



## Program Management Planning Practitioner Certificate

A program management driven organization has a consistent standardized process in delivering projects in a robust standardized system. Having this system established, understood and utilized creates a real differentiating factor in the marketplace which delivers projects efficiently to stated scope, time, cost and quality targets.

Program Managers manage complex programs from concept, design, validation, launch and continuous improvement stages of development. One of the key elements of a successful program is the development of a detailed Program Plan. This course focuses on hands-on application of developing a real company sponsored Program Plan.

- First, the basics of program management plan are discussed to gain a common understanding of the standard practices, tools and techniques that are utilized in multiple industries. Team interactions with clearly defined roles and responsibilities are emphasized.
- Next, participants will identify a company sponsored program that a detailed program plan will be developed for. The knowledge areas of Scope, Time, Cost, Quality, Human Resources, Communications, Risk, Procurement and Change Management subjects are detailed. Leadership skills and techniques are explored and tuned to the organizational culture.
- Lastly, participants will pass the CPS Program Management Certification Test and submit their detailed program plan to CPS and the company sponsor for final approval.



## Course Syllabus

### I IDENTIFYING INFORMATION

<b>Course:</b>	Program Management Planning Practitioner
<b>Prerequisite:</b>	Understanding of managing complex projects
<b>Time Frame:</b>	40 total contact hours
<b>Instructor:</b>	Daryl Patrishkoff, PMP Chief Executive Officer, CPS BS in Vocational Industrial Education MA in Business Management 30 years in the product design engineering profession 20 years managing sales, operations & plant business units
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### II REFERENCE MATERIALS

1. A Guide to the Project Management Body of Knowledge 4<sup>th</sup> Edition, by PMI
2. Design for Six Sigma, by Kai Yang
3. Advanced Product Quality Planning and Control Plan, 2<sup>nd</sup> Edition by AIAG
4. Potential Failure Mode and Effects Analysis, 4<sup>th</sup> Edition by AIAG
5. Production Part Approval Process, 4<sup>th</sup> Edition by AIAG
6. Measurement Systems Analysis, 3<sup>rd</sup> Edition by AIAG
7. Statistical Process Control, 2<sup>nd</sup> Edition by AIAG
8. Complete fundamentals of Project Management as outlined by the industry standard from the Project Management Institute (PMI). [www.pmi.org](http://www.pmi.org)

### III COURSE GOALS AND OBJECTIVES

1. Understand and interpreting program management principals
2. Development and application of the Program Charter
3. Development and application of scope, time, cost and quality documents
4. Development and application of human resource, communication, risk and procurement documents
5. Understand the impact of change to a project
6. Pass the CPS Program Management Certification Test
7. Approval of the Program Plan by CPS
8. Approval of the Program Plan by the company sponsor



#### **IV      METHODOLOGY**

This course is a micro view of the program management plan, dealing with detailed interpretation of meanings and applications as applied to executing company projects. Each module will introduce new material that will prepare the student for the program plan to be completed.

##### **Lectures**

Each detailed subject will be presented in a lecture format outlining the theory and standardized accepted methodology. A PDF file of the lecture material will be provided for the student's personal use as reference material. Lecture note outlines will be distributed to the students for each lecture to help the student capture personal notes. A short video showing the concept covered and a discussion regarding application.

##### **Specific Industry Examples**

Real life industry examples will be covered that detail out the application of the theory to demonstrate how different companies apply these tools and techniques. This will give the students a clear understanding of how and why these techniques are utilized at different companies and industries in different manners.

##### **In-Class Assignments**

Using the theory and industry examples the student will conduct several projects that outline each key principal on in-class projects. These projects will increase in complexity as the students further develop their skills in applying these tools and techniques. The students will present their work to the group for review and discussion.

##### **Specific Company Application**

As a summary of the training we will apply these tools and techniques on a specific company project that is currently in development by the students. This will build a standard methodology on how to appropriately apply project management at your company.



**V COURSE OUTLINE & ASSIGNMENTS**

**Module 1**

Program Management Principals	PowerPoint lecture
Program Charter	PowerPoint lecture
In-Class Assignment, Program Charter	Complete & present
Program Scope	PowerPoint lecture
In-Class Assignment, Scope Document	Complete & present

**Module 2**

Program Timing	PowerPoint lecture
In-Class Assignment, Timing Chart	Complete & present
Product & Program Cost	PowerPoint lecture
In-Class Assignment, Product & Project Cost	Complete & present
Defining Quality Targets	PowerPoint lecture
In-Class Assignment, Quality Targets	Complete & present

**Module 3**

Program Human Resources	PowerPoint lecture
In-Class Assignment, Human Resources	Complete & present
Program Communications	PowerPoint lecture
In-Class Assignment, Communications	Complete & present
Risk Management	PowerPoint lecture
In-Class Assignment, Risk	Complete & present
Program Procurement	PowerPoint lecture
In-Class Assignment, Procurement	Complete & present
Program Integration and Change	PowerPoint lecture
In-Class Assignment, Integration and Change	Complete & present

**Module 4**

Program Plan Presentations	Presentations
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**Module 5**

CPS Program Management Certification Test	Take Test
Program Management Plan to CPS	Submit Program Plan
Program Management Plan to Company Sponsor	Submit Program Plan