Diploma in Project Management (certified by TU Dublin)

Programme Title: Level 7 Diploma in Project Management certified by TU Dublin

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Aims and Training Objectives – at the end of this training sessions participants will be able to: I have attached our brochure which provides all of the information on our upcoming Level 7 Diploma which is certified by TU Dublin. Below is a breakdown where you will find additional information in relation to the Diploma in PM Course: • Program Summary/Aims **(Page 3)** • Who should Attend? **(Page 3)** • Pre-Requisites **(Page 4)** • Assignments **(Page 4)** • Methodology **(Page 6)** • Learner Support **(Page 7)** • Weekly Breakdown **(Page 8)**

Course Outline will include: **Module 1:** • Frameworks & Methodologies • Current Trends and recognised Best Practices • The Role of the Project Manger • The art & Science of PM • PMBOK • PRINCE 2 • Agile • Hybrid Approaches **Module 2** • Project Planning & Controls • Gantt Charts • Critical Paths Analysis • Tracking Planned versus Actual • Resources and Costs • Dashboards & Reports • Resources & Cost Management • Custom Fields   **Module 3** • Programme & Portfolio Management • Strategic Project Management • Stakeholder Engagement • Capacity & Capability • Risk and Contingency

- Earned Value Management
- Project complexity
- Project Management Maturity
- Determining Project Value
- Project Failure

Duration of Course:	Min/Max no: of participants:
10 evenings or half a day once a week over 10 weeks. There is also an optional weekly tutorial where participants can meet with the course director. This is for added support. The programme is currently being delivered online but if requested we can also facilitate this on-site within an organisation	We aim to have between 20-30 participants on this Diploma course.

Total Cost of Programme:

€2,100 Diploma in Project Management **(Brochure Attached)**

Programme summary/aim(s)	The programme is based on proven models currently in use across all industries and sectors, recognised best-practice in the field of project management and international standards. Participants will develop the essential knowledge, skills and competencies required for successful project management. The programme is structured around real-world project management challenges and internationally recognised best practice. The programme also explores globally recognised methodologies and frameworks including PMBOK, PRINCE2 and Agile Project Management. The programme also teaches students how to utilise Project Management Information Systems in the planning, execution and monitoring and controlling of projects.
Who should attend / target audience	- A current or aspiring project manager who wants to enhance your role performance and project success. - A functional specialist interested in building a working knowledge of project management. - Anticipating a transition into a project management role, with an eye on future growth - A business or senior leader who wants to motivate your organisation and expand your project management tool set

Pre-requisite experience/skills/suggested entry level	• Be at least 21 years of age by the date of commencement of the programme. • Hold a Leaving Certificate or QQI Level 5 qualification (or equivalent qualification); • Have a minimum of 1 year's professional experience in a business environment
Details of preparation work required (if any)	Review of modules, continuous assessment schedule and learning outcomes.
Assignments to be completed and the estimated time required to complete them	Assignments are submitted throughout the ten weeks and students have an additional four weeks after the course is completed to submit their Project management Handbook and any outstanding assignments. Assignment schedule is included on **pages 8-10** **The Module 1: Frameworks & Methodologies** Individual Assignments • Case Study Development (500 words) • Develop Reflective Project Management Handbook (2,000 Words plus Appendix) **Module 2: Project Management Information Systems** Individual Assignment • PMIS Case Study requiring students to develop a solution using a PMIS **Module 3: Programme & Portfolio Management** Group Assignment: • Case Study analysis Individual Assignment • Presentation on Reflective Key Learnings

Assignment completion dates	Deadline dates are set for each assignment, which encourages participants to submit their assignments on time. If an assignment is not completed within the timeframe an email is sent out to let participants know that we are waiting on their submission. Participants are given two weeks to complete an assignment. Four weeks is given to complete the Handbook assignment. Participants will receive a result on each assignment within seven days of submitting in their assignment.
Attendance	This course is delivered online – a record of attendance is taken every week Participants who are unable to attend due to unforeseen circumstances will have access to a recording of the class which is uploaded the following day. 70% attendance is required.
Details of assessment(s) and/or examinations	Assignment schedule is included on **pages 8-10** There is no summative examination. The course is designed to reflect a real-world project where each assignment is a milestone eventually leading to project completion.

Method of Delivery	
	Proposed Approach/Methodology of training:
	This programme is typically delivered online but can also be delivered in person or using a hybrid flexible approach. We deploy a large range of learning methods. It is very important that participants are interacting with the lecturer. The programme facilitator encourages group discussion and involvement throughout each session, ensuring questions and real-world issues are discussed.
	Methods of Delivery include:
	- Lecture - Workshop - Case Studies - Breakout rooms/groups - Quizzes
	Johns' teaching methodology ethos is not to purely focus on the academic side of things but to bring real world solutions into the Diploma course. It is to ensure that participants are put at ease.

Learner support provided to programme participants before/during /after training for each delivery method	This course has been advertised as a 10 Week Online Diploma Course. This is course is delivered through Microsoft Teams. Our lecturer John McGrath has always wanted to make this course as interactive as possible. In advance of the course commencing the participants are requested to turn on their screens and monitors. The participants will appear on the first monitor. That way John can put a name to the face of each participant. Each participant will follow Johns second monitor.
	As an extra learning support, we also provide a weekly recording of each class. This is uploaded at 9am the following day. We feel that there may be a time when a participant may not be able to attend a weekly class, and this gives them the opportunity to access the recording and catch up on the missed class. Participants have always found this hugely beneficial.
	The lecturer John McGrath also makes himself available to give a tutorial on an additional evening (in general Monday evening from 6pm-6.30pm) to answer any questions that participants may have. You will always have a few participants logging into these tutorials. These tutorials may be assignment related or can be industry related.
	So, this extra support provided by our lecturer John can be very welcoming and put them at ease.

Detailed Programme outline

*Provide a full programme content **and** a detailed breakdown of activities **for each class.***

Week	Module	Topic	Guest Lecturer	Assignment Schedule
Week 1	Frameworks & Methodologies	Project Management Evolution, Project Charter, WBS, The PM as a Trusted Advisor	No	No Submission Required.
Week 2	Frameworks & Methodologies	The Project Management Body of Knowledge (PMBOK), Projects in a Controlled Environment (PRINCE2, Agile Project Management	Roy Champ: Topic: The Real World application of Agile Project Management	Individual Assignment: Case Study Development (500 words)
Week 3	Frameworks & Methodologies	Project Management Tools & Techniques Risk, Stakeholders	Barbara Kelly Bryer Topic: People: the ultimate driver of project success.	No Submission Required.
Week 4	Project Management Information Systems	Project Planning Task Dependencies Lag & Lead Time Phases, Stages & Milestones	JP Hillard: Topic: Effective Project Meetings	Reflective Project Management Handbook (2,000 Words plus Appendix)

Week	Module	Topic	Guest Lecturer	Assignment Schedule
Week 5	Project Management Information Systems	Critical Path Analysis Critical path versus Critical Chain Crashing the Schedule Resource Management Cost management Variable versus fixed cost	Hardeep Kaur Global Director Operational Excellence & Change Management: Topic: The Symbiotic Relationship of Change Management & Project Management	No Submission Required.
Week 6	Project Management Information Systems	Project Analytics Dashboards & Reports Planned versus Actual Progress	No	No Submission Required.
Week 7	Programme & Portfolio Management	The Role of the PMO Strategy Realistion Office.	No	Resource driven Microsoft Project Gantt Chart
Week 8	Programme & Portfolio Management	Project Management Maturity Assessment Project Complexity	Philip Martin: Topic: Understanding your Project Portfolio for Effective Decision Making	No Submission Required.

Week	Module	Topic	Guest Lecturer	Assignment Schedule
Week 9	Programme & Portfolio Management	Project, Programme, Portfolio Management	No	No Submission Required.
Week 10	Student Reflection & Presentations	Student Reflection & Presentations	No	Presentation on Reflective Key Learnings
4 weeks post-course	Course Wrap -up	Weekly Tutorial to assist students with any remaining assignments.	No	Case Study: Project Management Maturity Assessment

Please state if there are any prerequisites to this training (if yes please elaborate):

- Be at least 21 years of age by the date of commencement of the programme.

- Hold a Leaving Certificate or QQI Level 5 qualification (or equivalent qualification);

- Have a minimum of 1 year's professional experience in a business environment

Please provide evidence of eligibility to deliver accredited training and QQI approved centre to be used or equivalent:

(15 ECTS credits at Level 7) – This Diploma is Certified by TU Dublin

Trainer (s) Name who will deliver this course: John McGrath