



CONTINUING EDUCATION

Course Outline

Project Execution to Closing

Your Project Management Plan is approved and accepted. What's next? This course shares best practices for implementing and controlling the project to success. Learn how to manage quality, develop and manage a project team, effectively communicate, manage risk and engage stakeholders. Key tools and techniques, best practices and valuable tips will be introduced, shared and applied – all to ensure that your project is successful.

Who Should Take This Course?

This course explains what it takes to successfully implement project deliverables after the initial project planning is complete. It is a must for project and program managers, project contributors, managers, leaders and anyone who is involved in plans to attain new products or services or improve upon existing products or services. If you are pursuing certification, you will learn about best practices from the *PMBOK*® -- the key source document for project management certification test questions. This is the third required course in the Project Management Certificate.

Course Objectives

- Describe the key steps, tools and techniques and best practices in the Executing Process Group
- Summarize the key steps, tools and techniques and best practices in the Monitoring and Controlling Process Group
- Explain the key steps, tools and techniques and best practices in the Closing Process Group

Course Info

- Length: 15 hours
- Format: Classroom instruction and hands-on activities
- Prerequisite: Project Management Basics: Initiating the Project or equivalent experience

Course Content

Describe the key steps, tools and techniques and best practices in the Executing Process Group

- Summarize the 10 processes in the Executing Process Group
- Describe the importance of acquiring resources and conducting procurements quickly
- Explain key concepts in project knowledge management
- Summarize the criticality of managing quality
- Explain the importance of both developing and managing the project team
- Discuss best practices to effectively manage communications and stakeholders
- Identify effective ways to implement risk response

Summarize key steps, tools and techniques and best practices in the Monitoring and Controlling Process Group

- Summarize the 12 processes in the Monitoring and Controlling Process Group
- Demonstrate competency in creating and managing an Integrated Change Control System
- Explain the criticality of performing quality control and validating scope as soon as new deliverables are produced
- Discuss key tools and techniques used to control quality
- Describe key activities essential to control scope, schedules, and costs
- Identify best practices to control resources and procurements
- Summarize keys to successfully monitor communications, risk and stakeholders

Explain the key steps, tools and techniques and best practices in the Closing Process Group

- Summarize key inputs, tools and outputs of the Closing Process Group
- Describe issues when project closure is not sufficiently accomplished
- Identify best practices in project transition planning
- Respond to a case study, “The Troubled Project,” and recommend solutions

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 six 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.