

uCertify

Course Outline

Fast Forward MBA Project Management 6E



12 May 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary
Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

Syllabus

Chapter 1: PREFACE

Chapter 2: Project Management: A Platform for Innovation

Chapter 3: Project Leadership: People Before Process

Chapter 4: Foundation Principles of Project Management

Chapter 5: Agile and Waterfall: Choose a Development Process

Chapter 6: Project Initiation: Turn a Problem or Opportunity into a Business Case

Chapter 7: Engage Your Stakeholders and Win Their Cooperation

Chapter 8: Write the Rules: Manage Expectations and Define Success

Chapter 9: Risk Management: Minimize the Threats to Your Project

Chapter 10: A Work Breakdown Structure Makes a Project Manageable

Chapter 11: Realistic Scheduling

Chapter 12: Manage Agile Development with Scrum

Chapter 13: The Art and Science of Accurate Estimating

Chapter 14: Balance the Trade-Off Among Cost, Schedule, and Scope

Chapter 15: Managing Creative Projects: Insights from Media and Entertainment

Chapter 16: Build a High-Performance Project Team

Chapter 17: Communicate with Project Stakeholders

Chapter 18: Change Management: Engage Your Stakeholders to Maximize Value

Chapter 19: Control Scope to Deliver Value

Chapter 20: Measure Progress

Chapter 21: Solve Common Project Problems

Chapter 22: Enterprise Project Management: Align Projects with Strategy

Chapter 23: Requirements: Describe the Solution Target

Chapter 24: Use the Quality Discipline to Hit the Target

Chapter 25: Pass the PMP Exam

Chapter 26: APPENDIX A: The Detailed Planning Model

Videos and How To

9. Practice Test

Here's what you get

Features

1. Course Objective

The Fast Forward MBA Project Management 6E course is designed to elevate your project management skills and empower you with the essential knowledge to excel in the dynamic field of project management. This comprehensive course offers a deep dive into project management principles, methodologies, tools, and best practices, providing you with a solid foundation to lead successful projects. Whether you are new to project management or seeking to enhance your existing skills, this course is tailored to meet your needs.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.



4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

225

QUIZZES

5. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

144

FLASHCARDS

6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

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**GLOSSARY OF
TERMS**

7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been

recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**

1. Best Postsecondary Learning Solution

- **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform

2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- **2019**

1. Best Virtual Learning Solution
2. Best Content Authoring Development or Curation Solution
3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: PREFACE

Chapter 2: Project Management: A Platform for Innovation

- INTRODUCTION

- A TIMELESS LEADERSHIP TOOLSET
- END POINT

Chapter 3: Project Leadership: People Before Process

- INTRODUCTION
- PROJECT LEADERS NEED POLITICAL SAVVY
- END POINT

Chapter 4: Foundation Principles of Project Management

- INTRODUCTION
- HOW A PROJECT IS DEFINED
- PROJECT MANAGEMENT FUNCTIONS
- PROJECT LIFE CYCLE
- ORGANIZING FOR PROJECTS
- END POINT

Chapter 5: Agile and Waterfall: Choose a Development Process

- INTRODUCTION
- COMMON AGILE PRACTICES

- COMMON AGILE BENEFITS
- INNOVATION PROJECTS EXPERIMENT TO DISCOVER DESIRABILITY AND VIABILITY
- PRODUCT DEVELOPMENT METHODS INFLUENCE PROJECT MANAGEMENT
- END POINT

Chapter 6: Project Initiation: Turn a Problem or Opportunity into a Business Case

- INTRODUCTION
- A MINI-ANALYSIS PHASE OR A COMPLETE PROJECT
- THE ROLE OF A PROJECT MANAGER IN PROJECT INITIATION
- BUSINESS RISK AND PROJECT RISK
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 7: Engage Your Stakeholders and Win Their Cooperation

- INTRODUCTION
- STAKEHOLDER FOCUS THROUGHOUT THE LIFE OF THE PROJECT
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 8: Write the Rules: Manage Expectations and Define Success

- INTRODUCTION
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 9: Risk Management: Minimize the Threats to Your Project

- INTRODUCTION
- STEP ONE: IDENTIFY THE RISKS
- STEP TWO: ANALYZE AND PRIORITIZE THE RISKS
- STEP THREE: DEVELOP RESPONSE PLANS
- STEP FOUR: ESTABLISH CONTINGENCY AND RESERVE
- STEP FIVE: CONTINUOUS RISK MANAGEMENT
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 10: A Work Breakdown Structure Makes a Project Manageable

- INTRODUCTION
- WHEN VERY SMALL TASKS MAKE SENSE

- END POINT

Chapter 11: Realistic Scheduling

- INTRODUCTION
- PLANNING OVERVIEW
- PLANNING STEP FOUR: CALCULATE AN INITIAL SCHEDULE
- PLANNING STEP FIVE: ASSIGN AND LEVEL RESOURCES
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 12: Manage Agile Development with Scrum

- INTRODUCTION
- SCRUM AT A GLANCE
- MANAGING THE PRODUCT BACKLOG
- KEY FACTORS FOR SCRUM TO BE EFFECTIVE
- SCRUM AND PROJECT MANAGEMENT
- END POINT

Chapter 13: The Art and Science of Accurate Estimating

- INTRODUCTION
- ESTIMATING FUNDAMENTALS
- ESTIMATING TECHNIQUES
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 14: Balance the Trade?Off Among Cost, Schedule, and Scope

- INTRODUCTION
- THREE LEVELS OF BALANCING A PROJECT
- BALANCING AT THE PROJECT LEVEL
- BALANCING AT THE BUSINESS CASE LEVEL
- BALANCING AT THE ENTERPRISE LEVEL
- END POINT

Chapter 15: Managing Creative Projects: Insights from Media and Entertainment

- INTRODUCTION
- LESSONS FROM FILM, TELEVISION, AND VIDEO PRODUCTION
- LESSONS FROM CREATING VIDEO GAMES
- LESSONS FROM MUSIC PRODUCTION

- LEARNING TO MANAGE MEDIA, ENTERTAINMENT, TECHNOLOGY, AND ART (M.E.T.A.) PROJECTS
- END POINT

Chapter 16: Build a High-Performance Project Team

- INTRODUCTION
- A FRAMEWORK FOR BUILDING HIGH-PERFORMANCE TEAMS
- TEAM IDENTITY
- TEAM LISTENING SKILLS
- MEETING MANAGEMENT
- PROBLEM ANALYSIS
- CONFLICT MANAGEMENT
- CONTINUOUS LEARNING
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 17: Communicate with Project Stakeholders

- INTRODUCTION
- EMBRACE YOUR ROLE AS A LEADER

- CREATING A COMMUNICATION PLAN
- COMMUNICATING WITHIN THE PROJECT TEAM
- VIRTUAL TEAMS BENEFIT FROM FORMAL COMMUNICATION
- CLOSEOUT REPORTING
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 18: Change Management: Engage Your Stakeholders to Maximize Value

- INTRODUCTION
- ACTIONS REQUIRED: ORGANIZATIONAL CHANGE MANAGEMENT
- END POINT

Chapter 19: Control Scope to Deliver Value

- INTRODUCTION
- END POINT
- FAST FOUNDATION IN PROJECT MANAGEMENT

Chapter 20: Measure Progress

- INTRODUCTION

- END POINT

Chapter 21: Solve Common Project Problems

- INTRODUCTION
- RESPONSIBILITY BEYOND YOUR AUTHORITY
- DISASTER RECOVERY
- WHEN THE CUSTOMER DELAYS THE PROJECT
- THE IMPOSSIBLE DREAM
- FIGHTING FIRES
- MANAGING VOLUNTEERS
- END POINT

Chapter 22: Enterprise Project Management: Align Projects with Strategy

- INTRODUCTION
- THREE TIERS OF MANAGEMENT WITHIN EPM: PORTFOLIO, PROGRAM, PROJECT
- THE FOUR COMPONENTS OF EPM: PROCESS, PEOPLE, TECHNOLOGY, PMO
- ESTABLISH CONSISTENT EPM PROCESSES
- TECHNOLOGY ENABLES EPM PROCESSES

- SUPPORT PROJECT MANAGEMENT: THE PROJECT MANAGEMENT OFFICE
- END POINT

Chapter 23: Requirements: Describe the Solution Target

- INTRODUCTION
- REQUIREMENTS SCOPE AND PROCESSES
- REQUIREMENTS DEVELOPMENT ACTIVITIES
- THE AUDIENCE FOR REQUIREMENTS
- END POINT

Chapter 24: Use the Quality Discipline to Hit the Target

- INTRODUCTION
- BUILD THE QUALITY DISCIPLINE INTO A PROJECT
- QUALITY ASSURANCE AND QUALITY CONTROL
- THE QUALITY DISCIPLINE IMPROVES PROCESSES
- QUALITY IS AN ORGANIZATIONAL COMMITMENT
- END POINT

Chapter 25: Pass the PMP Exam

- INTRODUCTION
- REQUIREMENTS TO EARN THE PMP
- END POINT

Chapter 26: APPENDIX A: The Detailed Planning Model

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

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VIDEOS

01:31

HOURS

12. Practice Test

Here's what you get

1

FULL LENGTH TESTS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

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