Applied Project Management
Deepen your understanding and skills in project management with CPCC’s comprehensive program Applied Project Management - The Complete Certification Program. The College is again partners with Total Systems Education for its award-winning and expert instruction through exercises, lectures, lively discussions, team and individual case studies, and guest presentations by industry subject matter experts.

You will participate in nine learning modules presented in 18 sessions. Following a two-day kick-off session, you’ll meet weekly to learn relevant hands-on, real-world best practices in project management. When you finish this course, not only will you have added confidence and skills, but you will also be able to create a detailed map for consistently delivering quality project products, on time, on budget and on specification. Best of all, you’ll know how to do it without costly surprises.

You’ll cover all aspects of applied project management, including:
• engaging stakeholders from multiple areas.
• accurately defining a realistic scope to meet stakeholders’ needs.
• communicating effectively with all stakeholders.
• lowering and managing risk.
• meeting aggressive deadlines.
• delivering results within set budget and resources.
• working with part-time or outside resources with varying priorities.
• negotiating effectively over practically everything.

All program modules are certified by the Project Management Institute (PMI) and the International Institute of Business Analysis (IIBA). These endorsements ensure that all training aligns with strict industry standards.

Who should attend?
Management-level industry professionals with diverse backgrounds and experience levels
• For anyone with less experience, this course bridges the gap between formal study and real-world project management best practices.
• For anyone with specialized project management experience, the course will broaden and update effective project management skills and application.
• For anyone with his or her PMI PMP Credential, the program earns 120 PDUs and 12 CEUs.
Course Content

Module 1 – Project Planning and Control (with Microsoft™ Project)
- Tools and techniques for effective project planning, estimating, staffing, scheduling, tracking, controlling and closing projects
- Best practices for negotiation, communication, risk management, change management and coordination among stakeholders
- Microsoft Project, as a major process facilitator

Module 2 – Determining Business Requirements and Elicitation Techniques
- Best practices and framework to identify stakeholders and elicit their needs, deliverables and priorities (including the IIBA® A Guide to the Business Analysis Body of Knowledge®, BABOK® Guide)
- Tools and techniques to create project deliverables that accurately define the project scope and control “scope creep”

Module 3 – Project Communication and Risk Management
- Strategies, tools and tactics to ensure successful communication that ensures no surprises for stakeholders
- An effective six-step process to identify, lower and manage project risk

Module 4 – Project Management Workshop – Mid-term and Case Study
- Review of modules 1-3
- Mid-term exam
- Skills application/case study: As part of a team, you will work on a real-world project, prepare a project plan and present it to classmates, the instructors and invited guests. In this simulation exercise, you and your team members will assume project roles and responsibilities, while the instructor and guests act as major stakeholders to evaluate, analyze and scrutinize each team’s results.

Module 5 – Leadership and Project Negotiations/Vendor Management
- Assessment and improvement of personal leadership skills, using real-world project simulations and exercises
- Negotiations with team members, stakeholders, internal and external suppliers/contractors and development of service level agreements (SLAs)

Module 6 – Managing Project Cost and Schedule
- Tools, techniques and skills for managing a budget and schedule to deliver on time, on budget and on spec.
- Advanced Microsoft Project features

Module 7 – Human Resources/Team Management
- Development of well-defined team goals and team member roles
- Strategies and tactics for successful teamwork in local and remote, cross-functional and cross-business projects

Module 8 – Review and Final Exam
- Review of modules 1 – 7
- Final exam

Module 9 – PMP/CAPM Examination Preparation
- The test taking process and maximizing results
- Preparation for questions from any of the nine knowledge areas from the PMI PMBOK® Guide (Project Management Body of Knowledge)
- Preparation for questions on Professional Responsibility
- The Five Process Groups and how project management processes fit within them

For more information, please contact Mona Rabon at Mona.Rabon@cpc.edu or at 704.330.4654.

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IIBA® BABOK® and Business Analysis Body of Knowledge ® are registered trademarks owned by International Institute of Business Analysis.
The Instructors

**Gary Schmitz, PMP**
Gary has extensive knowledge and experience in systems and management gained mostly through his work in the corporate environs of major banks. Having progressed from the ranks of developer to analyst to project manager, he has succeeded in managing and dealing with a variety of people and situations – all great processes Gary brings to the learning experience. Gary’s additional analytical skills of data gathering, problem solving and negotiation, contribute to his project manager capabilities. His work experience shares applications for technical and business systems, along with maintenance and new project development efforts. Gary is also a Project Management Professional, PMP, as certified by the Project Management Institute, PMI.

As the executive vice president of Total Systems Education, Gary is popular and sought after as an instructor and career counselor for CPCC’s previous students. Students say his engaging presentations and interactive case studies show his depth of experience and ability to make complex concepts understandable and relevant. Along with teaching many of the project management and business analysis courses offered at CPCC, Gary continues to develop new courses for Total Systems Education. He has consulted and taught for a number of organizations throughout the United States, Latin America, Asia, Europe and Canada. His clients represent many business sectors, including banking, insurance, energy, manufacturing, information technology, telecommunications, retail and government.

Gary has been with Total Systems nearly 30 years and served as the vice president of professional development for the PMI-Metrolina Chapter in Charlotte, N.C. In addition, he has won multiple awards for Project Management Institute: “Distinguished Speaker” and PMI Region 5 “Top Performer Award.”

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**Frank Clemente, PMP**
As the founder and president of Total Systems Education, Frank has more than 30 years of management and systems experience. Since forming the business in 1980, his experience has ranged from programming, to designing systems, managing business and construction projects, and managing a corporate training staff. Frank is also certified by the Project Management Institute as a PMP, Project Management Professional.

As recognition of his achievement and expertise, the PMI Global Congress in Washington D.C., awarded Total Systems Education the prestigious “2010 PMI Continuing Professional Education Provider of the Year” Award. This global award from the industry-leading organization demonstrates his commitment to learning and “Best of the Best” results.

Frank is a member of multiple PMI chapters (New York, Long Island, Athens and the three North Carolina Chapters) and the IIBA. Frank is also a member of the board of directors of the PMI Long Island Chapter, the director of project management and business analysis for the State University of New York at Stony Brook and a member of the Advanced Energy Training Institute advisory board.

His teaching has spanned a variety of organizations in the United States, Europe, Asia and South America, including sectors of banking, insurance, energy, manufacturing, information technology, telecommunications, retail and government. Frank authored and developed the CLIST Series for Applied Learning Inc., and he has written student texts, case studies, articles, corporate project management and systems development guides, policies and standards.