



Project Education Center GmbH

# **COURSE CATALOG 2023**

**Project Education Center**

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CATALOG  
2023**

Hi,

We are a project management company that specializes in providing high-quality education and training to individuals and teams. Our goal is to equip you with the knowledge, skills, and tools necessary to successfully manage projects of any size and complexity. Whether you are just starting out in your career or are a seasoned professional, we have the expertise and resources to help you achieve your project management goals.

Best regards,  
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# WHY US?

As Project Education center, we have more than 20 years of project management and teaching experience.

Our training includes agile, predictive and hybrid project management approaches. We conduct classroom and online trainings with many project managers from different countries of the world.

In addition to our regular monthly trainings, our most important difference compared to our competitors is to conduct the trainings one-on-one with the participants. Thus, the participants determine the days and hours that are suitable for them, communicate with our trainer, decide and start the training.

In this catalog, you are informed about the contents of our trainings and our one-to-one working methods.

Please do not decide on project management trainings without receiving an offer from us.

Project Education Center

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# **PMI AGILE CERTIFIED PRACTITIONER (PMI- ACP)<sup>®</sup> EXAM PREPARATION COURSE**

It was reported that one can do twice the work in half the time if the agile practices are used correctly by the team and stakeholders.(\*). There is a growing market trend for the implementation of the agile approach in the companies. The course teaches the students how to apply the agile approach in the workplace.

(\*). Scrum: The Art of Doing Twice the Work in Half the Time. Jeff Sutherland & J. J. Sutherland, 2014, Currency.

## **Target Groups:**

There is no prerequisite to attend the course.

## **The course is suitable for the following people:**

- Everyone with a genuine interest in agile practices
- Team members working in an agile environment
- Scrum Masters
- Product Owners
- Stakeholders working in an agile environment
- Everyone pursuing the PMI Agile Certified Practitioner (PMI-ACP)<sup>®</sup> certification
- Everyone pursuing the Professional Scrum Master<sup>™</sup> I (PSM I) certification

The people who pursue one of the following certifications are going to receive a good benefit from the course although they will need to take an additional course:

- Project Management Professional (PMP)<sup>®</sup>
- Certified Associate in Project Management (CAPM)<sup>®</sup>
- Disciplined Agile<sup>®</sup> Scrum Master (DASM)

## **Content**

1. Introduction
2. Waterfall Approach
3. Agile Approach
4. History of the agile Approach
5. Scrum Framework
6. Scrum Team
7. Developmental Mastery Models
8. Project Initiation
9. Product Backlog
10. Value Analysis
11. Risk Management
12. Prioritization
13. Sprint Planning
14. Sprint Execution
15. Monitoring and Controlling Work
16. Sprint Closure
17. Retrospective
18. Project Governance



19. Earned Value Management (EVM)

20. Extreme Programming (XP)

21. Scaling

22. Kanban Approach

23. Performance Review

24. Hybrid Approach

Additional Information:

- **Delivery Format:** In this live streaming – virtual event, Zoom will be used.
- **Teaching Method:** The course includes a presentation, hands-on activities, sample questions, real-life case studies and group discussions.
- **Course Materials:** Among other things, the course materials include a slide presentation in PDF format. They will be sent to the students via email.
- **PDU (Professional Development Unit) Structure:** Ways of Working: 10.50 hours & Power Skills: 8.75 hours & Business Acumen: 1.75 hours

**Total Hours of the Course:** 21 hours - 3 days

**The Price of the Course:** €750/person

# **PMP® CERTIFICATION PREPARATION PROGRAM**

This training program is a 35 hour, live streaming - virtual course. The aim of the course is to prepare the participants for the examination. By attending this training program, the participants fulfill one of the prerequisites for taking the exam, which is attending a 35 hour project management course.

# **Content**

## Business Environment

- Foundation
- Strategic Alignment
- Project Benefits and Value
- Organizational Culture and Change Management
- Project Governance
- Project Compliance

## Start The Project

- Identify and Engage Stakeholders
- Form the Team
- Build Shared Understanding
- Determine Project Approach

## Plan The Project

- Planning Projects
- Scope
- Schedule
- Resources
- Budget
- Risks
- Quality
- Integrate Plans

## Lead The Project Team

- Craft Your Leadership Skills
- Create a Collaborative Project Team Environment
- Empower the Team
- Support Team Member Performance
- Communicate and Collaborate with Stakeholders
- Training, Coaching and Mentoring
- Manage Conflict

## Support Project Team Performance

- Implement Ongoing Improvements
- Support Performance
- Evaluate Project Progress
- Manage Issues and Impediments
- Manage Changes

## Close The Project/Phase

- Project/Phase Closure
- Benefits Realization
- Knowledge Transfer

**Total Hours of the Course:** 35 hours - 5 days

**The Price of the Course:** €1.250/person

# **AGILE PROJECT MANAGEMENT**

The competencies of Agile team members are developed within the scope of Agile Manifesto and principals using Agile project management approach.

This training is introduced as a 2 days program focusing on methodology and applications. It is based on PMI-ACP® references and well accepted practitioners all over the world.

The following people could attend the PMI-ACP® exam preparation training:

- Managers who implement or will begin implementing Agile project management methodologies in their organization,

- Professionals working in an agile project management environment,
- Those who want to certify their competence in this field with a certificate that is valid and prestigious in the world,

## Benefits

- Agile Manifesto and Principals
- Agile Roles
- Agile Meetings
- Agile Life Cycle
- Important elements for Agile transition

## **Content**

### Agile Foundations

- Traditional Approach
- Agile Manifesto/History
- Agile Values and Principles
- Empirical Process vs. Defined Process
- The Various Agile Methods (Scrum, XP, Lean, etc.)

## Agile Team

- Agile Roles
- Self-Organizing
- Generalizing Specialists
- Boosting Team Performance
- Communication, Collaboration and Decision Making
- Servant Leadership and Empowerment
- Conflict Resolution
- Building the team
- Distributed Agile Teams

## Pre-Project Considerations

- Risks of Agile and Failure Modes
- Agile Contracts
- Organizational Consideration
- Project Feasibility (ROI, NPV, IRR)

## Project Initiation

- Project Visioning and Chartering
- ROI and Business Value Justification
- Creating the Backlog with MMF Set
- Alternative Solution Analysis
- Agile Contracts
- Stakeholder Analysis

- Prioritization
- Project Level Risk Management
- Project High Level Estimates
- WIP (Work In Progress)
- Team Release Velocity Estimation
- Building a Roadmap

## Project Release Planning

- Project and Team Kickoff
- Refine the Backlog
- Story Level Prioritization
- Story Sizing/Estimation
- Estimating Initial Sprint Velocity
- Building the Release Plan
- Setting up Collaboration Environments
- Hardening/Stabilization Sprint
- Project Foundation Setup
  - Identifying 'Must Haves' for Sprint 1
  - High Level Architectural, Business and UI Design
  - Hardware, Software, Training
  - Pre-Planning for Sprint 1
  - Risk Mitigation through Spikes and Dependency Identification
  - Testing Strategy Planning



## Sprint Execution

- Sprint Planning
- Task Breakdown and Estimating
- Team Commitment and Cadence
- Technical Excellence
- Collaboration, Empowerment and Conflict Management
- Pre-Planning and 'Just in Time' Detailed Requirements
- Daily Stand-ups
- Activities during a Sprint
- Information Radiators
- Impediment and Risk Mitigation
- Coaching and Facilitation
- Stakeholder Engagement
- Agile Documentation Considerations
- Story Level User Acceptance Testing
- Sprint Review
- Backlog Grooming
- Scope & Schedule Management
- Retrospective

**Total Hours of the Course:** 14 hours - 2 days

**The Price of the Course:** €500/person

# **PROJECT MANAGEMENT FUNDAMENTALS**

The course targets teaching the techniques in all areas of project management and improving the skills of the project managers. At the end of the course, the participants are going to know the necessary planning and controlling techniques related to schedule, cost, quality, human resources, customer satisfaction, risk, etc. for all stages of the project.

With the help of applications and discussions held in the course, the participants will be able to analyze project management concepts relating to their organizations. The course outline is aligned with the PMI® (Project Management Institute®) standards.

## **Learning Objectives**

By attending this 14 hour course, the participants will learn the following topics in order to accomplish the objectives of the projects they manage:

- Project Management Terminology
- Project Management Methodology
- Project Management Principles
- Project Management Performance Domains

## **Learning Outcomes**

- Recognizing the basic elements of the project management discipline, associating them with the projects they take part
- Understanding the role and domains of the project manager, identifying areas of personal development
- Using and evaluating appropriate project management processes, tools and techniques in line with the project goals
- Determining and applying project integration areas
- Identifying and implementing actions to ensure stakeholder participation in project management
- In order for the participants to achieve the above-mentioned gains, the information they have learned will be evaluated with performance-oriented activities.

# **Content**

## Fundamentals of Project Management

- What is a Project?
- What is Project Management?
- Why Project Management?
- Success Criteria of a Project
- Project Management Process Groups

## Project Life Cycles

- Agile Project Management
- Hybrid Project Management
- Planned Driven (Waterfall) Project Management

## Organizational Structure

- Projectized Organization
- Functional Organization
- Matrix Organizations
- Complex Organizations

## Project Management Office

- Role of a Project Office
- Types of Project Offices

## Project Stakeholder

- Customer
- Sponsor
- Project Management Team
- Project Team

## Project Manager

- PMI® Talent Triangle
- Definition of a Project Manager

## Initiating Process Group

- How Projects are Selected?
- Project Selection Methods
- Develop Project Charter
- Identify Stakeholders

## Planning Process Group

- Collect Requirements
- Define Scope
- Create Work Breakdown Structure
- Define Activities
- Sequence Activities
- Estimate Activity Durations
- Develop Schedule
- Resource Optimization Techniques

- Estimate Costs
- Determine Budget
- Plan Quality Management
- Plan Resource Management
- Estimate Activity Resources
- Plan Communication Management
- Define Risks
- Perform Qualitative Risk Analysis
- Perform Quantitative Risk Analysis
- Plan Risk Responses
- Plan Procurement Management
- Plan Stakeholder Engagement
- Develop Project Management Plan

## Executing Process Groups

- Manage Quality
- Acquire Resources
- Develop Team
- Manage Team
- Manage Communications
- Implement Risk Responses
- Conduct Procurement
- Manage Stakeholder Engagement
- Direct and Manage Project Work

- Manage Project Knowledge

#### Monitor and Control Process Groups

- Monitor and Control Project Work
- Perform Integrated Change Control
- Validate Scope
- Control Scope
- Control Schedule
- Control Cost
- Earned Value Analysis
- Control Quality
- Control Resources
- Monitor Communications
- Monitor Risks
- Control Procurements
- Monitor Stakeholder Engagement

#### Closing Process Groups

- Close Project or Phase

**Total Hours of the Course:** 14 hours - 2 days

**The Price of the Course:** €500/person

# **MICROSOFT PROJECT COURSE**

This hands-on course provides practical experience using Microsoft Project. The course is designed for users with no prior knowledge of Microsoft Project. You will learn how to customize and schedule tasks and resources, optimize projects through planning, track and analyze project progress and create customized reports.



## **Learning Objectives**

By attending this 12 hour traditional classroom course, the participants will learn the Microsoft Project program. It is anticipated that they will manage the projects more efficiently and accomplish their objectives.

## **Learning Outcomes**

What the participants have learned will be assessed by performance-based activities as follows:

This is a workshop course. The participants will be assessed on their ability to use the Microsoft Project program at the assigned case studies. The case studies cover the planning, executing, and monitoring and controlling stages of projects.

- Training participants are required to be dominated by office applications.
- To have general information about the project management methodology is useful.

## **Benefits**

After the training, the attendees will have the following acquisition of knowledge

- Preparation of plan using MS Project
- Scope management
- Time management
- Work load management of the resources.
- Project cost management
- Reporting
- Customizing of the MS Project application

## **Content**

### Project Management Processes

- What Is Project And Project Management?
- Project Management Processes
- Relations Between P.M Processes And Ms Project

### Project Scope Statement

- Define Project Scope Statement
- Benefits Of Project Scope Statement To Stakeholders
- An Example Of A Project Scope Statement

### Introduction Of Ms Project

- Data Entrance And Track Data Methods
- View – Table – Filtre Properties

- Calendars

## Planning With Creating WBS

- Creating Tasks And Interpreting WBS
- Case Study

## Activity Interdependencies

- Defining Activity Dependencies
- What Is Lag And Lead Time ? How Is It Used ?
- Defining Activity Dependencies In Reference Project And General Look At The Project

## Forecasting Duration And Cost

- Examining Forecasting Techniques
- Assigning Resources And Forecasts To Jobs
- Entering Resources To Ms Project
- Assigning Resources And Forecasts To Jobs In Reference Projects

## Project Analysis I

- Analyzing Projects In Time, Cost And Effort Terms
- Analyzing Activity Based Time, Cost And Effort Information

- Analyzing Resource Based Time, Cost And Effort Information

### Critical Path Method (Cpm) And PERT Methods

- Defining Critical Path And Its Importance In Project
- Analyzing Critical Path In Reference Project
- Importance Of Total Slack And Free Slack Terms
- Interpreting Time, Cost And Effort Information According To Critical Path

### Over Allocation Problems In Projects

- Monitoring Resource's Effort – Cost Information
- Allocating Over Time To Resources
- Changing Working Hours And Leveling
- Shortening Project Time – Lengthening Methods

### Project Analysis II

- Importing Project Cost And Effort Data To Excel And Graphical Representation
- Comparing The Last Version Project With Pr. Scope Statement

### Project Control

- Baselineing

- Entering Actual Data To Ms Project
- Analyzing Difference Between Actual And Planned
- Standard Report Formats In Ms Project
- Creating Reports In Ms Project For Different Needs

### Using Ms Project In Advanced Level

- Recurring Tasks
- Create New View – Table – Filtre
- Changing Menubar
- Creating Forms
- Creating Alternative Plans In Ms Project

### Multi-Project Environment

- Resource Pool Structure
- Sharing Resources Between Multi Projects

**Total Hours of the Course:** 14 hours - 2 days

**The Price of the Course:** €500/person

# 1 - TO - 1 TRAINING

**No Schedule Constraint!**

**Choose COURSE DATES and HOURS for YOURSELF**

We are excited to announce our new Project Management Education Center!

We offer a variety of courses, including

- The PMI Agile Certified Practitioner (PMI-ACP)® Exam Preparation Course,
- The PMP® Certification Preparation Program,
- The Agile Project Management course.
- Microsoft Project
- The Project Management courses.

Our courses can be taken **one-to-one training**, and students **can choose the dates and times** that work best for them.

**Daily Schedule:**

- Interactive Lecture 1: 70 minutes
- Coffee Break 1: 15 minutes
- Interactive Lecture 2: 70 minutes
- Coffee Break 2: 15 minutes
- Interactive Lecture 3: 70 minutes
- Total interactive lecture hours per day: 3,5 hours
- Total coffee break hours per day: 30 minutes

**Dates:** The course dates and hours will be decided by the student and the instructor.