

Certified Project Director (CPD)™

Course Outline & Module Information



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What Modules are covered?

Module 1 – Introduction

- 1) When is a project a project and not an organizational activity?
- 2) What additional information would make the “projects” become “operational activities”?
- 3) Project Lifecycle phases?
- 4) Project Processes
- 5) Project Management Fundamentals
- 6) Top 10 qualities of a Project Manager
- 7) The Project Team’s Key Players
- 8) Scope
- 9) What is a Scope Creep?
- 10) Five Scope Management Process for a Project Director
- 11) Budgets and Cost (Estimate Costs, Determine Budgets, Control Costs)
- 12) Fundamentals of the Project Life Cycle

Module 2 – Aligning Goals, Projects and Competencies

- 1) The Alignment Matrix
- 2) Rank the Priorities
- 3) Identify the top 3 skills needed to Manage each Project
- 4) Establish the Organizations 10 Core Competencies
- 5) Align the Project Skills by relating it to a Competency Value
- 6) Comparing listed strengths versus project skills to complete the Matrix
- 7) Comparing listed strengths versus project skills to complete the Matrix
- 8) Identifying gaps and Utilizing strengths

Module 3 – Organizing Multi-Project Communications

- 1) The Delivery of Information involving Multiple, Ongoing Projects
- 2) Influences on Communicating
- 3) Getting the Information to the Right People The Right Way
- 4) Completing and Simplifying the Communication Matrix
- 5) Communicating Issues; and, Managing and Documenting Change
- 6) Issue Log Document

Module 4 – Managing Risk Communications

- 1) Introduction to Managing Risk
- 2) What is it and Where’ can I find it?
- 3) Probability and Impact
- 4) Risk Matrix
- 5) Tools for Managing Multiple Projects
- 6) Project Management Technology
- 7) Technology Needs Assessments

Module 5 – Tools for Managing Multiple Projects

- 1) Project Management Technology
- 2) Technology Needs Assessments

Module 6 – Leadership

- 1) Establishing Goals
- 2) Examining the Role of a Project Director
- 3) Project or Practice Management Roles
- 4) Project Accounting Roles
- 5) Examining the Qualities of an Effective Leader
- 6) Professional Qualities for a successful Project Director
- 7) Career Path Competencies for a successful Project Director
- 8) Organizational Responsibilities

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What will you learn from the E-Course?

- 1) Project leadership techniques
- 2) Project lifecycle in-depth focus
- 3) Utilizing matrices to support projects
- 4) Identifying gaps and utilizing strengths
- 5) Simplifying complex communications
- 6) Managing project change
- 7) Documenting Issues
- 8) Managing risk effectively
- 9) Tools for managing multiple projects
- 10) Technology needs assessment
- 11) Learn in-depth details of Life-cycle phases and process
- 12) Use techniques to best align organizational goals with projects and project manager competencies
- 13) Get the right information to the right people the right way
- 14) Learn how to better manage project scope
- 15) Establish valuable project cost management processes
- 16) The Leadership way to establish personal goals

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