics for Project Managers, Emotional Intelligence for Project Managers, Effectively Managing Project Stakeholders, and Integrating Agile into a Waterfall Environment.

**Learner Satisfaction: 98%**

**Estimated length: 44 hours**

**Access Time: 365 days**

**Credits: 4.1 IACET CEUs / 41 PMI PDUs / 37 HRCI Credits / 37 SHRM PDCs / 3 ACE Credits**

## Project Management Final Exam (ACE CREDIT®)

This is the final exam course for this ACE CREDIT®-bearing bundle.

**Estimated length: 2 hours**

**Access Time: 90 days**

**Credits: 3 ACEs**

# Project Management Introduction Course (ACE CREDIT®)

This course introduces the learner to the topics covered in this course bundle, as well as the process for earning ACE CREDIT®.

**Estimated length: 1 hour**

**Access Time: 90 days**

## PM Skills™ PMSCP™ Certification

The PM Skills™ PMSCP™ certification includes 14 courses that are completely online and self-paced, which provides the most flexibility in completing the curriculum. No prerequisites are required for the PM Skills™ courses, but it is recommended that you complete the Interpersonal Skills for Project Leaders course before beginning the others. The learner must complete all 14 courses before taking the PMSCP™ certification exam. A course will be considered complete when the participant has done all assignments, exercises, review checkpoints, and has received at least a 70% on the course final exam. All PM Skills™ courses carry Project Management Institute Professional Development Units (PDUs).

**Learner Satisfaction: 100%**

**Estimated length: 44 hours**

**Access Time: 365 days**

**Credits: 4.2 IACET CEUs / 42 PMI PDUs / 2 HRCI Credits / 2 SHRM PDCs**

## Strategic PDU Bundle

The Project Management Institute® (PMI®) requires all credential holders to earn PDUs in the three areas of the PMI Talent Triangle®. MindEdge has combined four online, self-paced courses into this Strategic PDU Bundle, to provide practitioners with many of the PDUs they need to fulfill requirements in this important skill area! The four self-paced courses included in this bundle—Emotional Intelligence for Project Managers, Introduction to Finance, PM Primer: Conflict Resolution, and Understanding and Managing Budgets—provide 11 PDUs in total, with 7.25 PDUs specifically targeted to Strategic and Business Management competencies.

**Learner Satisfaction: 98%**

**Estimated length: 11 hours**

**Access Time: 90 days**

**Credits: 0.9 IACET CEUs / 11 PMI PDUs / 11 HRCI Credits / 11 SHRM PDCs**

## 4CShare Global Project Management Simulation

This project management simulation uses real-world application to teach project management techniques. In this simulation, you are the project leader for the development of a knowledge sharing database. You'll make decisions about the project scope, schedule, budget, quality, and risk. As you make these decisions, an adaptive scoreboard will reflect the impact of your choices on project success.

**Learner Satisfaction: 99%**

**Estimated length: 10 hours**

**Access Time: 180 days**

**Credits: 1 IACET CEUs / 10 PMI PDUs / 10 HRCI Credits / 10 SHRM PDCs**

## Allerton Connector Highway Project Management Simulation

In this simulation, you've been named the project manager on a highway construction project in the small city of Allerton. This project is considered to be a "major project" by the Federal Highway Administration (FHWA), which means it has a budget of \$500 million or more. Over the course of the project, you'll make a series of decisions, each of which will impact the project in different ways. As you make these decisions, an adaptive scoreboard will reflect the impact of your choices on project success.

**Learner Satisfaction: 98%**

**Estimated length: 10 hours**

**Access Time: 180 days**

**Credits: 1 IACET CEUs / 10 PMI PDUs / 10 HRCI Credits / 10 SHRM PDCs**

## Body Language for Leaders

At the core of strong leadership is the ability to communicate effectively. But many leaders focus solely on their spoken words while ignoring the impact of their nonverbal cues, including facial expressions, hand gestures, body movements, and eye gaze. By understanding the impact of body language, leaders can learn how to communicate in a way that builds and sustains positive relationships with employees, clients, and business partners. This course will provide leaders with tips for reading body language and using it to exude both strength and warmth. The course also addresses gender stereotypes and cross-cultural body language and explores the role of body language in virtual communication.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

# CAPM® Exam Prep Course

This course provides a comprehensive preparation for the Certified Associate in Project Management (CAPM)® certification exam including exam-taking tips, 25 comprehensive module quizzes, and two full-length, 150-question practice exams covering the areas of interest from A Guide to the Project Management Body of Knowledge, (PMBOK® Guide), which will provide a report to help you determine your areas of weakness.

**Learner Satisfaction: 100%**  
**Estimated length: 23 hours**  
**Access Time: 180 days**  
**Credits: 2.3 IACET CEUs / 23 PMI PDUs**

# Challenges for Agile Teams

This intermediate-level course is designed to help Agile practitioners decipher and solve the problems that arise regularly in their work. The course begins with 16 video segments from seasoned Agile trainers and practitioners who provide tips and best practices for addressing Agile team challenges. The course then presents 20 short case studies that test the student's understanding of Agile practices and provide guidance for resolving common problems. The case studies are structured to simulate the conversations and interactions that happen regularly on Agile projects; seeing these disputes as narratives will help students learn to deconstruct issues and diagnose the underlying problems that need to be corrected, just as they would in their everyday work. As students decode these disputes and plan appropriate responses, they'll gain the experience they need to guide their teams and to put them back on track to deliver value to their customers.

**Learner Satisfaction: 99%**  
**Estimated length: 5 hours**  
**Access Time: 90 days**  
**Credits: 0.3 IACET CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

# CompTIA Project+® Exam Prep Course

The CompTIA Project+® Exam Prep course prepares learners for passing the Project+® exam and earning the credential. It is intended to inform learners on the basics of project management, including project overview, project constraints, communication and change management, and project tools and documentation. This certification is great for someone just starting out or looking to break into the project management.

**Learner Satisfaction: 100%**  
**Estimated length: 15 hours**  
**Access Time: 180 days**  
**Credits: 1.5 IACET CEUs**



# Effectively Managing Project Stakeholders

This online course is created to help project managers understand and resolve issues that can emerge from interactions among project stakeholders. The course contains ten concise case studies that explore common stakeholder issues. The case studies are designed to simulate the conversations and interactions that occur among project stakeholders, to show learners how to dissect causal elements from these types of conversations - just as they will have to do on their own projects - to help them prepare appropriate responses. As students work through the case studies, they'll learn effective strategies to resolve stakeholder problems and gain the proficiency necessary to manage interactions and keep their projects on track.

**Learner Satisfaction: 97%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: .3 CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

# Emotional Intelligence for Project Managers

Emotional intelligence (EI) is our ability to identify and control our emotions to achieve positive outcomes in our relationships. Project managers with high EI are better equipped to deal with team members, vendors, stakeholders, and sponsors and to handle and resolve conflicts. This course reviews the underlying concepts of emotional intelligence and explores how project managers can improve, and make use, of their emotional intelligence.

**Learner Satisfaction: 98%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

# Ethics for Project Managers

Business ethics represent the standards for right and wrong that govern how business people act. The term also refers to the study of moral principles in the workplace. This course reviews the major ethical issues facing project managers. It looks at the specific challenges project leaders may confront as they deal with team members, vendors, stakeholders, and sponsors.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

# HealthMax Software Project Management Simulation

In this simulation, you've been named the project manager on a new product development project at HealthMax Software. The goal of the project is to develop HealthRecords, a new medical records software system. For HealthMax, a small company, the success of this project has become vital to its long-term viability. It is now March, and the plan is to have three satisfied early-adopter customers and a product that is ready to launch at a major trade show in June of next year. The schedule is tight, and the budget for the project has been set with no possibility of an increase.

**Learner Satisfaction: 97%**

**Estimated length: 10 hours**

**Access Time: 180 days**

**Credits: 1 IACET CEUs / 10 PMI PDUs / 10 HRCI Credits / 10 SHRM PDCs**

## Integrating Agile Into a Waterfall Environment

This intermediate-level course is designed to help Agile practitioners recognize and resolve many of the common issues that emerge when Agile concepts are introduced into Waterfall organizations. The course begins with 24 video segments from seasoned Agile trainers and practitioners who provide tips and best practices for addressing integration obstacles. The course then presents 20 short case studies that simulate the communication and interchanges that can occur as Agile and Waterfall practitioners work to resolve differences in the ways that they see and execute tasks. As students evaluate these case studies, they'll learn to deconstruct and diagnose any underlying problems that need to be resolved, just as they would in everyday practice. While they work to decode and correct these issues, they'll begin to recognize the common pitfalls that can happen as project teams collaborate and interact.

**Learner Satisfaction: 100%**

**Estimated length: 4 hours**

**Access Time: 90 days**

**Credits: 0.4 CEUs / 4 PDUs**

## Introduction to Agile

This introductory-level course explores the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management. This self-paced course contains vocabulary games, flashcards, and interactive exercises to supplement and enhance your understanding of Agile concepts, as well as video segments from Agile experts to help you become a more proficient Agile practitioner.

**Learner Satisfaction: 99%**

**Estimated length: 10 hours**

**Access Time: 180 days**

**Credits: 1 CEUs / 10 PDUs**

# Introduction to Finance

Understanding basic finance is important for any managerial position, even non-financial managers. This introductory-level course starts at the beginning, discussing finance as an organizational setting and legal forms of business. The course continues on to cover the responsibilities of financial managers, roles of finance in a typical business organization, and relevant financial markets of interest to financial managers. Further, the course will discuss corporate financing and the role the stock market plays in the business world.

**Learner Satisfaction: 99%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

# Leading and Managing Change

Whether adopting new technology or adapting to a drastic shift in an organization's core focus, change is a constant in any successful business. Managers play a fundamental role in successful effecting changes across an organization, and meanwhile, humans, by nature, will often resist change out of fear of the unknown. This introductory course addresses the key issues managers face in a dynamic environment. By understanding the steps in effecting change and how to overcome resistance, a manager can successfully lead change at various levels of an organization.

**Learner Satisfaction: 98%**

**Estimated length: 4 hours**

**Access Time: 90 days**

**Credits: 0.4 IACET CEU / 4 PDUs / 4 HRCIs / 4 SHRMs**

# Leading Teams

Leading a team through any task or project requires special skills, and an understanding of the team dynamic and politics. This introductory-level course for managers or anyone interested in leading teams, addresses the key issues surrounding leadership in a team environment. Why is leadership important to team success? What is required of a team leader to lead his team effectively? This course considers how team leaders must account for the special and unique circumstances of working in a team, where responsibility, accountability, communication, and leadership are shared.

**Learner Satisfaction: 98%**

**Estimated length: 5 hours**

**Access Time: 90 days**

**Credits: 0.5 IACET CEUs / 5 PDUs / 5 HRCIs / 5 SHRMs**

# Managing Real World Projects

This course presents a streamlined approach to project management based on the best practices of experienced, effective project managers. It cuts through the clutter and focuses on the key principles of project management in the real world, offering tools and techniques for achieving project success. This course provides a clear road map for leading a project through the five key project stages: Initiating, Planning, Controlling, Executing and Closing. You'll be exposed to the basic tools employed in each of these stages, including templates for a comprehensive project plan, work breakdown schedules, task list, issue list, risk register and close-out documents. Each stage is illustrated by examples and video commentary by project management professionals, where you can see how best practices are applied to solve project challenges.

**Learner Satisfaction: 96%**

**Estimated length: 10 hours**

**Access Time: 180 days**

**Credits: 1 IACET CEUs / 10 PDUs / 10 HRCIs / 10 SHRMs**

# PgMP® Exam Prep Course

This course provides a comprehensive preparation for the Program Management Professional (PgMP)® certification exam including exam-taking tips, comprehensive module quizzes, and over 200 practice questions covering the areas of knowledge as described in PMI's Program Management Professional Exam Content Specification.

**Learner Satisfaction: 92%**

**Estimated length: 25 hours**

**Access Time: 180 days**

**Credits: 2.5 IACET CEUs / 25 PMI PDUs**

# PM Primer: Cognitive Ability and Decisiveness

This online course focuses on those critical thinking, decision-making, and cognitive skills vital to effective project management. To be effective, project practitioners need to do more than just apply tools and techniques. They need to think critically about their projects and make good decisions that will put themselves—and their teammates—in positions to succeed.

Mastering these “softer” skills will allow team members and key project contributors to diagnose problems and situations in ways that will benefit the project, which will then propel them toward more successful outcomes. As they apply effective cognitive ability and decision-making skills, participants will make efficient choices that will help in dealing with uncertainties, and align work with expectations to lead the group to a successful result.

**Estimated length: 2 hours**

**Access Time: 90 days**

**Credits: 2 PMI PDUs / 2 HRCI Credits / 2 SHRM PDCs**

## PM Primer: Conflict Resolution

This online course focuses on how project managers can resolve conflicts in a project setting. Any time you convene a group of people to work together as closely as project teams do, conflicts are bound to happen. Project team members will likely have different views, personalities, and work styles that may clash as project objectives and goals are pursued.

To ensure that projects achieve their goals and project teams reach their full potential, conflicts must be carefully managed and effectively resolved by skilled practitioners and key stakeholders. Project managers and team leaders must recognize the triggers that signal conflict and intervene as early as possible, to prevent problems from shifting focus away from work and to ensure that project participants interact professionally as they meet their responsibilities and execute their roles.

**Estimated length: 2 hours**

**Access Time: 90 days**

**Credits: 2 PMI PDUs / 2 HRCI Credits / 2 SHRM PDCs**

## PM Skills™: Critical Thinking and Decision Making

To efficiently lead projects, project managers need more than tools and techniques—they need skills that allow them to assess data and information and to make the most appropriate and effective decisions possible. They need to ask the right questions that will help them diagnose problems and make the right choices to propel teams to successful outcomes.

This self-paced, fully online course will guide learners through a systematic decision-making process for making carefully considered choices and reaching fully examined conclusions. It will help to refine and develop critical thinking and reasoning skills that will enable project leaders to assess options, generate plans of action, and put their teams in positions to succeed.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Interpersonal Skills for Project Leaders

Successful project leaders understand that, to help their teams meet their objectives, they'll need to employ solid leadership and interpersonal skills that aid and empower the team's members. They'll have to apply sound delegation and facilitation strategies that allow the project staff to stay focused and remain on task. They'll need to make use of strong conflict resolution and negotiations training to address any issues that could hinder team production. And they'll have to demonstrate ethical leadership and compliance qualities that project participants can look to to guide their decisions and actions.

This self-paced, fully online course will help learners explore the key leadership and interpersonal skill set project leaders use to oversee projects and organize teams successfully. They'll get an overview of the behaviors that support project management, which will allow them to productively address problems, keep teams on track, and build trust among their coworkers, colleagues, and stakeholders.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Communication

Communication is a critical aspect of any successful project. Effective project teams communicate continuously, to share knowledge, clarify project objectives, and address issues. Project practitioners spend a large amount of their time engaged in interpersonal communication activities, ensuring that information is widely distributed and participants are kept up to date on all project objectives. But some project participants may not have the required expertise or ability to communicate effectively.

This self-paced, fully online course will help project leaders understand and coordinate verbal and written forms of communication within and between project teams. It will help focus and clarify communication techniques and allow clear, concise, and direct interactions among all project practitioners and stakeholders.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs / 2 HRCI Credits / 2 SHRM PDCs**

## PM Skills™: Negotiation

Negotiation is a key element of any project management approach. Project leaders regularly negotiate with various stakeholders—clients, teams, management, and leaders of other organizational projects—to move their own project toward completion. In some cases, a project’s success may depend on the project leader’s ability to address competing interests through negotiation. Fortunately, anyone can develop strong negotiation skills through learning, practice, focus, and negotiations training.

This self-paced, fully online course will provide learners with the skills they’ll need to successfully negotiate with internal and external project practitioners. It will help them establish their negotiation strategies and refine their techniques to successfully execute and complete projects.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Leadership

In recent years, views of leadership have changed. Today there is a greater understanding of the varieties of leadership in business, government, education, healthcare, and not-for-profit organizations, as well as in more personal areas like team leadership and family settings.

As a project leader, honing your leadership skills will allow you to successfully meet project objectives while motivating and engaging your team. Improving your leadership skills will enhance your standing as an asset to your organization while fostering team, project, and organizational evolution.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Conflict Management

Because projects bring so many people together to work collaboratively, it's inevitable—conflict *will happen* at some point. But a properly structured conflict resolution process will not only address problems in a timely manner, it may actually spark creativity and innovation as a team finds a new pathway to complete its work.

This self-paced, fully online course will help project leaders recognize potential workplace conflicts early and intervene at the appropriate point so they can minimize disruptions. It introduces a robust infrastructure that can prevent stalemates and resentment from interfering with the team's cohesion and solidarity. And it helps guide team members through forms of self-management so they can begin to correctly organize and settle disputes on their own.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Team Development

Effective project leaders rely on their project teams to complete work in a timely manner, but often, these teams need coaching and training that will encourage them to work together to achieve their objectives. The members of a project team could be talented individuals, but the team may need to be shaped into a unit that acts collaboratively to meet a project's goals.

This self-paced, fully online course will help learners enhance their team's ability to work cooperatively by clearly defining roles and responsibilities and inviting team members to play to each other's strengths. Learners will create, implement, and evaluate development programs that will help team members advance and improve and will learn to capitalize on team dynamic concepts to achieve success by better understanding team interactions.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**



## PM Skills™: Embracing Risk and Uncertainty

In many organizations, risk and uncertainty are seen as threats that must be planned for, controlled, and (if possible) eliminated entirely. But, are risk and uncertainty inherently bad? Couldn't they be opportunities to reimagine things and create a powerful new approach?

This self-paced, fully online course will help you view risk and uncertainty as a possibility instead of a danger. You'll see uncertainty as a way to examine and improve on existing conditions, opening up new possibilities or pathways that will help you achieve your goals. And for those risks that truly are threats, you'll develop a risk mitigation approach that will help you address problems and potentially uncover skills and abilities you can transfer to other areas of work to improve outcomes and results.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Change Management

Very few projects—even the simplest and smallest—are completed without having someone request a change of some form. Changes will happen—they can't be avoided—so it's important to prepare your team for any disruptions that may occur to ensure the project is not delayed or derailed.

This self-paced, fully online course will help you address and manage the impact of any changes your team may encounter. You will explore the types, forces, and factors for change, and you'll learn how to use change management initiatives and models to overcome resistance and foster engagement. You'll discover how you can best communicate about change, and you'll learn how to sustain the gains you make as you incorporate changes into your projects.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Interaction and Engagement

As a project leader, your project's stakeholders are some of your greatest assets. However, those assets are only valuable if you collaborate with and involve them on a regular basis. Customers, colleagues, team members, management, the community at large—they all have something to offer, but to capitalize on these resources, you'll need effective interaction and continuous stakeholder engagement to uncover their true worth.

This self-paced, fully online course will help you successfully collaborate with your stakeholders to improve your chances for project success. You'll learn to identify, analyze, manage, and encourage your stakeholder groups to be an integral part of your project's outcomes. And you'll see how meaningful interaction and engagement can strengthen cooperative efforts and enhance results to exceed expectations and requirements.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Planning and Project Design

At the beginning of a project, your responsibilities as a project leader will largely revolve around designing a plan that aligns with your organization's corporate strategy while providing fully functional deliverables that meet your stakeholders' needs. But project planning is not a one-time event: it occurs throughout a project's life cycle, so you need to remain prepared to make changes and have contingency plans in place to address unexpected situations.

This self-paced, fully online course will introduce you to the tools, techniques, and strategies you can use to develop successful projects and release plans. These tools and strategies can guide you in your efforts to create a just-in-time methodology that will complement your organization's strategic and tactical plans and enhance your product life cycle planning in the most efficient way possible.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Tailoring and Adaptability

Every project you encounter will be different in one way or another, and because of these inevitable differences, you'll need to tailor your project work to some degree. Different projects have different needs, expectations, and scopes, so your project's plans will have to be customized and adaptable to what your project demands. Small changes in your processes will be easy to adjust, but larger changes—like modifying your methodology—will require more intensive work.

This self-paced, fully online course will help you understand what tailoring is, increase your adaptability, and identify what in your projects you need to tailor. Knowing what and how to tailor will only increase productivity and lead to a more successful coordination and organization of your projects and operations.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Analysis and Problem Solving

As a project leader, one of your main responsibilities will be to not only collect project data but to also analyze that data to uncover any patterns and trends in project outputs. You will then have to mesh those data analysis skills with creative problem-solving techniques to keep your project on pace and aligned to meet its goals. This self-paced, fully online course will help you develop the expertise you'll need to assess information, define problems, and uncover their root causes. You'll learn how to develop and implement solutions in ways that will resolve issues without creating new risks. And you'll begin to recognize the key role that analysis plays in your decision-making and problem-solving approaches, so you can efficiently guide projects to their successful conclusion.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## PM Skills™: Expanding Focus and Alignment

A project consists of many moving parts—people, resources, materials, and timelines, just to name a few. All of these parts connect and influence each other, and, as the project leader, it's your job to ensure that all of the parts come together in the right way to achieve a specific goal. But, as many project leaders know, it's never as simple as moving from point A to point B; projects are messy and nonlinear, so leaders need tools that will help them align project elements and see the bigger picture.

Systems thinking provides a framework for better understanding the complex and ever-changing parts of a project. This methodology helps you think of your project as an interrelated part of the larger puzzle that your organization will use to meet its objectives. It allows you to look beyond the boundaries of your project to see how factors outside those boundaries interact with the things inside (and vice versa). And it helps you expand your focus to see how your project results fit into the overall scheme of your organization.

**Learner Satisfaction: 100%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PMI PDUs**

## Project Management Team Leadership

This course covers the roles and responsibilities of the project management team leader, in particular, their responsibility with regard to project stakeholders. The course also discusses how project management team leaders can build a positive team environment through effective communication, team building activities, problem-solving, and reflective listening.

**Learner Satisfaction: 98%**

**Estimated length: 18 hours**

**Access Time: 180 days**

**Credits: 1.8 IACET CEUs / 18 PMI PDUs / 18 HRCI Credits / 18 SHRM PDCs**

## Project Risk Management: PMI-RMP® Exam Prep

This completely online and self-paced nine-module risk management course helps educate project managers in identifying and responding to project risk. This course provides a comprehensive preparation for the Project Management Institute's PMI Risk Management Professional (PMI-RMP)® certification exam including exercises, self-assessments, interactive games, and case studies along with exam-taking tips and two full-length, 170-question practice exams covering the required five domains of risk management knowledge.

**Learner Satisfaction: 100%**

**Estimated length: 30 hours**

**Access Time: 180 days**

**Credits: 3 IACET CEUs / 30 PMI PDUs**

# Quality Management Basics

This course provides a firm foundation for anyone looking to understand quality management practices and techniques. The course combines instructional material with interactive exercises, vocabulary games, and flashcards to explain the core concepts and strategies of effective quality management. Case studies and examples from manufacturing and service sectors help to explain the nuances of quality concepts, while video segments from experienced quality management professionals provide expert insight into the real-world application of quality principles. The course is self-paced to allow students as much time as needed to absorb information and to understand the key concepts that will help them satisfy their stakeholders and delight their customers.

**Learner Satisfaction: 99%**

**Estimated length: 12 hours**

**Access Time: 180 days**

**Credits: 1.2 IACET CEUs / 12 PMI PDUs / 12 HRCI Credits / 12 SHRM PDCs**

# Understanding and Managing Budgets

A budget is a detail of expenses and incomes for a set period of time. This introductory-level course covers budgets and how they are used in organizational settings including the uses and functions of master budgets, operating budgets, sales, production and cost of goods sold budgets, and cash budgets. You will also learn about the budgeting process, and how organizations are using different budgeting techniques to overcome operating challenges.

**Learner Satisfaction: 97%**

**Estimated length: 3 hours**

**Access Time: 90 days**

**Credits: 0.3 IACET CEUs / 3 PDUs / 3 HRCIs / 3 SHRMs**

## II. Testimonials

The following testimonials are provided by learners that have completed courses in the Project Management suite.

### Allerton Connector Highway Project Management Simulation

*"I felt that this course content was easily applicable to current project issues that I face in my day-to-day work and has given me ideas of how to better handle them. Though the project that I am working is not construction-based, this still gave me good insight to issues that other PMs deal with."*

### CAPM® Exam Prep Course

*"It was a good introduction to PM. Thank you."*

### Cognitive Ability and Decisiveness

*"This course is an eye opener to a lot of things that have happened in the past within my organization. Now I am better positioned to make valuable decisions and be a better team player who will be beneficial to my project team and my organization. The experience was really insightful and worthwhile."*

### PM Primer: Conflict Resolution

*"Lots of good information and ideas. Well worth the time and a good value."*

### Effectively Managing Project Stakeholders

*"This class was wonderful, especially as a short, focused refresher to continually improve as a Project Manager."*

### Emotional Intelligence for Project Managers

*"This course has really heightened my awareness of the way I view myself emotionally. I am now even more mindful of the way I respond, especially in the work environment. Thank you. Continue the good work."*

### Ethics for Project Managers

*"I thoroughly enjoyed this course. It was engaging and easy to follow with interesting feedback from the professionals. I refreshed my past knowledge on ethics and learned some new things. Thank you."*

### Managing Real World Projects

*"All project managers should participate in this course."*