

# Simply a Better Way to Learn!



B U S I N E S S   S K I L L S

## Project Management Fundamentals Level 2

### Course Introduction

The Project Management Fundamentals Level 2 course combined with Level 1 is designed to provide students with a fundamental knowledge of the essentials of project management and to provide them with the requisite hours and knowledge for writing the Certified Associate in Project Management (CAPM) examination.

Upon completion of the Level 2 course, students will have a general understanding of the project management framework and all of the processes associated with the executing, controlling and closing stages of managing a project.

Students are given the opportunity to develop, practice and apply project management skills through the review of the course and the completion of review questions and exercises throughout the course.

### Course Prerequisite(s)

To ensure successful completion of this course, students should first complete the Project Management Fundamentals Level 1 course.

### Course Aim

To provide a fundamental knowledge of the essential skills of project management and how they can be applied.

### Of Interest to

People working in or planning to work in project driven environments as well as people wishing to pursue the Certified Associate in Project Management (CAPM) credential from the Project Management Institute.

### Course Breakdown

#### Module 1:

Project Execution; Assuring Quality; Developing the Project Team; Distributing Information; Managing Project Procurement

#### Module 2:

Project Control; Integration Control; Reasons for Project Changes; Controlling Scope

#### Module 3:

The Triple Constraint; Controlling the Schedule; Controlling Cost; Earned Value Analysis; Controlling Quality; Managing the Project Team

#### Module 4:

Managing Communications; Managing Risk; Managing Procurement

#### Module 5:

Project Closing; Administrative Closure; Contract Closure; Administrative vs. Contract Closure

#### Module 6:

PMI Code of Ethics and Professional Conduct; Responsibilities of the Profession; Conflicts of Interest

#### Module 7:

Online Review and Lab Exercise

### Course Notes

Course manual provided for on-going reference.

This course is an Online ILS Hybrid course and incorporates a more intensive media component than standard ILS courses. This media will be offered through ACME Pro, similar to the method for offering Academy Online courses.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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