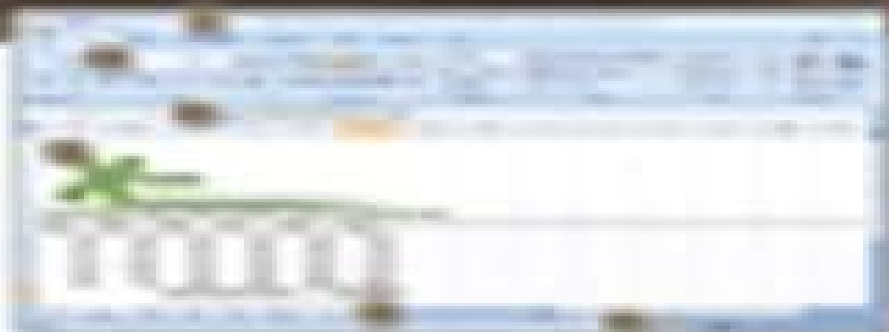


CourseCARD



Introduction

This course is designed to provide students with a comprehensive understanding of the principles and practices of project management. The course covers the entire project lifecycle, from initiation to closure, and includes practical applications of project management tools and techniques.

Course Objectives

By the end of this course, students will be able to:

- Identify the key components of a project and the roles of the project manager.
- Develop a project charter and a project management plan.
- Execute project tasks and manage project risks.
- Monitor project progress and communicate effectively with stakeholders.
- Close a project and evaluate project performance.

Prerequisites

Students should have a basic understanding of business and management principles. No prior experience with project management is required, but it is recommended that students have completed a course in business communication or organizational behavior.

Course Content

The course is divided into five main sections:

- Project Initiation:** Understanding the project lifecycle, identifying project opportunities, and developing a project charter.
- Project Planning:** Developing a project management plan, including scope, schedule, and resource management.
- Project Execution:** Implementing the project management plan, managing project risks, and communicating with stakeholders.
- Project Monitoring and Control:** Tracking project progress, managing project changes, and ensuring project quality.
- Project Closure:** Completing the project, evaluating project performance, and archiving project documents.

Assessment

Students will be assessed through a combination of quizzes, assignments, and a final project. The final project will require students to develop a project management plan for a real-world project.

Additional Resources

Students are encouraged to explore additional resources, including textbooks, online articles, and industry reports, to gain a deeper understanding of project management. The following links provide access to these resources:

- [Project Management Institute \(PMI\) Website](#)
- [Project Management Body of Knowledge \(PMBOK\) Guide](#)
- [Project Management Journal](#)

Conclusion

This course provides a comprehensive overview of project management principles and practices. By the end of the course, students will be equipped with the knowledge and skills necessary to successfully manage projects in a variety of organizational contexts.

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Course Information: This course is offered as a part of the Project Management Certificate Program. For more information, please contact the Program Manager at [\[Email Address\]](#).

Course Schedule: The course is scheduled to run from [\[Start Date\]](#) to [\[End Date\]](#). The course is offered in a hybrid format, with online modules and in-person sessions.

Course Fees: The course fee is [\[Fee Amount\]](#). This fee includes access to the course materials, textbooks, and a final project. There is no additional charge for the final project.

Course Contact: For more information, please contact the Program Manager at [\[Email Address\]](#) or the Course Coordinator at [\[Email Address\]](#).

Course Evaluation: Students are encouraged to provide feedback on the course. Please complete the course evaluation form at the end of the course.

Course Credits: This course is worth [\[Credits\]](#) credits. It is approved for credit by the [\[Accreditation Body\]](#).

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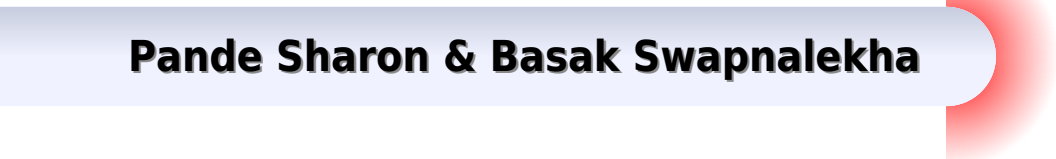
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Information Technology Investment: Decision-making Methodology (2nd Edition) Marc J Schniederjans, Jamie L Hamaker, Ashlyn M Schniederjans, 2010-03-24 From the individual to the largest organization everyone today has to make investments in IT Making a smart investment that will best satisfy all the necessary decision making criteria requires careful and inclusive analysis This textbook provides an up to date in depth understanding of the methodologies available to aid in this complex process of multi criteria decision making It guides readers on the process of technology acquisition what methods to use to make IT investment decisions how to choose the technology and justify its selection and how the decision will impact the organization Unique to this textbook are both financial investment models and more complex decision making models from the field of management science so that readers can extend the analysis benefits to enhance and confirm their IT investment choices The wide range of methodologies featured in the book gives readers the opportunity to customize their best fit solutions for their unique IT decision situation This textbook is especially ideal for educators and students involved in programs dealing with technology management operations management applied finance operations research and industrial engineering A complimentary copy of the Instructor s Manual and Test Bank and the PowerPoint presentations of the text materials are available for all instructors who adopt this book as a course text Please send your request to sales wspc com

Discovering Computers Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, Jeffrey J. Quasney, 2006-02 This third edition from the Shelly Cashman Series covers the same breadth but with less depth as Discovering Computers 2007 Complete This title is ideal for a short course on computer concepts or in application software courses With the Shelly Cashman Series project oriented step by step pedagogy and full color screenshots this book includes new exercises and tools on the Online Companion

Human Resource Management: Text & Cases, 2nd Edition Pande Sharon & Basak Swapnalekha, 2015 In a constantly evolving service led Indian economy human resources have become the cornerstone of an organization s success The management of human capability has become an art that has to be understood and mastered to run a successful enterprise Human Resource Management Text and Cases 2e explains the basic concepts of this discipline and presents cases that provide an insight into the challenges faced by HR professionals on a day today basis Going beyond the coverage of a traditional textbook this book focuses on applied aspects of HRM which capture the evolving challenges in the field The authors have used their extensive real world work experience in talent acquisition and human resource development and retention to provide lucid explanation of all major concepts of human resource management Replete with examples and cases this title is a complete guide for all MBA students and HR practitioners KEY FEATURES Extensive coverage of HR best practices and innovations Sample ready to use formats of relevant documents Thought provoking chapter opening cases to set the context for learning in the text ahead Application cases to showcase real world implementation of concepts PowerPoint slides and Question Bank for teachers

Enterprise Risk Management (2nd Edition) David L Olson, Desheng

Dash Wu, 2015-01-21 Risk is inherent in business Without risk there would be no motivation to conduct business But a key principle is that organizations should accept risks that they are competent enough to deal with and outsource other risks to those who are more competent to deal with them such as insurance companies Enterprise Risk Management 2nd Edition approaches enterprise risk management from the perspectives of accounting supply chains and disaster management in addition to the core perspective of finance While the first edition included the perspective of information systems the second edition views this as part of supply chain management or else focused on technological specifics It discusses analytical tools available to assess risk such as balanced scorecards risk matrices multiple criteria analysis simulation data envelopment analysis and financial risk measures **Discovering Computers 2007** Gary B. Shelly, Thomas J. Cashman, Misty E. Vermaat, Jeffrey J. Quasney, 2006-02 Presents eleven chapters and six special features that cover basic through intermediate computer concepts with an emphasis on the personal computer and its practical use including hardware software application and system software the Internet and World Wide Web communications e commerce and computers in society **Credit Scoring and Its Applications, Second Edition** Lyn Thomas, Jonathan Crook, David Edelman, 2017-08-16 Credit Scoring and Its Applications is recognized as the bible of credit scoring It contains a comprehensive review of the objectives methods and practical implementation of credit and behavioral scoring The authors review principles of the statistical and operations research methods used in building scorecards as well as the advantages and disadvantages of each approach The book contains a description of practical problems encountered in building using and monitoring scorecards and examines some of the country specific issues in bankruptcy equal opportunities and privacy legislation It contains a discussion of economic theories of consumers use of credit and readers will gain an understanding of what lending institutions seek to achieve by using credit scoring and the changes in their objectives New to the second edition are lessons that can be learned for operations research model building from the global financial crisis current applications of scoring discussions on the Basel Accords and their requirements for scoring new methods for scorecard building and new expanded sections on ways of measuring scorecard performance And survival analysis for credit scoring Other unique features include methods of monitoring scorecards and deciding when to update them as well as different applications of scoring including direct marketing profit scoring tax inspection prisoner release and payment of fines **New Perspectives on Microsoft Office Access 2003, CourseCard Edition** Joseph J. Adamski, Kathy T. Finnegan, 2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Access 2003 **Instructor Edition** Shelly, Cashman, Vermaat, 2006-02 Provides a current and thorough introduction to computers by integrating usage of the World Wide Web with the printed text *New Perspectives on Microsoft Office Excel 2003, Brief, CourseCard Edition* Dan Oja, June Jamnich Parsons, Roy Ageloff, Patrick Carey, 2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft

Excel 2003 **Encyclopedia of Information Science and Technology, Third Edition** Khosrow-Pour, D.B.A., Mehdi,2014-07-31 This 10 volume compilation of authoritative research based articles contributed by thousands of researchers and experts from all over the world emphasized modern issues and the presentation of potential opportunities prospective solutions and future directions in the field of information science and technology Provided by publisher

Public Productivity Handbook Marc Holzer,Seok-Hwan Lee,2019-02-13 Anyone hoping to improve teamwork performance and budgeting training and evaluation programs in their organization should look no further Completely revised Public Productivity Handbook Second Edition defines the role of leadership dimensions of employee commitment and multiple employee organization based relationships for effective internal and external connections It s coverage of new and systematic management approaches and well defined measurement systems provides guidance on correct utilization of human resources that ensure improvements in productivity and performance The authors discuss such topics as citizen driven government and performance public sector values and productivity privatization and productivity barriers in the public sector

Encyclopedia of Information Science and Technology Mehdi Khosrow-Pour,Mehdi Khosrowpour,2009 This set of books represents a detailed compendium of authoritative research based entries that define the contemporary state of knowledge on technology Provided by publisher *Foundations of Health Care Management* Bernard J. Healey,Marc C. Marchese,2012-08-09 Foundations of Health Care Management Leaders and managers throughout the health care system are facing ever more challenging changes in the way care is delivered paid for and evaluated Foundations of Health Care Management Principles and Methods offers an innovative concise reader friendly introduction to health care management and administration It addresses the need for new skills in managers of health care facilities and for those planning to enter health care management positions The book covers such critical topics as leadership training change management conflict management techniques culture building quality improvement and communications skills as well as collaboration in the improvement of population health Foundations of Health Care Management also concentrates on innovations and describes steps in the transition to more decentralized and creative approaches to the management of health care facilities The book covers physician management from the physician s viewpoint a valuable perspective for health care managers The book serves important dual purposes for faculty and students by providing both insights into the health care field as well as foundational content on essential management and leadership competencies A full set of support materials is available for instructors at the book s companion Web site **Microsoft Office 2003** David W. Beskeen,Lisa Friedrichsen,Jennifer A. Duffy,Elizabeth Eisner Reding,Carol M. Cram,2005-02 Enhance your course with numerous new features in Microsoft Office 2003 Illustrated Introductory Second Edition This new edition is designed to give students a fuller introduction to Office skills with a new chapter on Essential Computer Concepts and new reinforcement material to keep your course lively and current *Handbook of Industrial and Systems Engineering, Second Edition* Adedeji B. Badiru,2013-10-11 A new edition of

a bestselling industrial and systems engineering reference Handbook of Industrial and Systems Engineering Second Edition provides students researchers and practitioners with easy access to a wide range of industrial engineering tools and techniques in a concise format This edition expands the breadth and depth of coverage emphasizing new systems engineering tools techniques and models See What s New in the Second Edition Section covering safety reliability and quality Section on operations research queuing logistics and scheduling Expanded appendix to include conversion factors and engineering systems and statistical formulae Topics such as control charts engineering economy health operational efficiency healthcare systems human systems integration Lean systems logistics transportation manufacturing systems material handling systems process view of work and Six Sigma techniques The premise of the handbook remains to expand the breadth and depth of coverage beyond the traditional handbooks on industrial engineering The book begins with a general introduction with specific reference to the origin of industrial engineering and the ties to the Industrial Revolution It covers the fundamentals of industrial engineering and the fundamentals of systems engineering Building on this foundation it presents chapters on manufacturing production systems and ergonomics then goes on to discuss economic and financial analysis management information engineering and decision making Two new sections examine safety reliability quality operations research queuing logistics and scheduling The book provides an updated collation of the body of knowledge of industrial and systems engineering The handbook has been substantively expanded from the 36 seminal chapters in the first edition to 56 landmark chapters in the second edition In addition to the 20 new chapters 11 of the chapters in the first edition have been updated with new materials Filling the gap that exists between the traditional and modern practice of industrial and systems engineering the handbook provides a one stop resource for teaching research and practice

Computer Concepts June Jamrich Parsons, Dan Oja, 2006 **Visualisation for Semantic Information Systems** Fill Hans-Georg, 2009-06-26 Dr Hans Georg Fill presents an innovative framework for visualisation based on an analysis of current visualisation approaches in business informatics It encompasses the creation of visualisations both from a technical as well as a contextual point of view The author in particular elaborates the concepts of visual objects ontological visualisation patterns and semantic visualization **The CAADP inaugural Biennial Review and Africa Agricultural Transformation Scorecard: Results and areas for improvement** Benin, Samuel, Ulimwengu, John M., Tefera, Wondwosen, 2018-08-31 This paper uses the Biennial Review BR data and simple correlations to analyze the potential relationship between progress in recommitting to CAADP or mutual accountability and progress in meeting commitments in the other five broad areas Various weighting systems are used to demonstrate the sensitivity of the weights chosen for computing the scores to develop the Africa Agricultural Transformation Scorecard AATS The current BR applies equal weights to the seven thematic areas followed by equal weights to performance categories and indicators within each thematic area and performance category respectively The other weighting systems considered for the sensitivity analysis

include equal weights applied at performance category or indicator level differential weights based on the ease or difficulty in achieving various commitments using the Items Response Theory IRT and differential weighting system that gives more weight to performance categories or indicators that are more directly linked to agricultural transformation

Knowledge Management in Theory and Practice, second edition Kimiz Dalkir, 2011-03-04 A comprehensive text and reference provides both substantive theoretical grounding and pragmatic advice on applying key concepts The ability to manage knowledge has become increasingly important in today's knowledge economy Knowledge is considered a valuable commodity embedded in products and in the tacit knowledge of highly mobile individual employees Knowledge management KM represents a deliberate and systematic approach to cultivating and sharing an organization's knowledge base It is a highly multidisciplinary field that encompasses both information technology and intellectual capital This textbook and professional reference offers a comprehensive overview of the field of KM providing both a substantive theoretical grounding and a pragmatic approach to applying key concepts Drawing on ideas tools and techniques from such disciplines as sociology cognitive science organizational behavior and information science the text describes KM theory and practice at the individual community and organizational levels It offers illuminating case studies and vignettes from companies including IBM Xerox British Telecommunications JP Morgan Chase and Nokia This second edition has been updated and revised throughout New material has been added on the information and library science perspectives taxonomies and knowledge classification the media richness of the knowledge sharing channel e learning social networking in KM contexts strategy tools results based outcome assessments knowledge continuity and organizational learning models KM job descriptions copyleft and Creative Commons and other topics New case studies and vignettes have been added and the references and glossary have been updated and expanded

Strategic Project Management Corlane Barclay, Kweku-Muata Osei-Bryson, 2015-08-18 Based on expert practitioners contributions from across the globe including Brazil Jamaica Malaysia Pakistan Thailand the United Kingdom and the United States Strategic Project Management Contemporary Issues and Strategies for Developing Economies offers modern experiences best practices and tools for individuals and teams working in projects spanning diverse environments in developing economies The book answers the questions what are the issues and challenges experienced in developing countries and how can effective project management practices address them It then presents strategies and sustainable solutions The book covers the foundations of project management highlighting particular strategies that may resonate with organizations across the globe particularly developing economies It includes dialogue on project success criteria and performance evaluation techniques stakeholder management program and portfolio management managing knowledge in projects and case studies across industries such as ICT education and law In addition the book showcases diverse perspectives and experiences in the effective management of projects from the developing economies The importance of project maturity through the adoption of sound strategic project management principles Application of project

management standards and practices in specific domains Emerging tools and techniques that can enhance the management of different types of projects Opportunities for future research and collaborations The contributors share ideas insights and experiences for all forms of business projects with a core ICT artifact or supported by ICT to deliver the specific artifact product service or result The chapters discuss the range of issues found in managing different types of projects across many domains and countries and underline the similarities and nuances in managing projects with strategies that resonate in developing economies The book in a nutshell gives you tried and true advice from experts that you can put to immediate use

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