



## CONTINUING EDUCATION

### Course Outline

# Project Management Capstone

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Apply the knowledge acquired from previous courses as you manage an end-to-end simulated project. You will gain an understanding of the key tools and techniques used in all phases of the project, and you will be challenged to think out-of-the-box as various scenarios threaten to throw your project off-track. In the end, you and your team will develop a comprehensive project plan that you can utilize in your real-world environment.

## Who Should Take This Course?

This is the seventh and final course in the Project Management Certificate. Enrollment is limited to those who have completed all required courses in the Certificate Program. This course can also count towards the education requirements for the Project Management Professional (PMP)<sup>®</sup> or Certified Associate in Project Management (CAPM)<sup>®</sup> exams through the Project Management Institute, Inc.

## Course Objectives

- Create a project plan to run a project from initiation to close by applying concepts, tools and techniques covered in PM core courses
- Demonstrate your ability to respond to real-world issues and changes that occur as the project is executed

## Course Info

- Length: 12 hours
- Format: Classroom lecture, group discussions and exercises
- Prerequisite: Completion of all other Project Management Certificate required courses

## Course Content

### **Create a project plan to run a project from initiation to close by applying concepts, tools and techniques covered in PM core courses**

- Develop a Stakeholder Register
- Complete a Requirements Document, Scope Statement, WBS and WBS Dictionary
- Create a Project Network Diagram
- Complete a Resource Breakdown Structure
- Create a Quality Management Plan
- Develop a Communications Management Plan
- Complete a Risk Register
- Develop a Baseline Presentation

## **Demonstrate your ability to respond to real-world issues and changes that occur as the project is executed**

- Develop a business case to defend a challenged project
- Create a Project Change Request form
- Complete a Project Status Report
- Review important lessons learned throughout the entire course

## **Assessment /Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

## **Course Completion/Continuing Education Unit (CEU) Letter**

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

## **Certificates of Completion for Certificate Programs**

To receive a Certificate of Completion for the Project Management Certificate, you must take all seven required courses; attend\* 80 percent of each course (calculated by number of sessions in each course), except the Capstone course, where 100% attendance is required; and participate in class. (Please note: Saturday sessions lasting longer than four hours will count as two sessions.) If you complete a certificate program by taking courses individually, you can [request a Certificate of Completion online](#).

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).