



Spring 2012

Whether a large corporation, small organization, or somewhere in between, effective project management involves coordinating a wide diversity of people and tasks. Managers, supervisors, self-directed work groups, project and team leaders need professional project management training to stay competitive.

Project Management **Online** Program

www.cel.sfsu.edu/projectmanagement

Certify Your Advantage
with Project Management **Online** Training

SF State Extended Learning Project Management Online courses provide comprehensive training in project management. The professional development certificate is ideal for individuals required to manage projects in any field, no matter how complex the project. It is also a great starting place to prepare to sit for the Project Management Institute's (PMI)[®] Project Management Professional (PMP)[®] exam and earn the 35 hours of required project management education. The online certificate is designed to provide a core body of knowledge through the *PMBOK[®] Guide* and information on how to effectively apply PMI's processes in order to become a successful project manager.

Virtual Information Session For Project Management Online Classes 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[™]**, the University's online collaboration software.

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

Please visit www.blackboard.com/collaborate and choose 'Support' to make sure your computer meets all system requirements.

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

PMP is a registered mark of the Project Management Institute, Inc.

Project Management Online Program

For more information please contact:

Cathy Flight, Program Director (415) 817-4226, cflight@sfsu.edu
or Dylan Romero, Program Coordinator, (415) 817-4232, dromero2@sfsu.edu,
or visit www.cel.sfsu.edu/projectmanagement

Who Should Participate

- Anyone who wants to lead a project effectively throughout its life cycle, from initiating to successful completion.
- Experienced project leaders who want to take their management skills to the next level.
- Project managers seeking to be an applicant for the Project Management Institute's PMP Exam (Project Management Professional) certification process (Prerequisite courses may be applied to CAPM education requirements.)
- Students who prefer an online project management program due to geographical and schedule restraints.
- Computer savvy students who are comfortable with online learning.

Is Online Learning Right For You?

Visit the Project Management Online homepage to take the assessment exam at www.cel.sfsu.edu/projectmanagement to see if online learning is right for you.

Requirements and Online Enrollment Procedures

There are no formal requirements for acceptance into the Project Management Online certificate program. Registrations are accepted on a first-come, first-served basis.

Please register online <http://www.cel.sfsu.edu/register/webreg> for Project Management Online courses.

Once registered and paid in full, students will have access to their courses by logging in at ilearn.sfsu.edu, using their SF State ID and Password. Students residing outside the U.S. must fax contact information and ID to (415) 817-4298, prior to registration, or call Enrollment Services at (415) 405-7700 (option '5').

Project Management Institute (PMI)® Registered Education Provider (R.E.P.)

SF State Extended Learning has been approved as a Registered Education Provider (R.E.P.) of project management training by the Project Management Institute (PMI®). SF State Extended Learning has agreed to abide by PMI established quality assurance criteria and select project management 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 help you get ready for the PMP Exam, all from the comfort of your own home or office.

About the Project Management Online Program

Online Program Objectives

- Understand terminology, key concepts, and ideas for planning and scheduling projects.
- Prepare for Project Management Professional (PMP®) Exam (see www.pmi.org for details).
- Assess projects, manage cost, time, scope, risk, and quality of projects.
- Gain the management skills and tools needed to successfully lead a project team.
- Learn and utilize the fundamentals of Microsoft Project for dynamic project scheduling and management.



Enroll Early Online

Please make every effort to enroll at least three weeks before each first class meeting.

<http://www.cel.sfsu.edu/register/>

Online Course Policies

Please see Extended Learning Information & Policies, Fees & Refunds, and Calendar & Deadlines

<http://www.cel.sfsu.edu/register/>

Project Management Online Certificate Requirements

A certificate will be awarded upon successful completion of 180 hours of online instruction (18 CEU). Applications for certificates are due, along with a \$50 non-refundable fee and unofficial SF State transcripts after all course grades have been posted. Please do not apply until you have received credit for all Project Management Online courses completed.

To access SF State Extended Learning transcripts and student records, please visit MySFSU www.sfsu.edu/student

Online Technology Requirements

SF State Extended Learning's Project Management Online program requires students to have access to specific hardware and software as listed below:

- A personal computer, whether desktop or laptop is required and classes can be taken using a PC or Apple computer.
- Cable or similar network connection.
- Speakers and headphones are needed for audio aspects of classes.
- We recommend that student use the most current version of the Firefox browser for best online accessibility.
- Students are also required to have access to a word processor, spreadsheet and scheduling software.
- Current versions of Flash Player, Adobe Acrobat and Java are needed for all online courses.

Please make sure your PC and software are updated before logging into class for the first time.

www.blackboard.com/collaborate

SCHEDULING WITH MS PROJECT ONLINE (1.8 CEU)

Online

Prerequisite: Experience with Windows Operating system; access to MS Project 2010. This nine-week online class covers scheduling best practices: evidence-based task names, networking, resourcing, and estimating average work parametrically. Concurrently, you improve a schedule template of your choosing. Then, you schedule a specific project and link it with a service project to a resource pool. After manual and automated workload leveling and adding a project reserve, you baseline a rapid, reliable, feasible schedule. To control scope, you identify how to quickly assess issues and change impacts. Finally, to recover from likely slip-pages, you identify which tasks to fast-track, crash, or de-scope. For this course, you need access to Microsoft Project.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes 24 hours to process your registration. Register early.

Instructor: Oliver Gildersleeve

Schedule Number 92279 PM 9700 Section A 01

- Jan. 30-Apr. 2, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

PROJECT PLANNING & MANAGEMENT OVERVIEW ONLINE (1.8 CEU)

Online

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 Program.

Required Text: A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fourth Edition (Please note: It is recommended students begin reading the first four chapters before the first class meeting.)

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Daniel M. Shimabuku

Schedule Number 92280 PM 9701 Section A 01

- Jan. 30-Apr. 2, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

PROJECT ESTIMATION ONLINE (1.8 CEU)

Online

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 Text: Project Management: Case Studies, Third Edition, Harold Kerzner

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Kevin Haney

Schedule Number 92281 PM 9702 Section A 01

- Jan. 30-Apr. 2, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

RISK MANAGEMENT ONLINE (1.8 CEU)

Online

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, First Edition, published by AMACOM Div. American Mgmt Assn, 2003.

Recommended: Project Risk Management, A Proactive Approach, Royer.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Catherine Pinkas

Schedule Number 92282 PM 9703 Section A 01

- Jan. 30-Apr. 2, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

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VIRTUAL MANAGEMENT: MANAGING INTERNATIONAL TEAMS ONLINE (1.8 CEU)

Online

Learn about managing people at a distance using technology. Maintain effective collaboration and communications with team members without traditional face-to-face meetings. Teams bridging the distance gap will win clear competitive advantage – less travel, greater impact, backed up with video conferencing, shared space technologies, chat, e-mail, conference calls and other digital tools. Acquire skills needed for global sourcing. Think digital, mobile, virtual, wireless and personal to connect and collaborate. Human resources, information technology, corporate real estate – all need to think together about how teams of tomorrow can operate in the most efficient and human-sensitive way.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Daniel M. Shimabuku

Schedule Number 92283 PM 9704 Section A 01

- Mar. 12-May 14, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

PMP® EXAM PREP ONLINE (1.8 CEU)

Online

This course is designed to prepare experienced project managers to take the Project Management Professional (PMP®) certification examination. This professional designation is recognized worldwide and is 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, and professional responsibility.

Required Texts: *PMP® Exam Prep* by Rita Mulcahy, Seventh Edition.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Kevin Haney

Schedule Number 92284 PM 9706 Section A 01

- Mar. 12-May 14, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

PROCUREMENT MANAGEMENT ONLINE (1.8 CEU)

Online

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 Text: *Project Management: Case Studies*, Third Edition, Harold Kerzner

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Daniel M. Shimabuku

Schedule Number 92285 PM 9708 Section A 01

- Mar. 12-May 14, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

QUALITY MANAGEMENT ONLINE (1.8 CEU)

Online

This online 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. Teachings of several historical quality masters will be covered giving the project manager a solid foundation in the fundamentals of quality thinking including: systems thinking, tools for understanding the voice of the system, psychology and learning. Participants will explore the prerequisites to the implementation of quality management and the leadership required that supports best practices in the application of quality thinking in project management. The Quality Knowledge Area of project management will be covered with the objective of preparing students for the quality portion of the *Project Management Body of Knowledge (PMBOK® Guide)*, Fourth Edition.

Required Text: Check website for new text.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Doug Hawley

Schedule Number 92286 PM 9709 Section A 01

- Mar. 12-May 14, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

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**PROJECT COMMUNICATIONS
MANAGEMENT ONLINE (1.8 CEU)**

Online

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.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Veronica Neal

Schedule Number 92287 PM 9710 Section A 01

- Jan. 30-Apr. 2, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595

**PROJECT HUMAN RESOURCES
MANAGEMENT ONLINE (1.8 CEU)**

Online

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.

Once you register and pay for your course, you may go to ilearn.sfsu.edu, and log in using your SF State ID and Password. It takes up to 24 hours to process you into the system.

Instructor: Veronica Neal

Schedule Number 92288 PM 9711 Section A 01

- Mar. 12-May 14, online daily
- Visit <http://www.cel.sfsu.edu/projectmanagement>
- \$595 ■

Project
Management
Online
Faculty

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 BS in Mechanical Engineering and MS 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 BS from the University of Illinois at Urbana-Champaign in Biochemistry, an MS 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.

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., M.A., is a diversity trainer, leadership consultant, and project communications and human resources management specialist. Mrs. Neal has 15 years experience in the field of diversity education, training and development. Her current doctoral studies in leadership and multicultural education provide the theoretical underpinnings for her work with executive directors, managers, diversity consultants, youth, women and people of color in the field of education, health care, and business. Professionally, she has served as a nonprofit director, program manager, project manager, and now manages her own consulting practice.

Catherine Pinkas, M.B.A., PMP, is president of Training International, a curriculum development company specializing in systems training materials for companies including Apple Computer, 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 actively involved in financial management for over 20 years. As an instructor in finance and business management, her goal is to provide both support and 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. ■