

# The Masters Certificate in **Project Management**

Consolidate and advance your PM skills  
to add value to all your projects.

## Program Leadership Insights

Project Management skills are a new core competency in organizations at all levels.

Understanding how all the phases of the project lifecycle fit together benefits projects of any size.

Structured techniques for project management add the maximum amount of value during project execution.

Presented in Nova Scotia by



In partnership with



# Why consolidate and advance your PM skills?

Organizations now understand that success is built on the success of their projects.

Organizations of all types and sizes today understand that **everything is a project** - from implementing a new business system, to getting the boss to Europe and back in 10 days, to organizing a meeting. That means everyone in every functional area - from executive assistants to vice presidents - **is a potential Project Manager**. Top organizations foster success by cultivating strong project resources and supplying their people with the tools and formal training they need to get the job done right the first time.



## Why formal training in Project Management?

Projects can have a lot of moving parts. Successfully managing them requires more than just using PM software to make Gantt charts. **Without formal training, those who execute projects are essentially winging it; learning on the job through trial and error.** They cannot be sure that what they are doing is entirely right, or that the solution they implement is the best possible course of action. To excel at the job, a Project Manager requires concise, comprehensive formal training, in the best practices, current thinking, and tools of the trade.

## Project Managers are now expected to add value.

The PM field is becoming very competitive. Top PMs know that in order to deliver on time, on spec, and on budget, they **need to know all facets of the field and apply their knowledge nimbly and accurately.** This means being able to communicate with the team, manage stakeholders, procure and plan, ensure quality, minimize risk, and so much more. Truly competitive companies want Project Managers who can connect the work to the overall strategy, **and add value by bringing a complete skill set to bear.** A well-trained project manager trumps the person who's winging it every time.



# The Masters Certificate in Project Management

The Masters Certificate in Project Management has been designed from the ground up to build excellent Project Managers - skillful, strategic leaders who can consistently guide projects to completion.

With a proven curriculum based on *A Guide to the Project Management Body of Knowledge (PMBok®)* developed by the Project Management Institute (PMI®), the program can return many times the value of the financial investment for years to come through successfully executed projects.

Participants will benefit from:

- The ability to look at projects in a whole new light and manage them systematically and strategically.
- A huge kit of powerful new tools, documents and templates which can be used as is or modified to suit.
- Getting prepared to write a PMI® designation exam through mastery of the material and the required contact hours (please refer to PMI.org for complete application requirements).
- Hands on practice applying the material through a simulated project woven throughout the program - our 'secret sauce' for accelerated, intensified learning.

*"The approach to the program was great. Two full days to learn, discuss, and immerse yourself into each topic. I feel the principles presented are now ingrained. I will recommend the course without a doubt."*

*"The teaching methods of instructors were the best... very thorough and well presented for ease of understanding. Nothing but positive things about how the program was organized and presented."*

## ■ Overview of Course Modules

The program runs in convenient two or three day modules scheduled over 7 months, in a combination of weekday and weekend modules.

MODULE 1: November 16, 2018 (Friday)

### Program Introduction

Review course objectives. Establish a strong foundation for learning. Introduction to the PMBoK® and PM fundamentals.

MODULE 2: November 29 - December 1, 2018 (Thursday - Saturday)

### Project Planning and Control

A complete foundation in successful planning and implementation.

MODULE 3: January 11 - 12, 2019 (Friday - Saturday)

### Leadership, Communication and Stakeholder Management

Improving your project effectiveness in HR, communications and stakeholder management.

MODULE 4: February 8 - 9, 2019 (Friday - Saturday)

### Project Quality Management

Learn how to build quality measures into every project.

MODULE 5: February 28 - March 1, 2019 (Thursday - Friday)

### Effective Project Cost Management

Manage your projects through the lens of cost minimization.

MODULE 6: March 28 - 29, 2019 (Thursday - Friday)

### Assessing & Managing Project Risk

Approaches to evaluating project uncertainties and risks.

MODULE 7: April 25 - 26, 2019 (Thursday - Friday)

### Procurement & Contracting Management

Successfully manage key vendors and partners.

MODULE 8: May 16 - 17, 2019 (Thursday - Friday)

### Filling in the Gaps and Final Exam

Review of key concepts and testing areas for the final exam.

MODULE 9: May 30 - 31, 2019 (Thursday - Friday)

### Project Simulation

Participants apply their learning to propose, plan, execute and deliver a full-scale realistic project in teams.

Visit us online  
at [trainatmu.ca](http://trainatmu.ca)  
to see further  
details or to register



Join over 12,000 project professional graduates across North America!  
Canada's most respected project management certificate.

# The Masters Certificate in Project Management

Visit us  
online to  
register

Trainatsmu.ca

## Detailed Program Content

MODULE 1 (1 day)

### Program Introduction

Review course deliverables, expert instructors and teaching modules

- Program introduction and review of objectives
- Overview of the knowledge areas of project management as defined by the Project Management Institute and others
- Introduction to the project simulation/case study to be used throughout the program\*
- Introduction of tools and technology to be used throughout the program
- Discussion and exercise around team leadership and effectiveness

MODULE 2 (3 days)

### Project Planning and Control

A complete foundation in successful planning and implementation

- How to form a project team, scope projects and manage within a Matrix Environment
- Developing detailed and high-level PM plans
- Creating activity-based network diagrams and working with the critical path
- Introduction to Earned Value Management
- Meeting stakeholder requirements with various control strategies

MODULE 3 (2 days)

### Leadership, Communication and Stakeholder Management

Improving your project effectiveness in HR, communication and stakeholder management

- Communicating with project stakeholders meaningfully and effectively while supporting the success of the project
- Choosing, developing, managing and organizing your project team
- Identifying all stakeholders and managing their engagement
- Building communication plans and using templates
- Exploring strategies for challenging communication environments such as organizational change, diversity, and virtual teams

MODULE 4 (2 days)

### Project Quality Management

Learn how to build quality measures into every project

- Quality: defined and measured
- The basic process for achieving quality
- How preventive quality action reduces project cost dramatically
- Reducing total cost of quality through problem-solving
- Overcoming obstacles to front-end planning and achieving results

MODULE 5 (2 days)

### Effective Project Cost Management

Manage your projects through the lens of cost minimization

- Cost estimating: micro versus macro
- Resource planning, budgeting and cost control
- Earned value concepts
- Fixed, variable and unit costs
- Status reporting

MODULE 6 (2 days)

### Assessing and Managing Project Risk

Approaches to evaluating project uncertainties and risks

- Project risk management framework
- Risk management in project planning and execution
- Quantitative and team facilitation techniques to identify risks and responses
- Utilizing decision trees and expected monetary value
- Applying techniques such as Delphi method and Monte Carlo simulation

*\* Participants will receive a short assignment after each class. Each of these assignments will be used to tie the whole program together and serve as the background work for project simulation in the final module.*

## UPCOMING PROGRAM DATES:

November 16, 2018 - May 31, 2019

18 days over 7 months • Register now!



## Program Faculty

MODULE 7 (2 days)

### Procurement and Contracting Management

Successfully manage key vendors and partners

- Procurement and solicitation planning
- Solicitation and negotiation principles
- Source selection
- Contract close-out and contract law

MODULE 8 (2 days)

### Filling in the Gaps and Final Exam

Review of key concepts and testing areas for the final exam and write the final exam

- Review of complex issues in scope, time, cost, quality, human resources, communications and risk management
- Review all areas covered in the program to date
- The PMBoK® Guide as a complete unit
- Final exam spanning all program material (marks to be handed out the same day)
- Preparing for the PMP® certification examination
- Review question styles to improve your chances of success

MODULE 9 (2 days)

### Project Simulation

- In Project Simulation, all participants will apply their learning to propose, plan, execute and deliver a full-scale realistic project in teams

#### David Barrett

National Program Director, The Masters Certificate in Project Management, Schulich Executive Education Centre, Schulich School of Business, York University

**Christine Beaulieu, MBA,**  
PMP, Gestion, Christine Beaulieu Inc.

**Clément Beaumont,**  
MBA, PMP, EGPL Inc.

**Douglas B. Boebinger,**  
PMP, Integrated Process Developers, Inc.

**Michel Cambron, PMP**  
PMC - Project Management Centre

**Gladys Carroll, PMP**  
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**Benoit DeGrâce, PMP**  
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**Roxane Fast, CMA, PMP**  
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**Jeff Henry, MBA, PMP**  
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**Gilles Lalonde, PMP**  
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**Douglas D. Land**  
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**Bud Lush, PMP**  
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**John McIlroy, MBA**

**Karen Noftall, PMP**  
Quality Matters Inc.

**Tory Salisbury, PMP**  
PMC - Project Management Centre

**Alan Williams, PMP**  
AJW Project Management and Consulting Inc.





Program Director  
David Barrett

# The Masters Certificate in Project Management

**Find Out More Today!**  
Visit [seec.online/11588](http://seec.online/11588)

1. Watch a brief **video introduction** by Program Director David Barrett.
2. Join David for a **free 1-hour online information session**. Once you register, you will be sent your login details.
3. For **program content related questions**, contact us:  
Tel: 902.420.5638  
Toll free: 1.800.877.0874  
email: [epd@smu.ca](mailto:epd@smu.ca)



## Unique Program Features and Benefits Include

- Minimizes time spent away from work and home – just 18 days spread over 7 months with some weekend days per modules
- Covers all ten Project Management Body of Knowledge (PMBOK®) areas to build your total skill-set
- Team-taught by real-world project instructors with extensive experience
- Great networking and sharing of experiences to reinforce your learning
- Designed to lead to senior level career advancement opportunities

## Green Program!

Participants will receive all program learning materials electronically, and are asked to bring a suitable tablet or laptop PC to class. Alternative arrangements are available upon request.

## Participant Profile

The Masters Certificate in Project Management is ideal for:

- Mid- and senior-level managers who have completed an introductory project management program in recent years, and must now lead more complex projects
- Anyone who does NOT have their PMP designation from PMI and who wishes to consolidate and certify their project management training for career success
- Project Managers from any industry with at least one year experience, who wish to move up to a higher level in their field

## Registration Details

### Program Dates

November 16, 2018 - May 31, 2019

### Program Location & Time

1800 Argyle Street - Suite 801  
Halifax, NS  
B3J 3N8

Sessions run: 8:30 a.m. - 5:00 p.m.

### Masters Certificate Program Fee:

\$7,965 CDN

- Fee includes program tuition, teaching materials, lunches and refreshments.
- A deposit of \$1,770 CDN is required to secure your place in the program.
- Full program fee is payable *three weeks* prior to start of the program.
- Saint Mary's University's liability is limited to reimbursement of paid tuition fee.
- Contact us about multiple registration discounts from one organization, or a convenient tuition payment plan.
- Modules, speakers, topics, dates, fees, and locations are subject to change.

### Registration Inquires

Tel: 902.420.5638  
Toll Free: 1.800.877.0874  
Fax: 902.420.5284  
Email: [epd@smu.ca](mailto:epd@smu.ca)



**Schulich**  
School of Business  
Executive Education Centre



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# REGISTRATION FORM



Register me immediately for the following session:

- Program Dates:  
November 16, 2018 - May 31, 2019

## The Masters Certificate in Project Management

Program Registration - Two Ways to Register:

1. FAX this registration form to 902.420.5284 or toll free 1.866.511.7111
2. EMAIL this form to epd@smu.ca

Name Mr.  Mrs.  Ms.

Organization \_\_\_\_\_ Department \_\_\_\_\_ Job Title \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_

Tel Preferred \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Canadian citizen  Yes  No Holding other citizenships  Yes  No

### Brief Professional Background

Previous PM training:  None  1 Introductory course  A few courses  Many Number of years of PM experience: \_\_\_\_\_

Type of projects you manage:  IT implementation/software development  Construction/Engineering  Other (specify) \_\_\_\_\_

This program will have digital materials that participants are required to download and bring to class on their own tablet or laptop.

Please initial that you have read this requirement \_\_\_\_\_

Please advise us of any special dietary allergies we may need to cater for:

### Payment Method - Payment is due in advance of the start date

Please indicate payment method:

- Credit card (  Call us 902.420.5638 or  we contact you)
- Invoice my organization

Attention \_\_\_\_\_

Email \_\_\_\_\_ Tel \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

PO# \_\_\_\_\_ Special Note \_\_\_\_\_

Invoice / Receipt Address (if different from above)

### Payment options – please check:

Full payment  \$7,965 CDN

Deposit only\*  \$1,770 CDN

*\*payment in full is due in advance of the start date*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

