Clemson University
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Education & Training Plan
Program Management Professional (PMI PgMP) Certification Program with Externship

Student Full Name: _____

Start Date: _____ End Date: _____

Program includes National Certification & an Externship Opportunity
Mentor Supported

Clemson University Program with Externship
Course Code: CLEM-B-PGMP
Program Duration: 6 Months
Course Contact Hours: 375
Student Tuition: $3,500.00

The Program Management Professional (PgMP®)
As a program manager, you're a senior-level practitioner on the forefront of advancing your organization's strategic goals. You manage multiple, related projects in a coordinated way, achieving benefits that could not occur if the projects were handled separately. Your leadership is instrumental. With program management maturity, an organization's projects are far more successful than without it — 76 percent compared to 54 percent according to our 2015 Pulse of the Profession® report. The Program Management Professional (PgMP)® is a visible sign of your advanced experience and skill and gives you a distinct advantage in employment and promotion.

The Program Management Professional (PgMP®) Program
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. After successful completion, you will receive 25 PDUs/contact hours to qualify to take the PMI® Program Management Professional® Exam. Successful completion means completing all assignments in the course, and scoring a minimum of 70% on the second practice test. Learners should have some experience in project management and will need to have access to the Project Management Institute's® A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition.

Education and National Certifications
Students should have or be pursuing a high school diploma or GED.

National Certification exam that is available to students who successfully complete this program:

- **Program Management Institute (PMI) Program Management Professional (PgMP®) Certification**
  - **NOTE: PMI requires candidates for the PgMP Exam to meet additional eligibility requirements including:**
    - **Secondary degree (high school diploma, associate's degree or the global equivalent), AND**
      - **48 months of project management experience, OR**
      - **84 months of program management experience within the last 15 years**

Program Objectives

After completing this program, learners will be able to:

- Explain the overlapping nature of program activities, interdependencies, and the five Program Management Performance Domains
- Prepare effectively to pass the PMI-PgMP® Exam
- Illustrate how organizational strategic objectives are related to program management and benefits delivery
- Explain how benefits are transferred and sustained effectively
- Recognize how to effectively manage resources and communicate with all stakeholders
- Identify key project stakeholders and continuously engage them in appropriate program activities
- Explain the stages of the program life cycle
- Recognize the goal of governance in program management
- Recognize best practices in risk management
- Use Microsoft Office®

National Certification

Students who complete the Clemson University Program Management Professional (PMI PgMP) program will be prepared to sit for the Project Management Institute (PMI) Project Management Professional (PMP) Certification national certification exam(s). In order to work as a Program Management Professional (PMI PgMP), many states nationwide are requiring that learners achieve national certification prior to working in that state. Students who complete this program are encouraged to complete the practical/clinical externship option with their program. This comprehensive program is designed to prepare students to sit for Project Management Institute (PMI) Project Management Professional (PMP) Certification exam(s). Students who complete this program can and do sit for the Project Management Institute (PMI) Project Management Professional (PMP) Certification national certification exam(s) and are qualified, eligible and prepared to do so.

Externship / Hands on Training / Practicum

Although not a requirement, once students complete the program, they have the ability to participate in an externship and/or hands on practicum so as to practice the skills necessary to perform the job requirements of a professional in this field. Students will be assisted with completing a resume and/or other requirements necessary to work in this field. All students who complete this program are eligible to participate in an externship and will be placed with a participating organization near their location. The institution works with national organizations and has the ability to place students in externship opportunities nationwide.

<u>Clemson University contact:</u> If students have any questions regarding this program including national certification and externships **, they should call Salley Ouellette of Clemson University at | (864) 656-2200 or via email at <u>palmer4@clemson.edu</u>**

Note : No refunds can be issued after the start date published in your Financial Award document.

Program Management Professional (PMI PgMP) Certification Program with Clinical Externship

About Clemson University!

Clemson Online, a unit reporting directly to the Provost, works closely with leadership teams across the University to develop, market, and deliver top-quality courses and programs in blended and online formats. The office provides vision, leadership, coordination, and expertise in support of faculty design, delivery, and evaluation of technology-enhanced, blended, and fully online courses and instructional materials. Dynamic, transformative, and unique eLearning opportunities characterize Clemson's approach to online teaching and learning.

Our Mission: Clemson Online provides strategic leadership for online education, emphasizing innovative teaching and superior learning outcomes to maximize student success in 21st-century academic and professional contexts.

Our Vision: Clemson Online will define the public web-grant university through measurable achievements in online education, research, and service. The office is committed to pursuing strategic opportunities, providing supportive resources, promoting superior educational quality, and ensuring faculty involvement and responsibility in shaping Clemson's online future.

Clemson University and Pearson Education
Clemson University's eLearning programs were developed in partnership with Pearson Education to produce the highest quality, best-in-class content and delivery necessary to enhance the overall student learning experience, boost understanding and ensure retention. Pearson Education is the premier content and learning company in North America offering solutions to the higher education and career training divisions of colleges and universities across the country aimed at driving quality education programs to ensure student success. Please visit us at **www.pearson.com** .

About Pearson Education
Welcome to Pearson. We have a simple mission: to help people make more of their lives through learning. We are the world's leading learning company, with 40,000 employees in more than 80 countries helping people of all ages to make measurable progress in their lives. We provide a range of education products and services to institutions, governments and direct to individual learners, that help people everywhere aim higher and fulfil their true potential. Our commitment to them requires a holistic approach to education. It begins by using research to understand what sort of learning works best, it continues by bringing together people and organizations to develop ideas, and it comes back round by measuring the outcomes of our products.

Program Management Professional Program Detailed Student Objectives:

INTRODUCTION AND RESOURCES

- Explain the PgMP® Exam and its requirements; and
- Learn the structure of this course; and
- Access relevant resources.

INTRODUCTION TO PROGRAM MANAGEMENT

- Describe programs and why they are initiated;
- Describe the field of program management;
- Define the five performance domains of program management;
- Recognize the relationship between projects, programs, and portfolios, and their management;
- Explain the practice of organizational project management (OPM);
- Describe the role of the program management office (PMO); and
- Identify the roles and competencies of a program manager.

PROGRAM STRATEGY ALIGNMENT

- Perform an initial program assessment by defining the program objectives, requirements, and risks in order to ensure program alignment with the organization's strategic plan, objectives, priorities, vision, and mission statement.
- Establish a high-level road map with milestones and preliminary estimates in order to obtain initial validation and approval from the executive sponsor.
- Define the high-level road map/framework in order to set a baseline for program definition, planning, and execution.
- Define the program mission statement by evaluating the stakeholders' concerns and expectations in order to establish program direction.
- Evaluate the organization's capability by consulting with organizational leaders in order to develop, validate, and assess the program objectives, priority, feasibility, readiness, and alignment to the organization's strategic plan.
- Identify organizational benefits for the potential program using research methods such as market analysis and high-level cost-benefit analysis in order to develop the preliminary program scope and define benefits realization plan.
- Estimate the high level financial and nonfinancial benefits of the program in order to obtain/maintain funding authorization and drive prioritization of projects within the program.
- Evaluate program objectives relative to regulatory and legal constraints, social impacts, sustainability, cultural considerations, political climate, and ethical concerns in order to ensure stakeholder alignment and program deliverability.
- Obtain organizational leadership approval for the program by presenting the program charter with its high-level costs, milestone schedule and benefits in order to receive authorization to initiate the program.
- Identify and evaluate integration opportunities and needs (for example, human capital and human resource requirements and skill sets, facilities, finance, assets, processes, and systems) within program activities and operational activities in order to align and integrate benefits within or across the organization.
- Exploit strategic opportunities for change in order to maximize the realization of benefits for the organization.

PROGRAM LIFE CYCLE MANAGEMENT

- Demonstrate knowledge of the Program Definition Phase, including the constituent processes for initiating and planning a program;
- Demonstrate knowledge of the Program Delivery Phase, including the constituent processes for executing and monitoring and controlling a program; and
- Demonstrate knowledge of the Program Closure Phase, including the constituent processes for closing a program.

PROGRAM BENEFITS MANAGEMENT

- Develop the benefits realization plan and its measurement criteria in order to set the baseline for the program and communicate to stakeholders, including sponsors;
- Identify and capture synergies and efficiencies identified throughout the program life cycle in order to update and communicate the benefits realization plan to stakeholders, including sponsors;
- Develop a sustainment plan that identifies processes, measures, metrics, and tools necessary for management of benefits beyond the completion of the program in order to ensure the continued realization of intended benefits;
- Monitor the metrics (for example, by forecasting, analyzing variances, developing "what if" scenarios and simulations, and utilizing causal analysis) in order to take corrective actions in the program and maintain and/or potentially improve benefits realization;
- Verify that the close, transition, and integration of constituent projects and the program meet or exceed the benefit realization criteria in order to achieve program's strategic objectives;
- Maintain a benefit register and record program progress in order to report the benefit to stakeholders via the communications plan;
- Analyze and update the benefits realization and sustainment plans for uncertainty, risk identification, risk mitigation, and risk opportunity in order to determine if corrective actions are necessary and communicate to stakeholders; and
- Develop a transition plan to operations in order to guarantee sustainment of products and benefits delivered by the program.

PROGRAM STAKEHOLDER ENGAGEMENT

- Identify stakeholders, including sponsors, and create the stakeholder matrix in order to document their position relative to the program;
- Perform stakeholder analysis through historical analysis, personal experience, interviews, knowledge base, review of formal agreements (for example, request for proposal (RFP), request for information (RFI), contracts), and input from other sources in order to create the stakeholder management plan;
- Negotiate the support of stakeholders, including sponsors, for the program while setting clear expectations and acceptance criteria (for example, KPIs) for the program benefits in order to achieve and maintain their alignment to the program objectives;
- Generate and maintain visibility for the program and confirm stakeholder support in order to achieve the program's strategic objectives;
- Define and maintain communications adapted to different stakeholders, including sponsors, in order to ensure their support for the program;

- Evaluate risk identified by stakeholders, including sponsors, and incorporate them in program risk management plan, as necessary; and
- Develop and foster relationships with stakeholders, including sponsors, in order to improve communication and enhance support for the program.

PROGRAM GOVERNANCE

- Develop program and project management standards and structure (governance, tools, finance, and reporting) using industry best practices and organizational standards in order to drive efficiency and consistency among projects and deliver program objectives;
- Select a governance model structure including policies, procedures, and standards that conforms program practices with the organization's governance structure in order to deliver program objectives consistent with organizational governance requirements;
- Obtain authorization(s) and approval(s) through stage gate reviews by presenting the program status to governance authorities in order to proceed to the next phase of the program;
- Evaluate key performance indicators (for example, risks, financials, compliance, quality, safety, stakeholder satisfaction) in order to monitor benefits throughout the program life cycle;
- Develop and/or utilize the program management information system), and integrate different processes as needed, in order to manage program information and communicate status to stakeholders;
- Regularly evaluate new and existing risks that impact strategic objectives in order to present an updated risk management plan to the governance board for approval;
- Establish escalation policies and procedures in order to ensure risks are handled at the appropriate level;
- Develop and/or contribute to an information repository containing program-related lessons learned, processes, and documentation contributions in order to support organizational best practices.;
- Identify and apply lessons learned in order to support and influence existing and future program or organizational improvement;
- Monitor the business environment, program functionality requirements, and benefits realization in order to ensure the program remains aligned with strategic objectives; and
- Develop and support the program integration management plan in order to ensure operational alignment with program strategic objectives.

MICROSOFT OFFICE

- Module Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing free Microsoft MOS certification may want to consider completing this Microsoft Office Module at no additional cost.

System Requirements:

Windows Users:

- Windows 8, 7, XP or Vista
- 56K modem or higher
- Soundcard & Speakers
- Firefox, Chrome or Microsoft Internet Explorer

Mac OS User:

- Mac OS X or higher (in classic mode)
- 56K modem or higher
- Soundcard & Speakers
- Apple Safari

iPad Users:

- Due to Flash limitations, eLearning programs are NOT compatible with iPads

Screen Resolution:

- We recommend setting your screen resolution to 1024 x 768 pixels.

Browser Requirements:

- System will support the two latest releases of each browser. When using older versions of a browser, users risk running into problems with the course software.
- Windows Users: Mozilla Firefox, Google Chrome, Microsoft Internet Explorer
- Mac OS Users: Safari, Google Chrome, Mozilla Firefox

Suggested Plug-ins:

- Flash Player
- Real Player
- Adobe Reader
- Java

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